

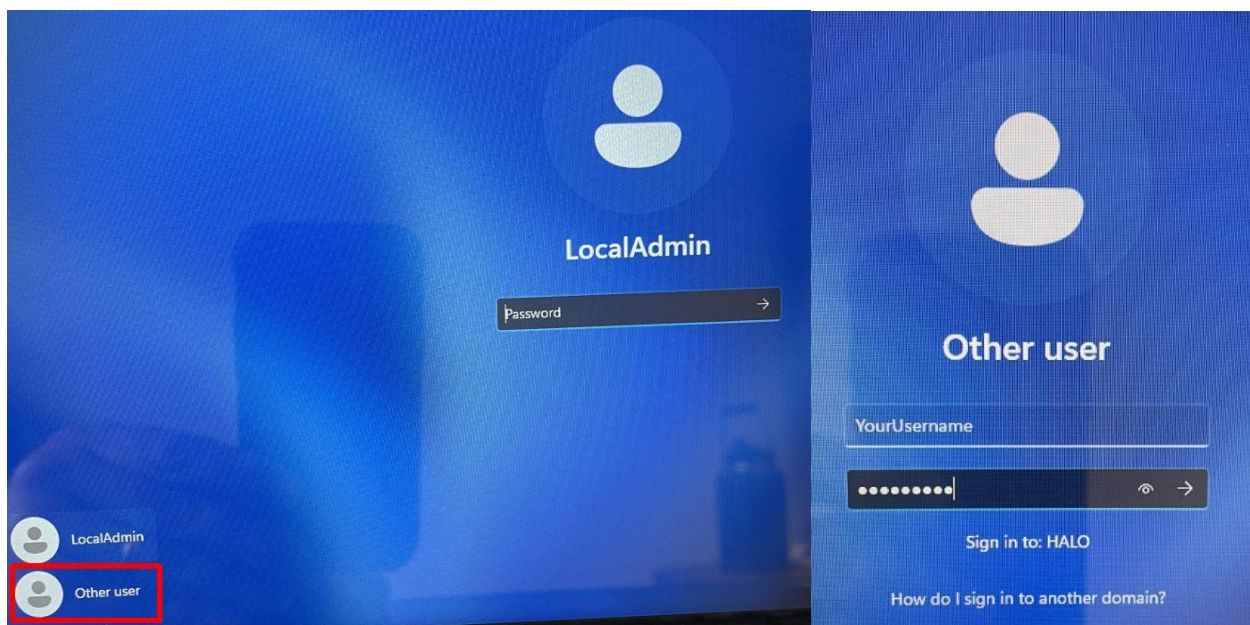
High School Laptop First Time Setup Guide

This guide will walk you through the required steps to prepare your laptop for the start of school.

1. Power on your laptop. The power button is located on the top right corner of your laptop.

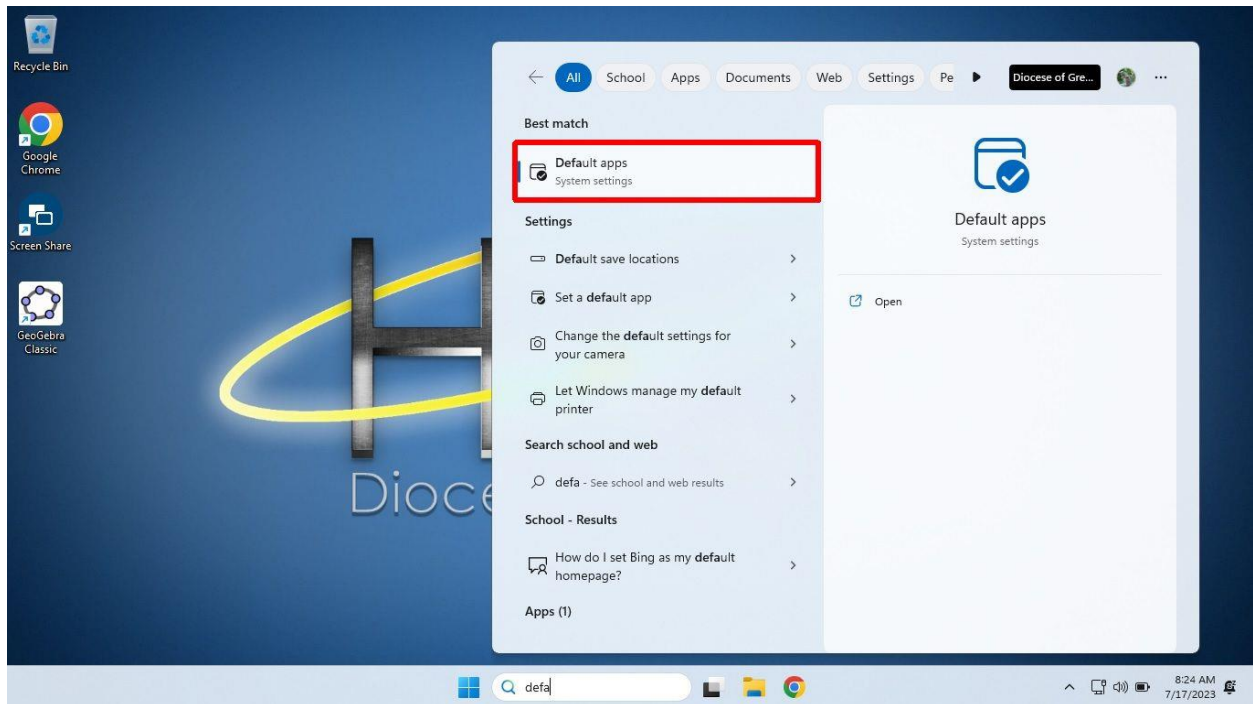


2. Don't try to sign in under LocalAdmin. Click "Other User" and sign in. Your username will be your last name followed by your first and middle initial. Example: John Grace Smith = SmithJG. The temporary password that you need to sign in will be posted in the room.

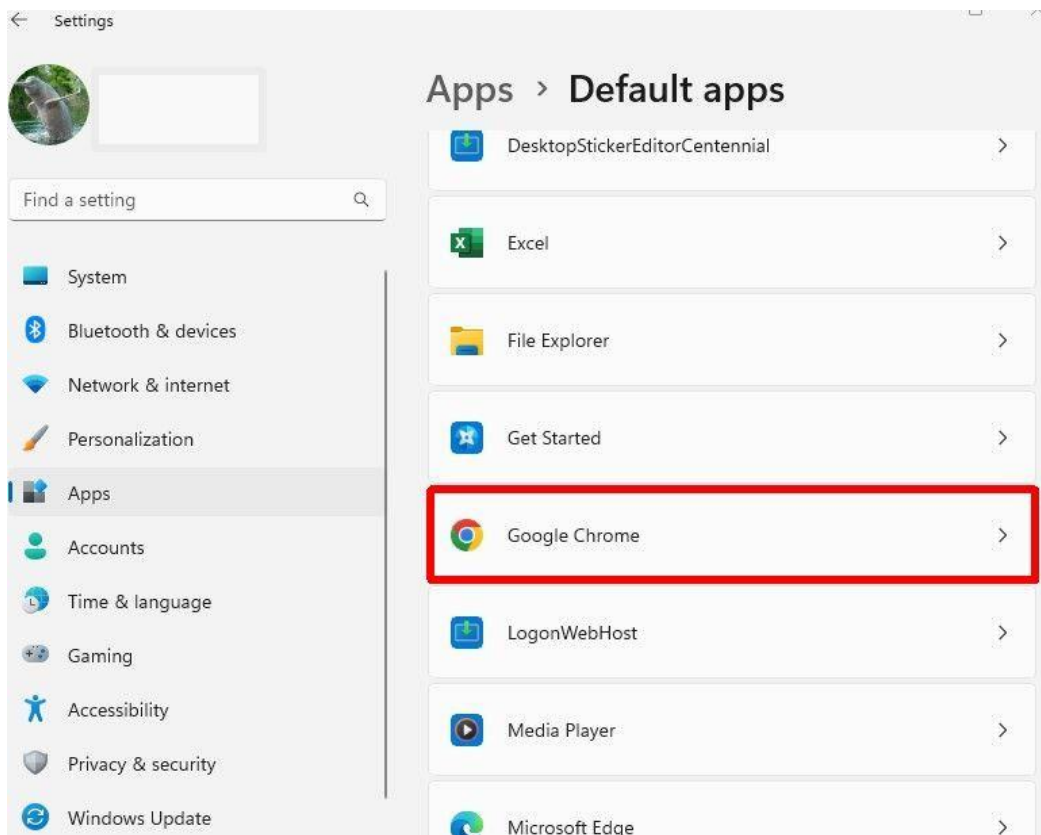


3. You will be prompted to choose a new password. Your new password must be 8 characters long and contain upper and lower case, and a number or symbol. Your password must not contain any part of your name. Enter your password and Select "OK" on the next screen to complete sign in.

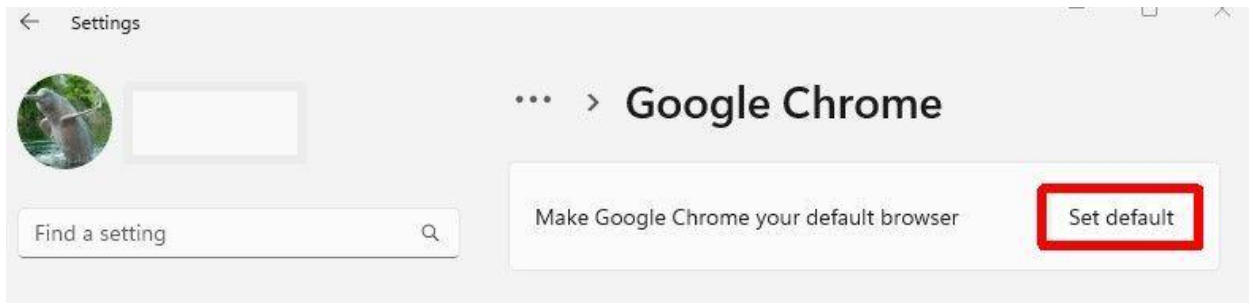
4. Type “Default” into the search bar in the bottom center of your screen. Then press enter or click “Default Apps” in the resulting window.



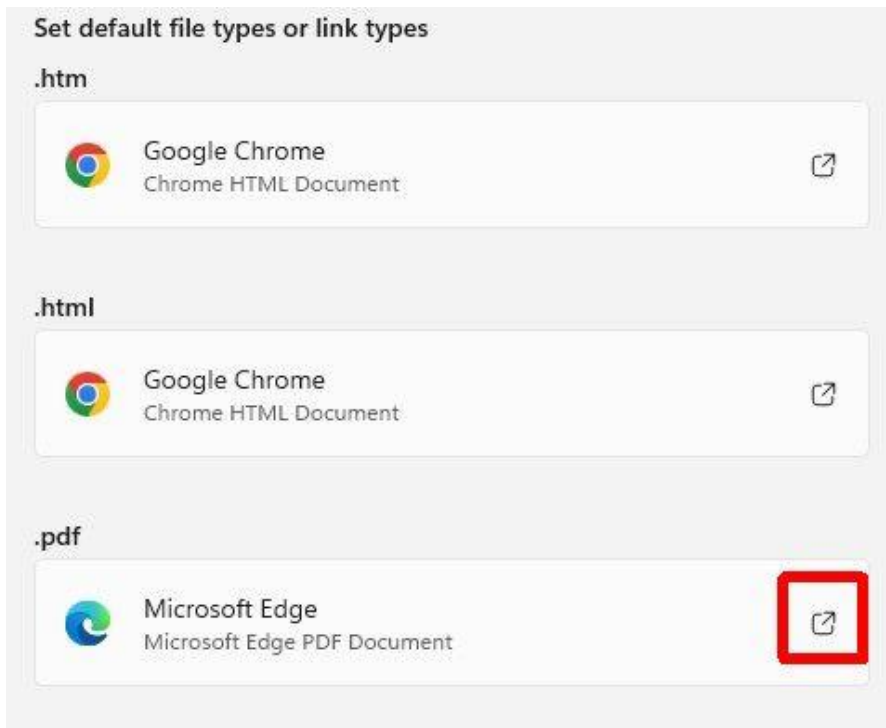
5. Scroll down and click on “Google Chrome”.



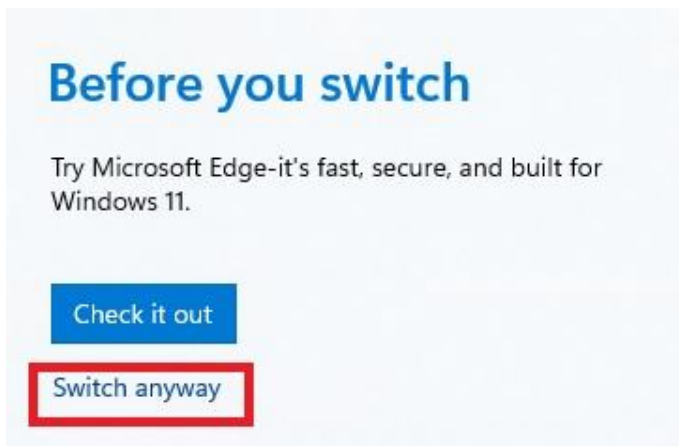
6. Select "Set default" on the next screen.



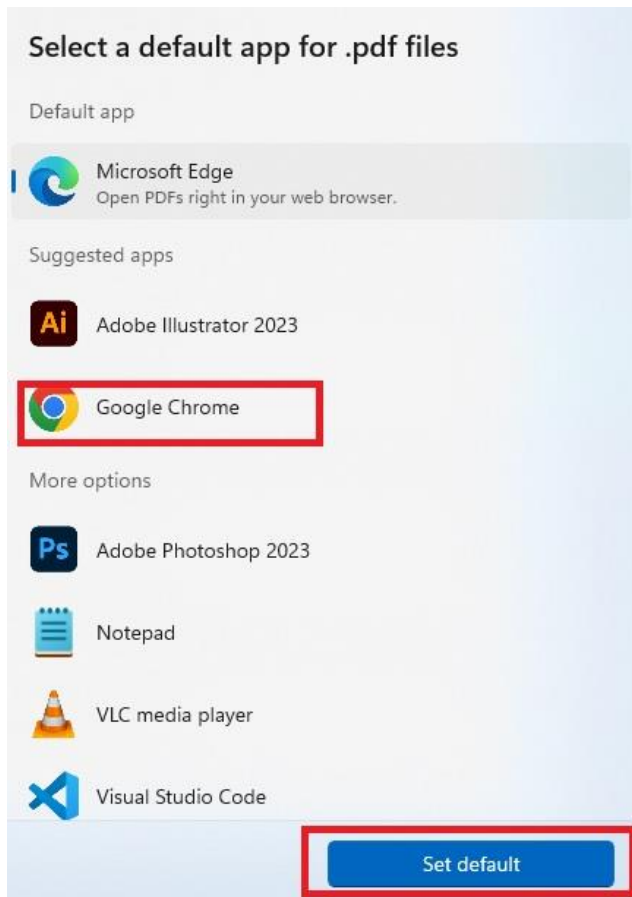
7. Under Google Chrome, click the expand button next to .pdf where you see Microsoft Edge.



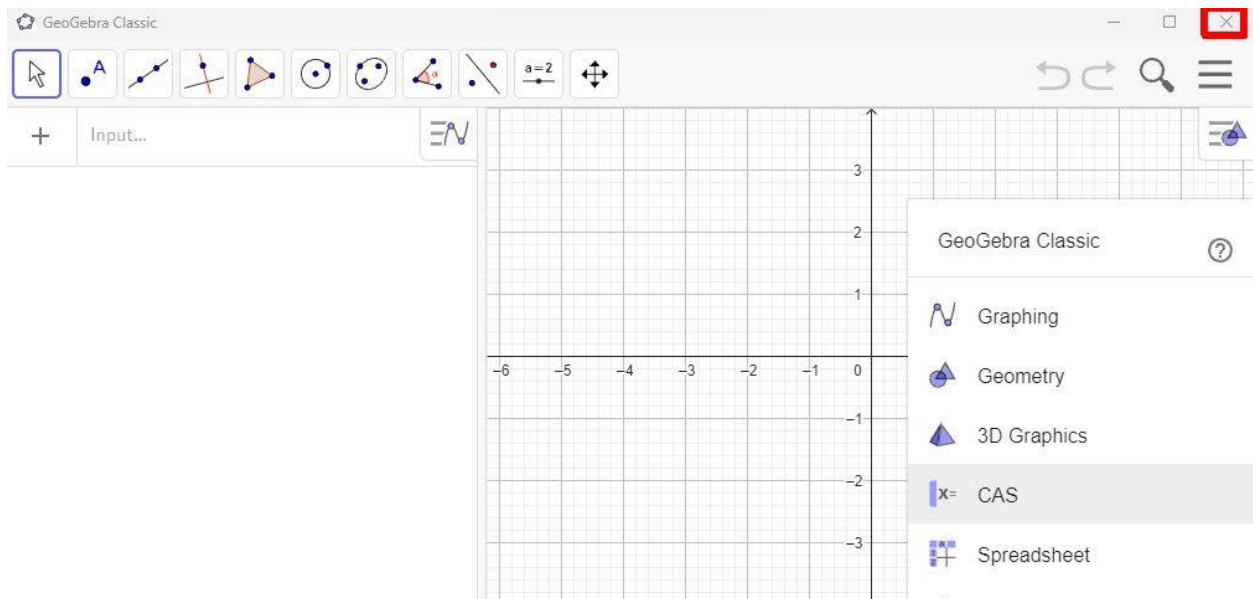
8. Select Switch anyway



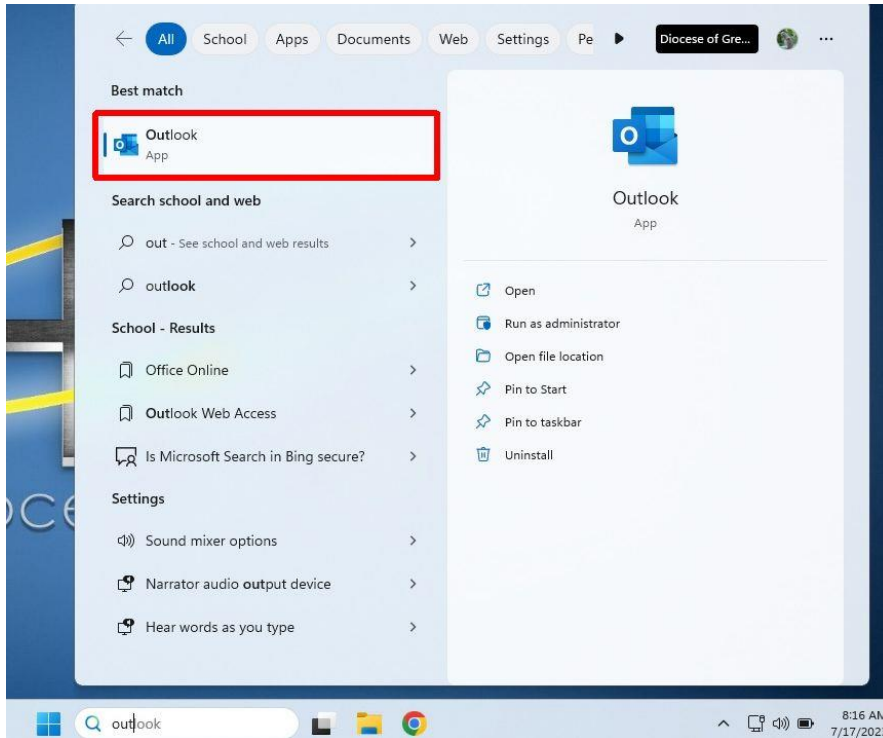
9. Select "Google Chrome" and click "Set default".



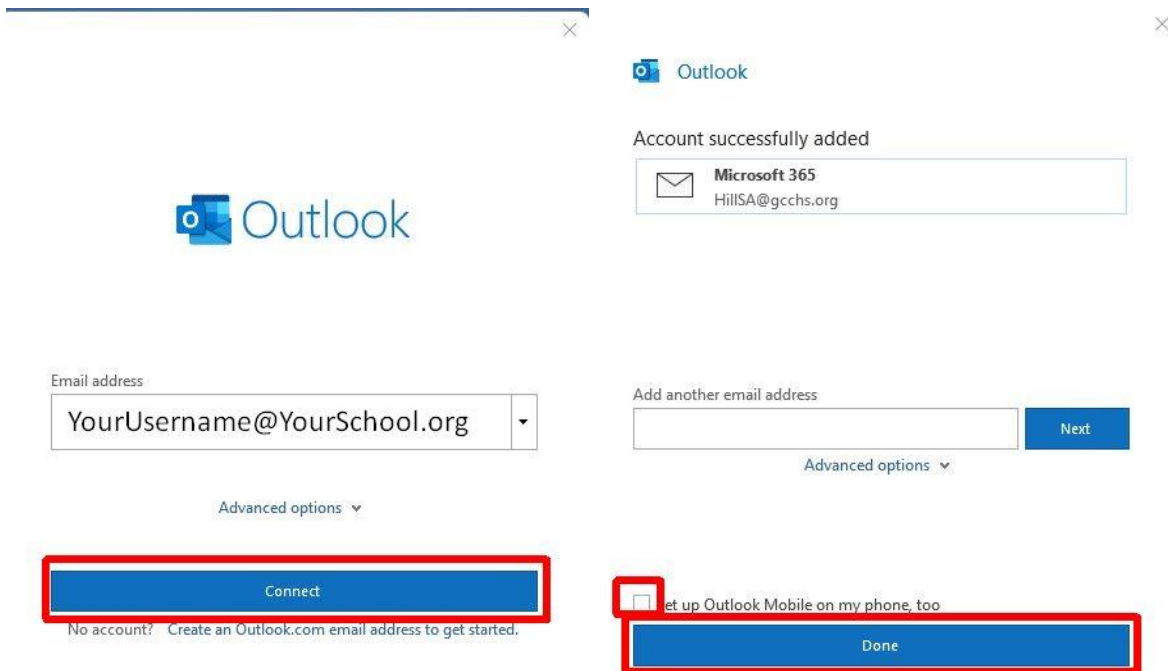
10. At some point during first time setup a program called GeoGebra may open by itself. This is expected. Simply close the window if this happens to you.



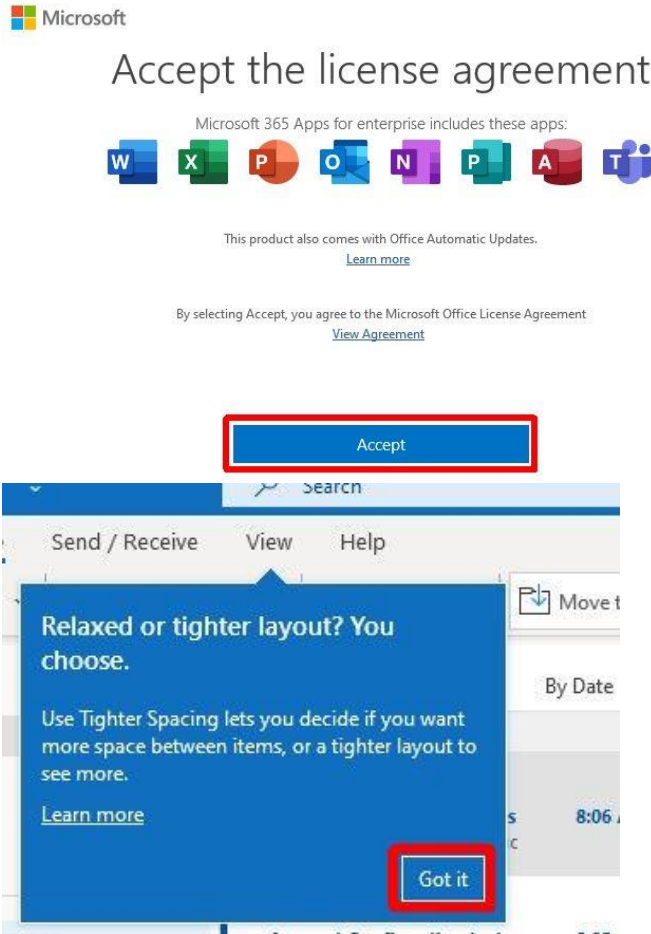
11. Type “Outlook” into the search bar at the bottom center of your screen. Press enter or select “Open” on the menu to launch Microsoft Outlook.



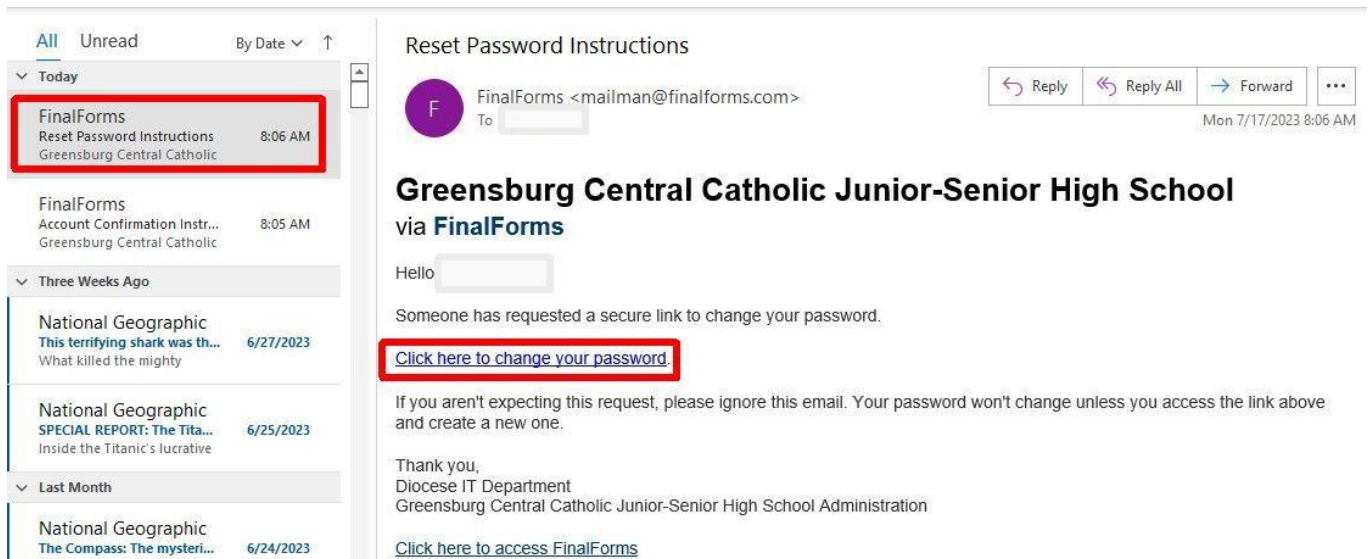
12. Your student email address should already be listed. If not, type it in. Your student email address will be your username (Last name+first initial+middle initial)@gcchs.org or @geibelcatholic.org depending on your school. Example SmithJG@gcchs.org or SmithJG@geibelcatholic.org. Click “Connect” then uncheck the box for Outlook Mobile and select “Done”.



13. You will likely see these screens. Click “Accept” on the license agreement screen and “Got it” on the View pop up.



14. You should have an email from FinalForms called “Reset Password Instructions”. Open it and click the link to change your password.



15. A new Chrome window will open and take you to the FinalForms website. Choose a password for FinalForms. You can make it the same as your computer's password if you wish. Click "Confirm Account" when you are finished.

The screenshot shows the 'Diocese of Greensburg' website header with 'Sign Forms' and 'Student' options. The main heading is 'You're almost done registering as a Student' with a sub-heading 'Set the password you would like to use to securely access your account.' There are two input fields: 'New Password:' and 'Confirm Password:'. Below them is a checkbox area with the text 'By clicking Confirm Account, you agree to our Terms and that you have read our Privacy Policy.' A blue 'Confirm Account' button is highlighted with a red box.

16. You will likely get a chrome pop-up offering to save your password. Click "Never".

The screenshot shows a Chrome pop-up titled 'Save password?' with fields for 'Username' and 'Password'. Below the fields are 'Save' and 'Never' buttons. The 'Never' button is highlighted with a red box. A small note at the bottom states 'Passwords are saved to Google Password Manager on this device.'

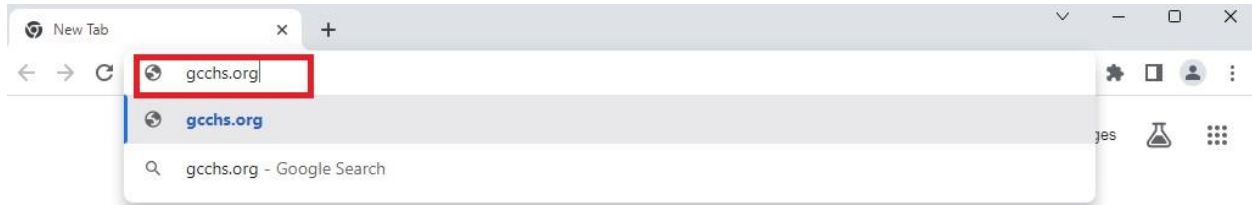
17. Click the "Acceptable Use Policy" under "Forms" on the left. Enter your name under "Student Signature" and click "Submit Form".

The screenshot shows the 'Acceptable Use Policy' page. On the left, there is a sidebar with 'Forms' and 'Acceptable Use Policy' (highlighted). The main content area has a heading 'Acceptable Use Policy' and a text box: 'Please click to open and read the [Acceptable Use Policy](#). When you have thoroughly reviewed the policies and contents within and agree to abide by these policies and contents, please indicate you have done so by signing below.' Below this is a section 'Required Form Signatures' with 'Parent/Guardian Signature:' and a text input field. Below that is 'Student Signature:' with a text input field. A note says 'Your signature must match your name:' followed by another text input field. At the bottom, there is a blue 'Submit Form' button and a link 'Review student status'. The 'Student Signature' section and the 'Submit Form' button are highlighted with a red box.

18. Now click “Log Out”.

The screenshot shows the top of the Diocese of Greensburg website. In the top right corner, there are links for "Sign Forms" and "Student". A green notification banner at the top reads: "Successfully updated **Acceptable Use Policy**. Email sent to you and your parents with an update on your forms status. NOTE: If you do not receive this email, please check the spam folder. If still missing, please contact support". Below this is a large heading "Forms signed for 2023-24!". Underneath, a text box says: "You will still need to login, review, and sign the student-athlete forms once per school year or when signing up for a new sport." At the bottom center, a "Log Out" button is highlighted with a red rectangular box.

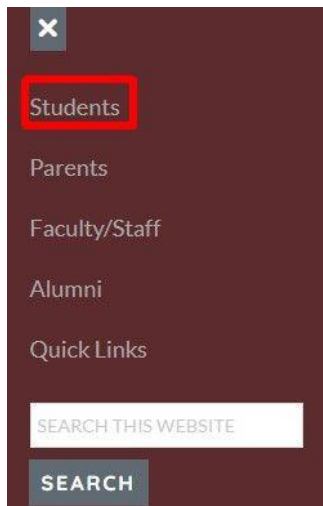
Navigate to your school’s website by typing the address into the address bar in Chrome and hitting Enter. You will use either gcchs.org or geibelcatholic.org depending on your school.



19. Select “myGCC” from the menu in the top right.

The screenshot shows the homepage of Greensburg Central Catholic Junior-Senior High School. The page has a dark maroon background with large white text that reads "GCC" and "GREENSBURG CENTRAL CATHOLIC" below it. At the top, there is a "MENU" button on the left and a "myGCC" button with a user icon on the right, which is highlighted with a red box. The school's crest is visible in the top right corner.

20. Now click Students



21. This page contains links to useful student resources that you will use throughout the year. Click on M365.

STUDENTS

Technology

M365 (OFFICE)

SCHOOLGY

POWERSCHOOL

22. Enter your student email address and click "Next". Your student email address will be your username (Last name+first initial+middle initial)@gcchs.org or @geibelcatholic.org depending on which school you attend. Example SmithJG@gcchs.org or SmithJG@geibelcatholic.org. Enter the password that you chose when you signed into the laptop and click "Sign in".



Sign in

YourUsername@YourSchool.org

No account? [Create one!](#)

[Can't access your account?](#)

Back

Next



← hillsa@gcchs.org

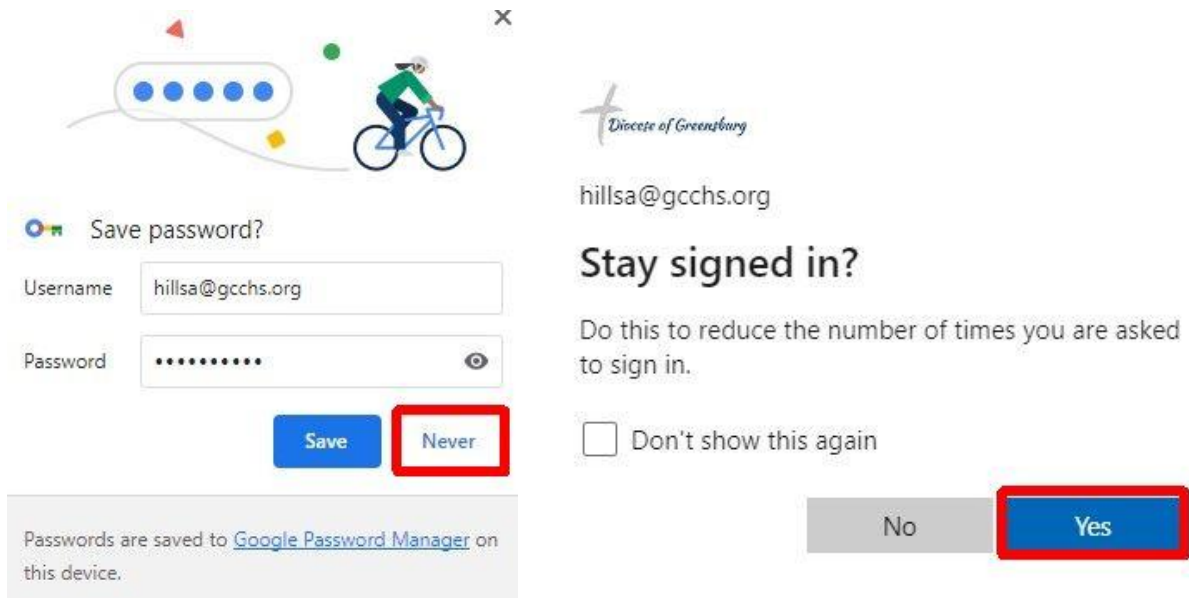
Enter password

Password

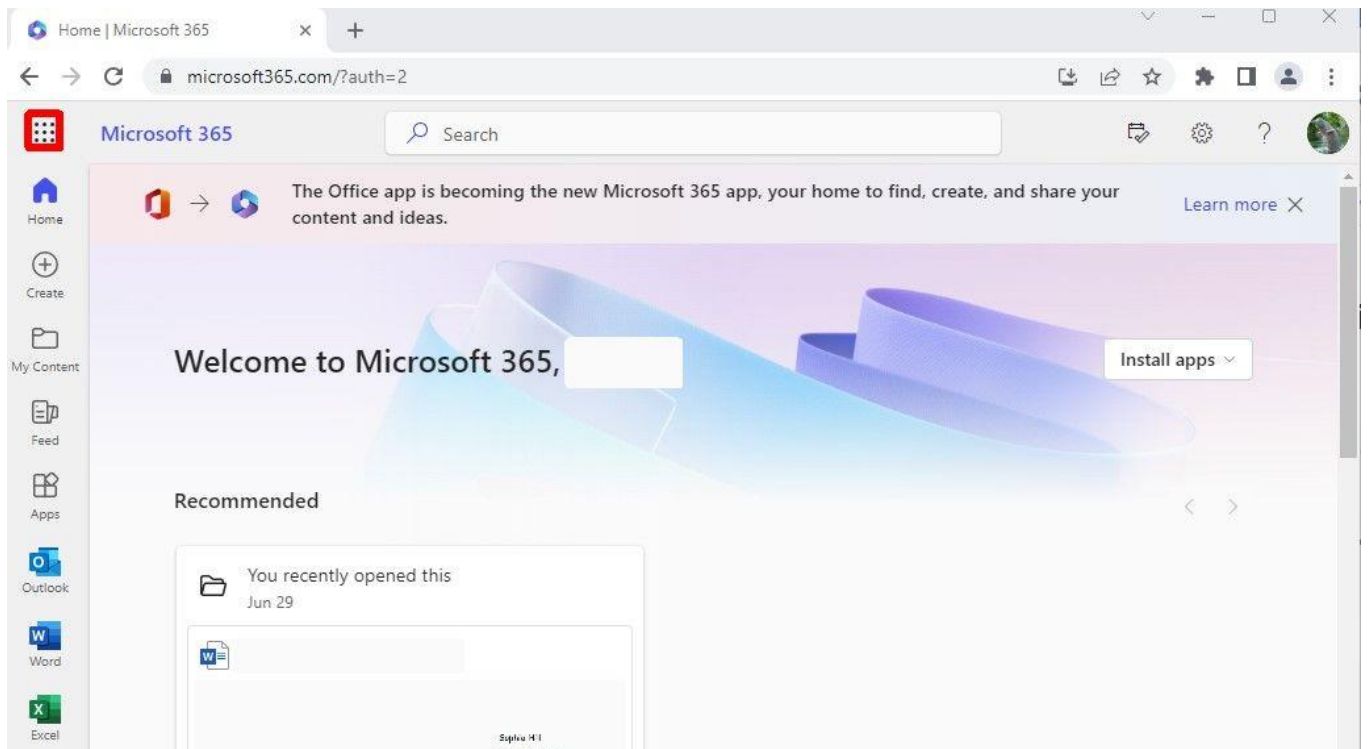
[Forgot my password](#)

Sign in

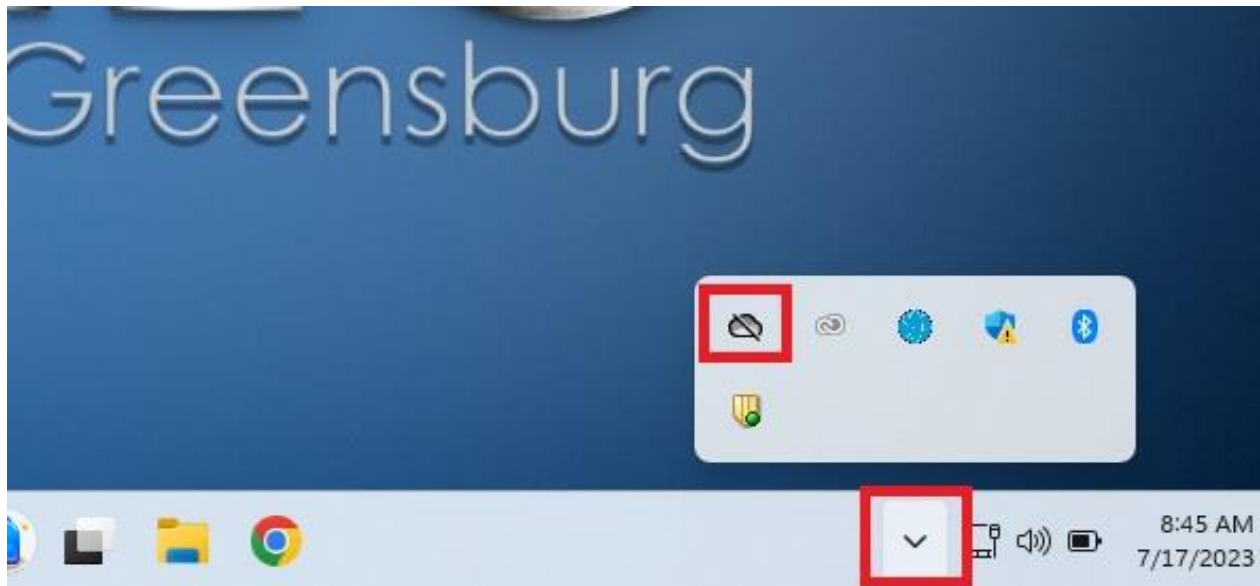
23. Select “Never” for the pop-up in the top right and “Yes” for the pop up in the center of your screen.



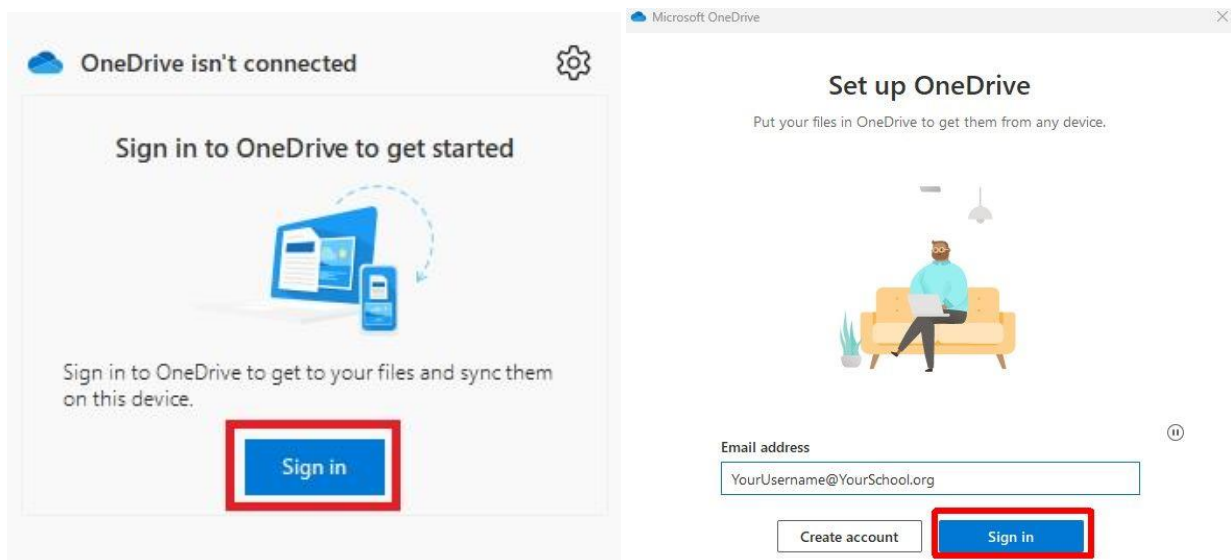
24. You are now signed into Office365. This site offers access to web based versions of most Office apps as well as access to your email and cloud based personal file storage. Use the icon at the top left (looks like a 3x3 grid) to view the complete set of apps available to you.



25. Click the System Tray arrow (looks like a downward pointed arrow) in the bottom right of your screen and then click the OneDrive icon



26. Select "Sign in". Enter your student email address and click "Sign in". Your student email will be your username (last name, first initial, middle initial) @gcchs.org or @geibelcatholic.org depending on your school.



27. You will see a series of screens with information about OneDrive. Click “Next” on all of them.

Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.



Your OneDrive folder is here

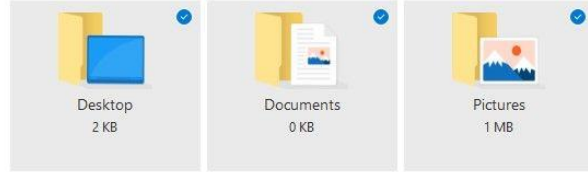
C:\Users\HillSA\OneDrive - Diocese of Greensburg Schools

[Change location](#)

Next

Back up your folders

Selected folders will sync in OneDrive - Diocese of Greensburg Schools. New and existing files will be added to OneDrive, backed up, and available on your other devices even if you lose this PC. [Learn more.](#)



Space remaining after selection: 1,022.3 GB

Continue

Get to know your OneDrive

To add items, drag or move them into the OneDrive folder.



Next

[Back](#)

Share files and folders

To let other people view or edit your files, you can share them. You can also work on folders shared with you.



Next

[Back](#)

All your files, ready and on-demand

With Files On Demand, you can browse everything in your OneDrive without taking up space on your device.



Online-only

These files don't take up space on this device, and they download as you use them.



On this device

When you open a file, it downloads to your device so you can edit it while you're offline.



Always available

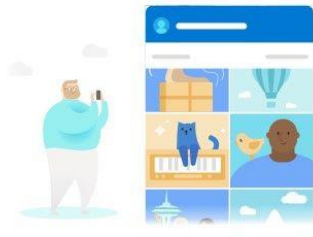
Right-click a file to make it available offline.

Next

28. Select “Later” on the Get the mobile app screen. Then click “Open my OneDrive folder” on the last screen.

Get the mobile app

To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.



[Back](#)

Get the mobile app

Later

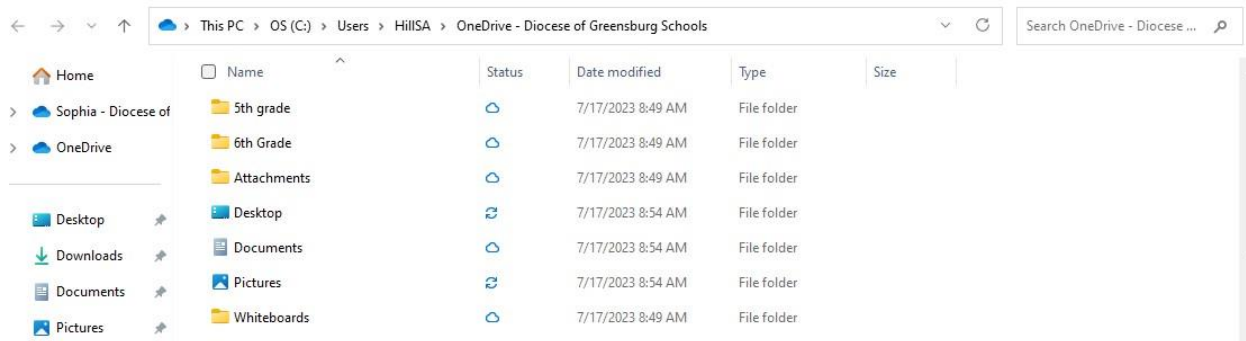
[Back](#)

Your OneDrive is ready for you



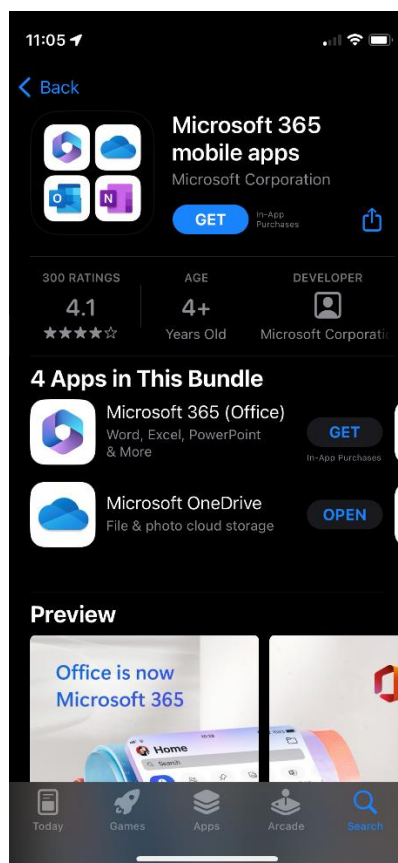
Open my OneDrive folder

29. Your files will now be backed up to your OneDrive account (cloud storage). If you are transferring from another diocesan school, all of the files from your previous enrollment will still be there. You may now close out of all open windows.



Note:

Your Office365 licensing allows you to access mobile app versions of most Microsoft Office apps including Outlook, OneDrive, and many more. Just go to the app store on your phone and search for the app you want, install it, and sign in with your school email and password.



This concludes the first-time setup of your student laptop!