

Setting up your Windows 10 laptop

Important steps

It is important that your daughter has a user account with **administrator level access** which will allow her the ability to install software provided by the College when she is at school. Further information on setting up accounts can be found [here](#). You may also wish to create a **parent administrator account**. A benefit of this is that it allows you as parents to have tighter control over the applications installed and the usage of the laptop. Information about adding extra **administrator accounts** can be found [here](#).

Your daughter is provided with a Microsoft account by the College. Her login details are her College email address and password.

Anti-virus Protection

If you purchased your device through the College, a **link to install the Anti-virus software** will be provided to your email address used during the purchase process. You may need to uninstall any trial or free versions of anti-virus software that have come preloaded on your device. Further information about uninstalling software can be found [here](#).

If you have not purchased your daughter's laptop through the College, you will need to ensure that you have anti-virus software installed.

Sequence of steps

It is recommended that you follow the set up steps in sequence. **Please note** that your daughter will need to know her College username (the first part of her email address) and password to complete many of the steps. Please contact the IT Helpdesk on 9855 7771 if your daughter does not have or remember her College username and password.

A home internet connection is required to set-up your daughter's device.

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Installing Google Chrome

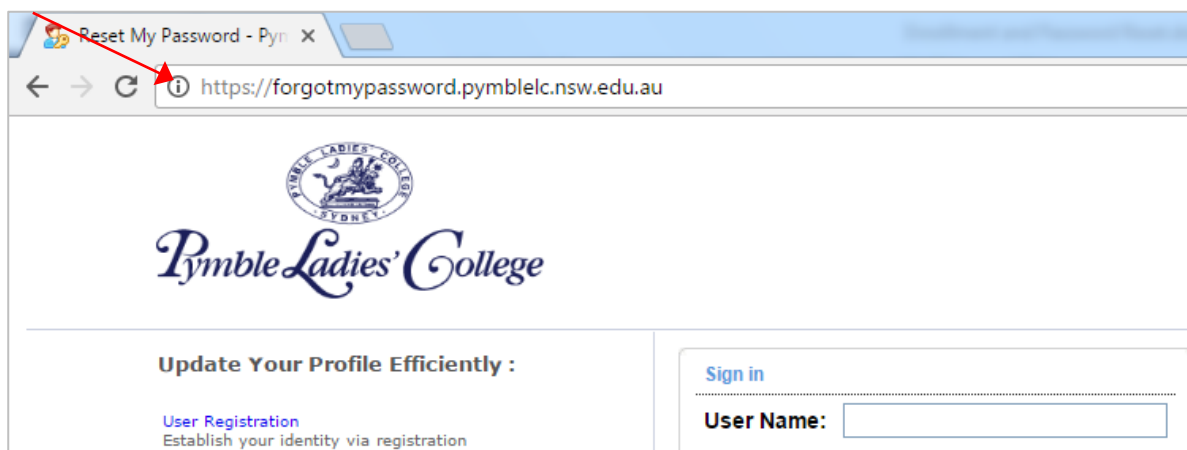
Google Chrome is our preferred Internet browser. If you need to install Google Chrome on your laptop please use the following link found [here](#). You will need to select Windows from the list of options.

Enrolling in the Password Reset Tool

Now that your daughter has her own device, teaching her about password safety and protocols is an important step. At *Pymble* we use an online password reset tool to assist with this process. Your daughter's password will be set to expire **every 90 days**. This change will ensure her data remains safe while also helping her establish this important routine.

1. Type forgotmypassword.pymblelc.nsw.edu.au into the address bar of your Internet browser and press **Enter** on your keyboard.

The registration process needs only to be completed once.



2. Your daughter will sign in using her College username and password. If she has forgotten her password, please contact the College IT Helpdesk on 9855 7771.

Click **Log in**. Please note, do not click **Change Password** at this stage.

Welcome to MyPymble. Here's how to sign in.

Parents: Please use your 6-digit Username
Students and Staff: Please use your normal College Username (e.g. csmith)

[Sign in](#)

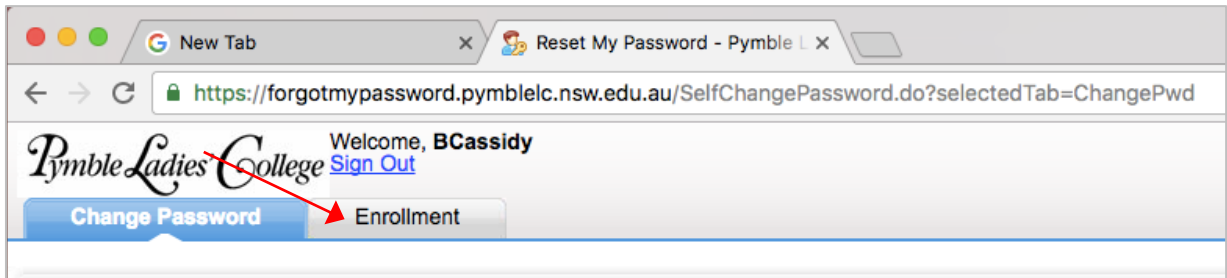
User Name:

Password:

Change Password

Change your password using current password

3. Once you are signed in, please click the **Enrolment** tab at the top of the screen.



You will now be given the option to set up a recovery phone number and email address, as well as security questions, to enable a password reset. It is a good idea to set up both options.

Please note – you should not click Enrol until advised to do so on Step 7.

4. The first option is to use the **Verification Code**. You can enter a mobile phone number for the code to be sent to. To use this feature, it would be practical if this was your daughter's mobile phone number.

You can also add an alternate secondary email account. Please note that your daughter's College email account is already entered by default. To add a second email account please enter it in the empty box below.

Please do not click Enrol yet.

A screenshot of the "User Registration" form. The form has two tabs: "Verification Code" and "Security Questions". Below the tabs, there are two main sections: "Register Your Mobile Number(s)" and "Register Your Email Address(es)". The "Register Your Mobile Number(s)" section has a text input field labeled "Enter your mobile number" and a "+" button. The "Register Your Email Address(es)" section has a text input field labeled "Enter your email id" and a "+" button. A red arrow points to the "Enter your mobile number" field, and another red arrow points to the "Enter your email id" field. At the bottom of the form, there is a blue "Enroll" button.

5. The second option is adding **Security Questions**. Your daughter will create her own questions and answers to help verify her identity. It is a good idea to select questions only she will know the answer to but that she will remember. Please note the minimum lengths for the questions and answers.

The screenshot shows the 'User Registration' page for Pymble Ladies' College. The user is logged in as 'BCassidy' and is on the 'Enrollment' tab. The 'Security Questions' tab is active, showing instructions on question length (5-255 characters) and a form to register three security questions. Each question has fields for 'Que:', 'Answer', and 'Confirm Answer'. A 'Hide Answer(s)' checkbox is at the bottom. A red arrow points to the 'Enroll' button at the bottom right.

6. Once your daughter has written her questions and answers, click **Enrol**. The information from **both** tabs will be submitted.

Using the Password Reset Tool

Once the Password Rest tool has been configured, your daughter can use it to reset her College password at any time.

Changing your Password

1. Type forgotmypassword.pymblelc.nsw.edu.au into the address bar of your Internet browser and press **Enter** on your keyboard.
2. Select **Change Password**.

The screenshot shows the login page for the password reset tool. It includes a 'Sign In' section with 'User Name' and 'Password' fields and a 'Login' button. A red arrow points to the 'Change Password' link in the 'Update Your Profile Efficiently' section. Below this, there is a 'Reset Password' link with a key icon and the text 'Reset your forgotten password'.

3. You will now be prompted to enter in your old password and select a new password. Please note that *Pymble* has a policy applied to all passwords and they need to meet the criteria which is listed on the reset password screen below. Passwords cannot contain the user's name. Special characters can be numbers and symbols such as the ! mark and \$ sign. Please choose a password that does not contain spaces or apostrophes.

Enter your old password and select a new password. Then click **OK**.

Change Password

Change your current domain password.

Pymble Ladies' College Password Requirements

- Minimum password length : 8
- Maximum password length: 15
- No. of special characters to include: 2
- Use both upper & lower cases
- Use numbers in the password

Old Password

New Password Password Strength :

Confirm New Password

OK Cancel

Forgotten Passwords

Once your daughter has registered with the Password Rest tool, if she forgets her password, she can follow these steps to reset it.

1. Type forgotmypassword.pymblelc.nsw.edu.au into the address bar of your Internet browser and press **Enter** on your keyboard.
2. Select **Reset Password**.

Update Your Profile Efficiently :

- User Registration
- Change Password
- Reset Password**

Sign In

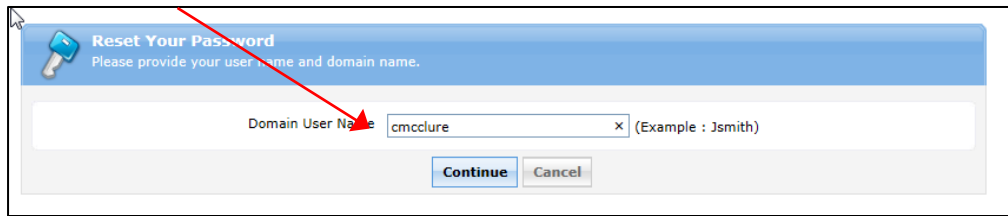
User Name:

Password:

Login

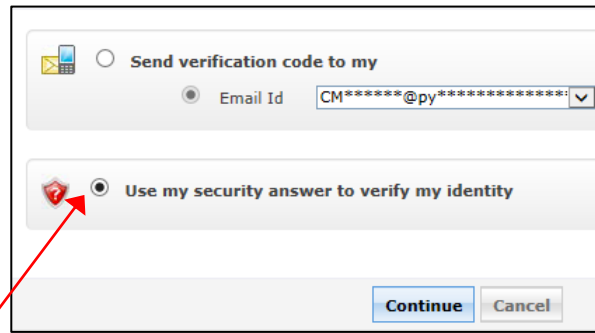
Reset Password

3. Enter your College username and press continue.

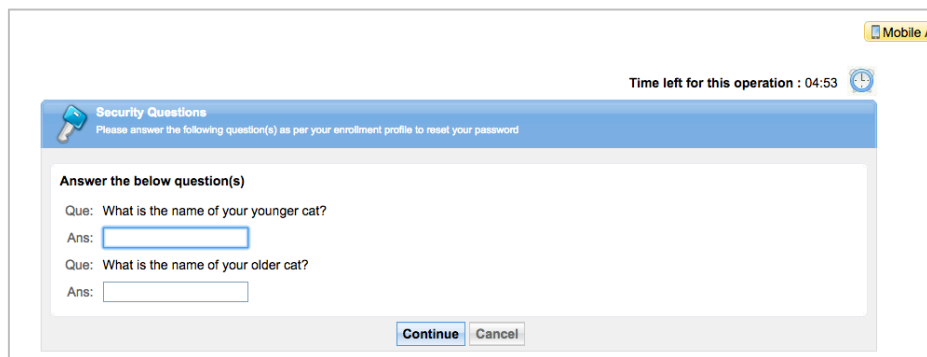


4. At this point you can elect to receive a verification code sent to your phone or email address or to use your security questions. You can select which method you'd prefer by using the drop down menus and radio buttons.

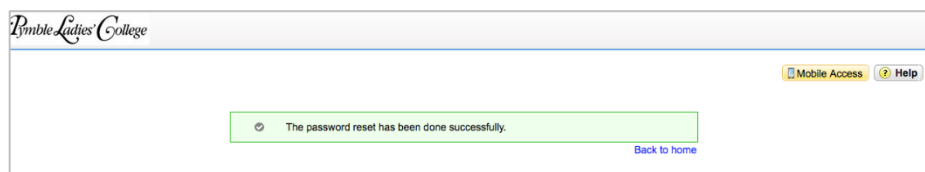
Please note – if you cannot access your College emails because your password has expired, please select your alternate email address or select to answer your security questions.



5. If you elect to answer your security questions, you will see a window like this. Please note you have a limited time to complete the reset password process.



6. Once you have successfully changed your password you should receive a message like this.



Installing the Microsoft Office Suite – Office 365

Through College licencing agreements, we are able to offer each student the ability to install the full Microsoft Office Suite products on their laptop at no cost. Each student has five licences to install on any devices they, or their family, own. Office 365 products are accessible through the College Portal.

Preparing your Laptop

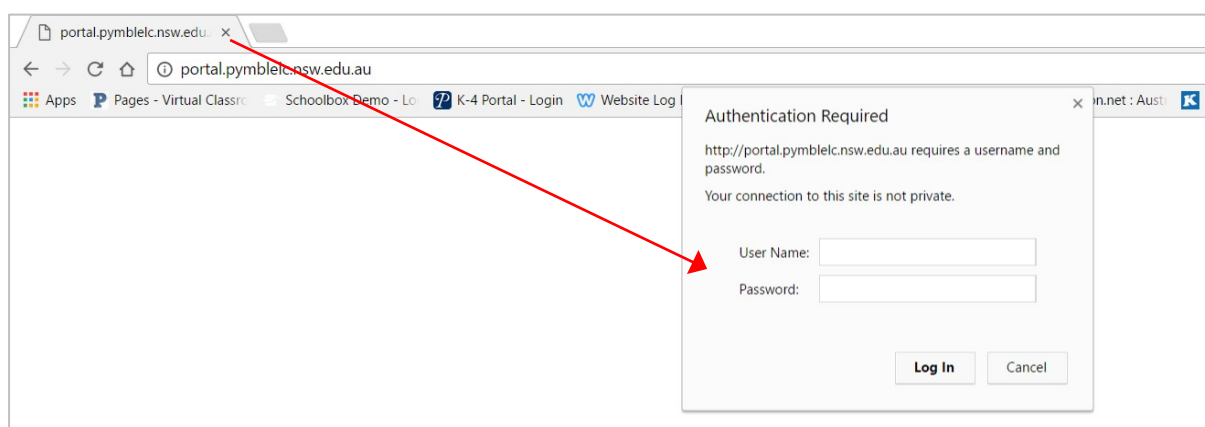
If your laptop has come pre-installed with a trial version of the Microsoft Office suite, or you have previously installed an older version of Office, it is important that you remove this software from the device as it may cause conflicts and confusion. Further information about removing Office from a Windows device can be found [here](#).

Accessing the *Pymble* Portal

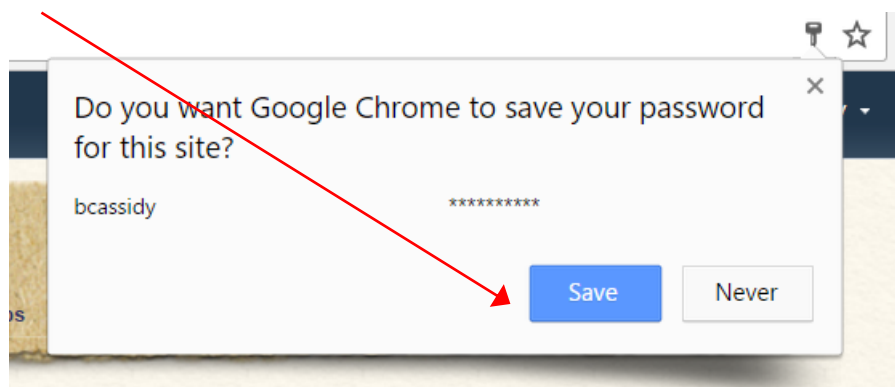
1. Launch your Internet browser and type the following link into the address bar.

<https://portal.pymblelc.nsw.edu.au>

2. Enter your College username and password. Don't be concerned if you are asked to repeat this entry several times.



3. It is safe to request Portal to save your password.



Accessing Microsoft Office 365

Access to Microsoft Office 365 is via the Email section of the Portal.

1. Click on the **Email** icon.



2. You may be asked for your College username and password.

Authentication Required

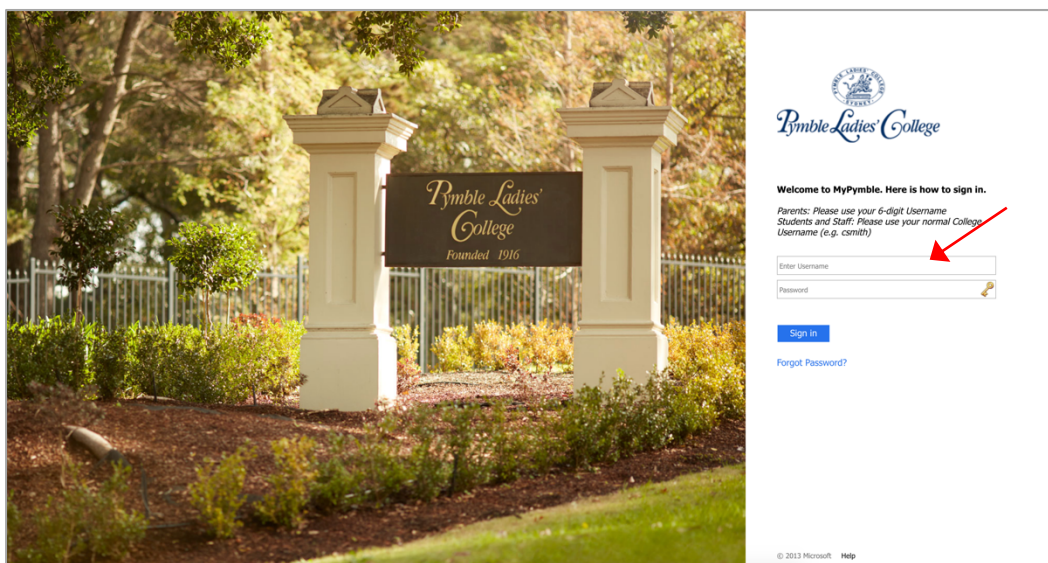
https://sts.pymblelc.nsw.edu.au requires a username and password.

User Name:

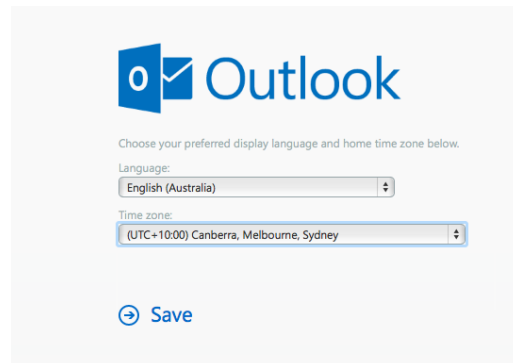
Password:

Log In Cancel

3. You may also see this screen asking you to Sign in using your College email address and password. Your college email address is your username followed by **@pymblelc.nsw.edu.au**. Your email password is your general College password.



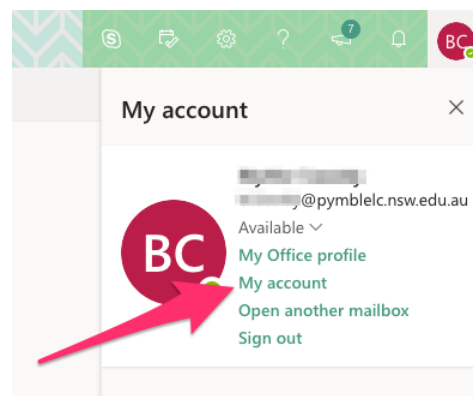
4. If your email account has not yet been configured, please set the language and time zone. 'Canberra-Melbourne-Sydney' is found towards the end of the list.



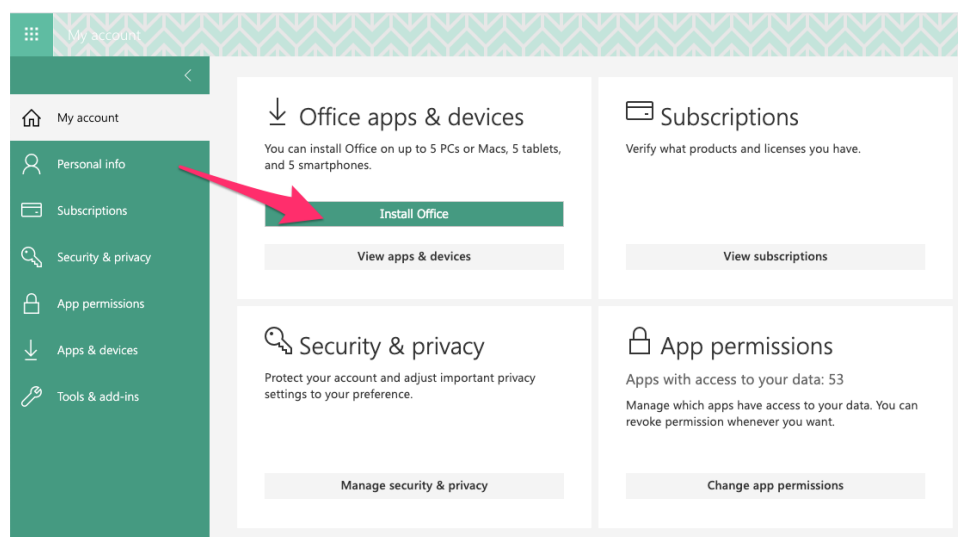
5. Once your Outlook email is open, select your profile icon.



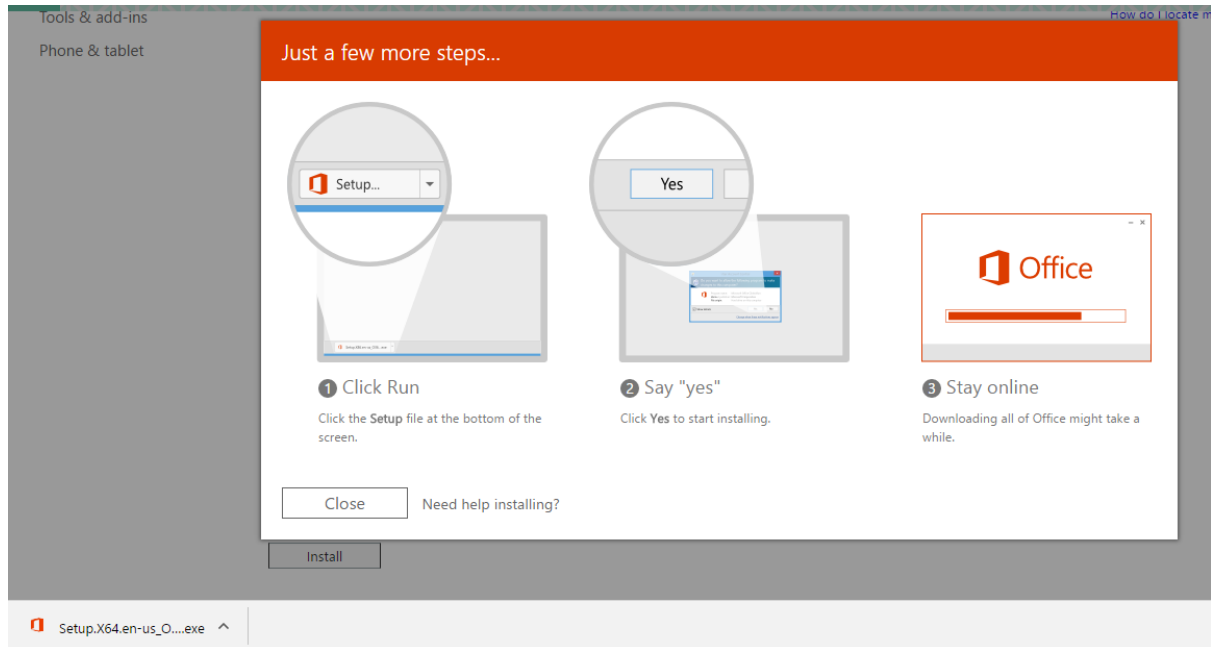
6. A drop down menu will appear. It will show your name and *Pymble* email. Select **My Account**.



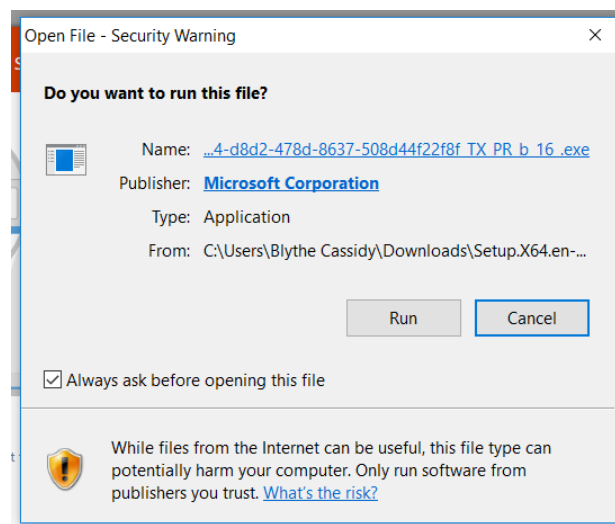
7. Click on **Install Office**.



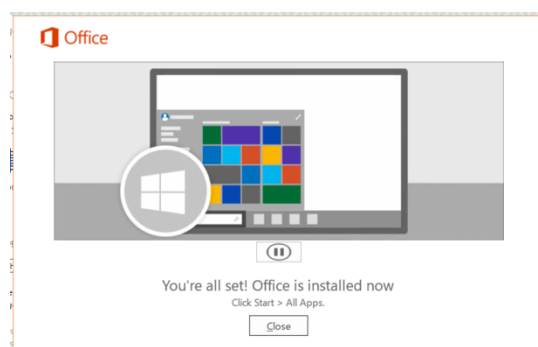
8. Your software package will begin to download. Once it has downloaded, click on it and follow the prompts.
9. Click **Install** and follow the steps on the screen.



10. Click on the file that has downloaded and then click **Run**. Office will begin to install.



11. Once this window appears, your Microsoft Office products have been installed.

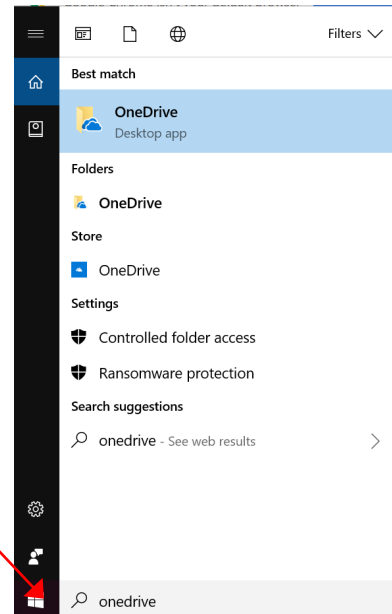


Configuring OneDrive

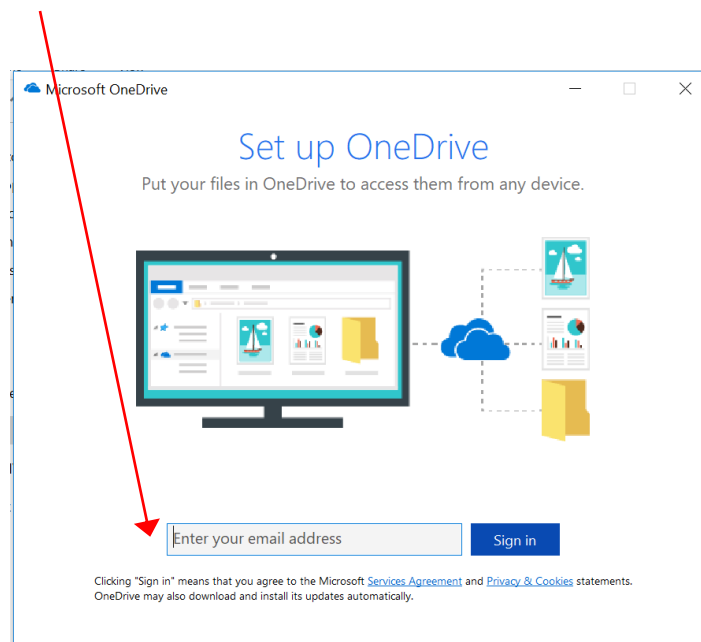
OneDrive is Microsoft's cloud sync solution. It is part of the Office 365 Suite and is an important tool to be configured on your daughter's laptop. With OneDrive configured with her *Pymble* account, she will be able to access and work on her files on any device at any time. There are 2 components to OneDrive – the laptop client and the online space. The laptop client keeps a copy of the files on the laptop, which then syncs with the online cloud version.

Windows laptops come with **OneDrive pre-installed**.

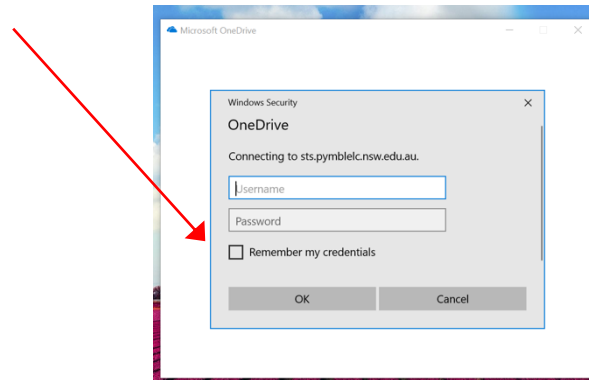
1. Use the Windows search to locate the OneDrive Application. Once you locate it please open it.



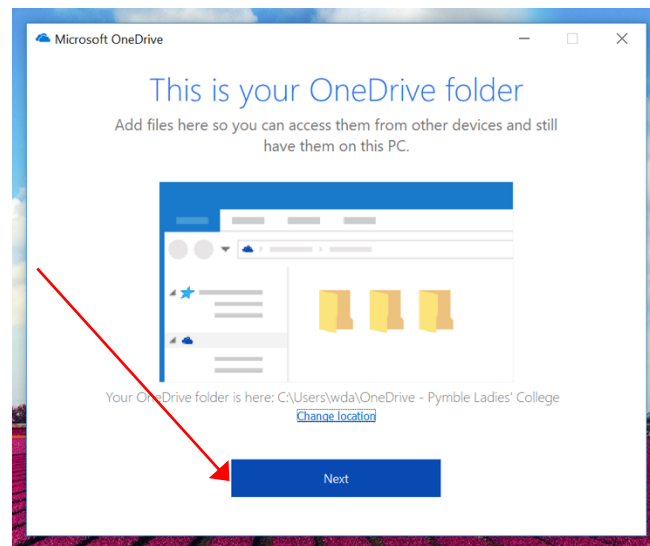
2. Please enter your College email address in the box and click **sign in**



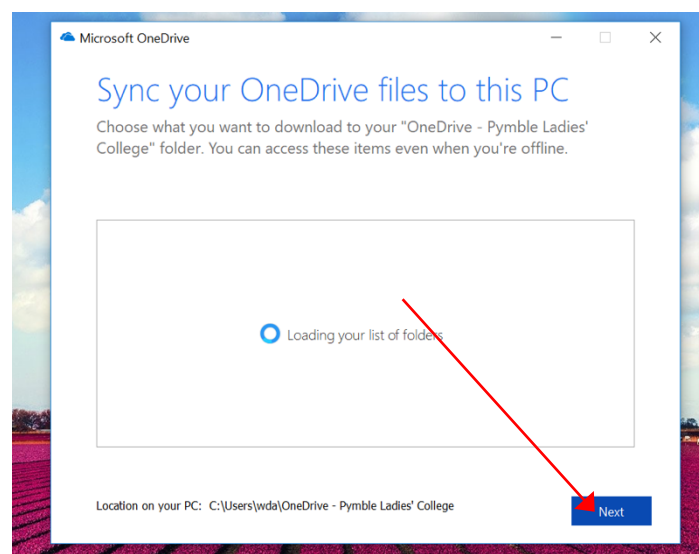
3. Now you will be prompted to enter your College username and password. **Tick the box** to remember these credentials.



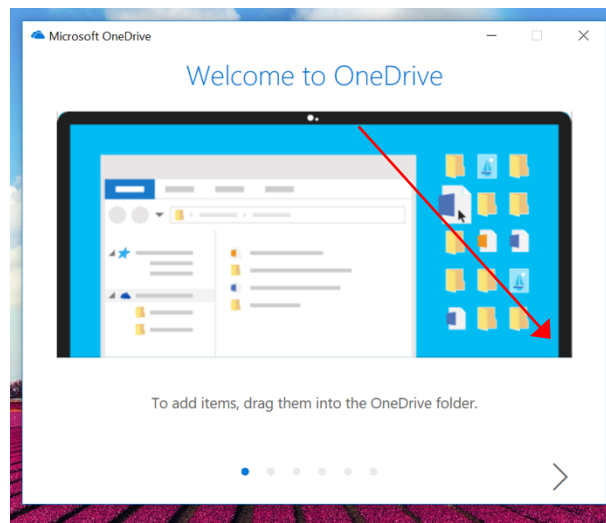
4. You will now be asked to check the location of the OneDrive folder. The default location is correct. Please click **Next**.



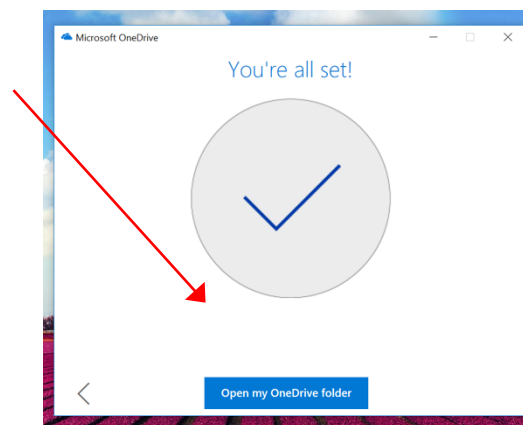
5. Your OneDrive will begin to sync. Click **Next**.



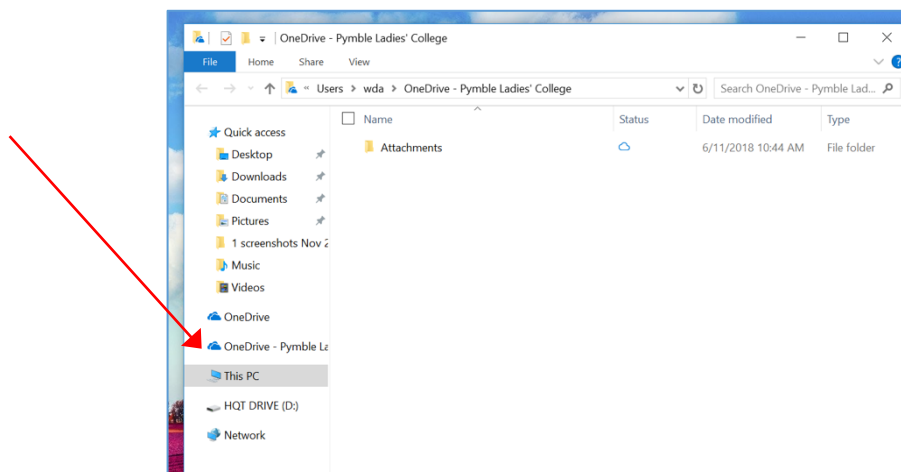
6. The dialogue box will now show you a quick guide to OneDrive. Just click the **arrow** to progress through the screens.



7. Your OneDrive folder is now set up. Click on the box below to open your OneDrive folder to see the synced folders (if any).



8. You will now see OneDrive – Pymble Ladies' College. This is the OneDrive folder synced with your College account. The other OneDrive folder is for a personal Microsoft account if one is configured.



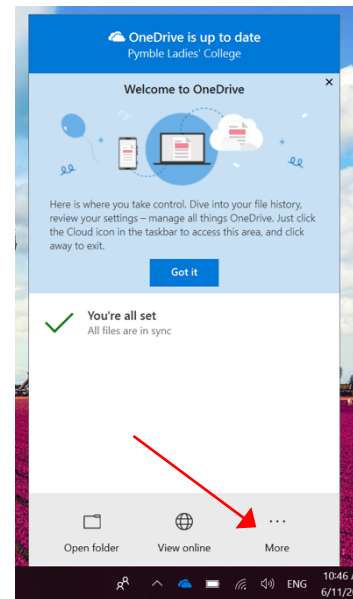
Configuring a second OneDrive account

If the OneDrive folder on your daughter's laptop has been configured to sync with a personal Microsoft account, you will need to configure a second on to sync with her College Microsoft account.

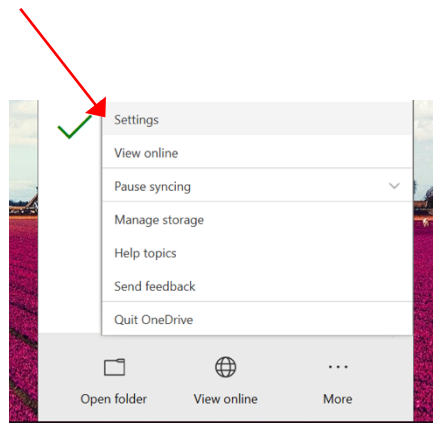
1. Click on the OneDrive symbol in your system tray.



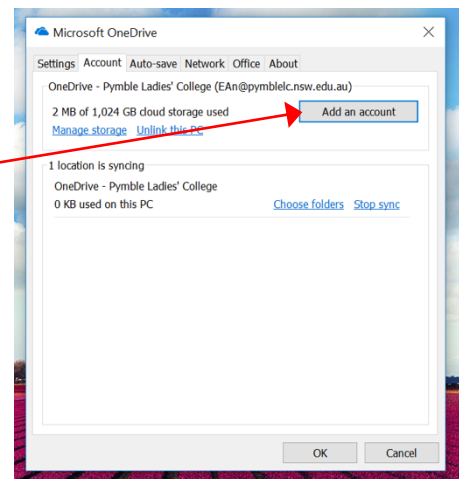
2. This will open the OneDrive Menu. Click the **3 dots** to access configuration options.



3. Click on **settings**



4. Click **Add an account** and follow the instructions for configuring a OneDrive Account above.



Accessing OneDrive online

Your daughter will be able to access her online OneDrive storage space through the *Pymble* Portal using the email link to Office 365.

1. Launch your Internet browser and type the following link into the address bar.

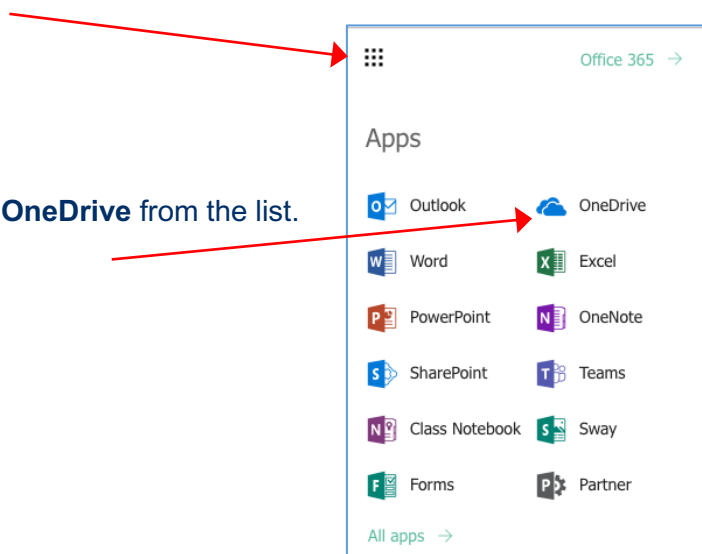
<https://portal.pymblelc.nsw.edu.au>

2. Click on the **Email** icon.



3. Click on the nine squares in the top left of the window.

4. A menu will open. Select **OneDrive** from the list.



5. Once OneDrive opens you will be able to see and access all of your files and folders.

