Student Instructions: Logging-In & Technology Check

Welcome to the 2020-2021 School Year! This year is going to be a bit different since we are starting school online. In order to make sure you are 100% ready to go for online learning, please make sure you complete the following by **10am on Monday, August 17th**

**Step 1: Turn on your Computer**
How to Do This:
Open your laptop.
Tap the single Button on the **Right** side of your computer. It should be in the middle. The other button on the side of your computer controls Audio.

The computer will show a **Dell** Logo and will load into **Windows**. The computer ask you to press the keys **Ctrl + Alt + Delete** at the same time. When you press these keys, your name will appear and it will ask for the Password.

The Password to your Computer will be **Password123**

**Step 2: Connect to the Internet.**
How to Do This: (Please make sure you ask your parent for help!)
1. Select the **Network** icon on the taskbar. The icon that appears depends on your current connection state. If you don’t see one of the network icons (or a similar one) shown in the following image, select the **Up arrow** to see if it appears there.
2. Choose the Wi-Fi network you want, then select **Connect**.

3. Type the network password, and then select **Next**.

4. Choose **Yes** or **No**, depending on the type of network you’re connecting to and if you want your PC to be discoverable by other PCs and devices on the network.

**Step 3: Accepting the Technology Agreement**

**How to Do This:** (You’ll need your parents help with this!!!!)  
Open the Browser Google Chrome (If it asks if you would like to set it as the default browser select Yes.)

Go to the website **http://checkout.dsst.local**

Log Into SAML  
Like Outlook it will ask for a username and Password

![Sign in](https://samlschools.publicschools.org)  
Username:  
Password:  

The Username will be Firstname.Lastname.NOE  

The Password will be Password123 (This will change if you change your password)

If you cannot login. Please email Mr. Anderson at **jason.anderson@scienceandtech.org**

**Welcome**

Click on continue to Student Form and Read the Acceptable Use Policy  
Then Fill out the Checkout Details
Follow the instructions on the page then have your parent fill out the Parent form

**Step 4: Log-In to Outlook**

*What is Outlook?* Outlook is where your email is located. You should plan to check your email each day in case you have received some important information from your teachers.

*How to Do This:*

Click on this Icon: ![Icon](image) to open the program.

Outlook will open up automatically. Loading your email.

If after you open Outlook it asks you for a Password here are the steps to login

1. Select more choices, then click Use a Different Account

   ![Use a different account](image)

2. A new window will ask you for a Username and Password
The Username will be your Firstname.Lastname.NOE

The Password will be Password123 (This will change if you change your password)

If you cannot login. Please email Mr. Anderson at jason.anderson@scienceandtech.org

**Step 5: Log-In to Teams & Send your Advisor a message**

**What is Teams?** Teams is where you will chat with your advisor and have video classes. For now, we just want you to send a message to your advisor so we know you’re in the system.

**How to Do This:**

Click on this Icon: ![Teams Icon] to open the program.

Find this icon on the Left toolbar:

Click on Contacts:
Click on the 3 dots to make “Add a contact to this group” appear. Click on “Add a contact to this group”
Start typing in your advisor’s name and their email will appear...

Add to contacts

Start typing in your advisor's name and their email will appear...

Add to contacts

When their name has appeared, click “ADD”

Add to contacts

Once your advisor is added, their name will appear in your contact list.

Then, double click their name & send them a message that says the following:

“Hello Ms./Mr. _______________________. My name is __________________. I am in ______ grade and you are going to be my advisor this year.”

**Step 6: Logging into Google Classroom**

What is Google Classroom?

How to Do This:

1. Go to the website classroom.google.com in Google Chrome
2. Click Sign In
Use your Scienceandtech Email.
For example
John.Smith.Noe@scienceandtech.org
Jane.Doe.Noe@scienceandtech.org

If you don’t know or can’t find your email. You can open up Outlook and it will be at the top

3. Log Into SAML
Like Outlook it will ask for a username and Password

The Username will be Firstname.Lastname.NOE

The Password will be Password123 (This will change if you change your password)

If you cannot login. Please email Mr. Anderson at jason.anderson@scienceandtech.org