

# EMPOWERING PUYALLUP

*A Puyallup School District Technology Initiative*

## **An Introduction to Your Laptop**

### **Caring for Your Computer at Home**

- Always leave your computer plugged in overnight or when not in use. Updates run during the night, and you will have a low battery if not plugged in.
- Store the computer on a desk or table, not the floor.
- Protect your computer from:
  - Spills of food or drinks
  - Rain, direct sunlight, freezing temperatures
  - Small Children
  - Pets
- Cleaning Your computer:
  - You can use a sanitizing wipe for the keyboard and outside surfaces.
  - For the touch screen, use a soft, lint-free, cloth dampened with water or eyeglass cleaner.



### **Ownership and Repairs:**

Your computer is the property of Puyallup School District and must be returned if you withdraw from any school. Any equipment that is not returned when you withdraw will be considered lost and students will be charged for the full cost of a new computer and accessories.

If a computer or charger is lost or stolen, students should report it to the school. Your homeowners / renter's insurance may require a police report.

You may NOT install any unauthorized applications, programs, software or alter/personalize your laptop. Do not apply any stickers or decals as you will be fined for the cost of removing them. Only Puyallup School District EdTec Department staff are authorized to make repairs or alterations to any equipment, software or accounts. Students will be fined for the cost of repairing any damage to the software or hardware due to unauthorized repairs or alterations.

### **Logging in to Your Student Device**

1. Turn on the student device.
2. Click "Other User" in the lower left-hand corner.
3. Type in your Username and Password
  - a. **USERNAME:** [firstname.lastname@students.puyallupsd.org](mailto:firstname.lastname@students.puyallupsd.org)
  - b. **PASSWORD:** *Student's unique district password*



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**Using Wi-Fi at School:** Throughout the school closure, Wi-Fi can be accessed outside of most school buildings, and in marked areas of secondary school parking lots should you need to download or upload school materials or assignments.

## Using Wi-Fi at Home

1. After you log in to your device, click on the Wi-Fi icon on the taskbar.
2. Select your Home Wi-Fi networks name, check the box that says "Connect Automatically" and click "Connect".
3. You may have to enter your home Wi-Fi password. If you don't know your password, look on your Wi-Fi router. If you can't find it, you may need to call your internet provider.



## Installing a Printer at Home

NOTE: Unfortunately, not all home printers will be able connect to your district computer. Most modern and common name brand printers (within the last 2 years) will work, but there is no guarantee.

### Wireless Printers

1. Turn on the printer.
2. Type "Printers & Scanners" in the search bar.
3. Click "Add a printer or scanner"
4. Once your printer is located, click "add device"
5. After the printer is connected, try printing a test page.

### USB Connected Printers

1. Turn on your printer and locate the printer's USB cord.
2. Turn on your computer and login to your student account.
3. Connect your printer to the computer using the USB cord.
4. The computer will search for and automatically install the printer's driver to the student device if available.
5. Follow the installation prompts or find it on your wireless network.
6. After the printer is installed, try printing a test page.

## Solving Computer Problems

- The EdTec HelpDesk is open for students from 7:00 AM to 3:00 PM on school days.
- Call **253-841-8600** and choose Option 5.
- In some cases, we may not be able to repair a laptop over the phone. After calling the HelpDesk, students will be instructed on how to exchange their computer for a loaner if necessary.

