How to - create school account on Windows BYO

For BYO Laptops to connect to the school network, each child will need a login profile with the same login details as their school login. This is explained in the *Create Windows user account for BYOx student* document. If your child has administrator access, this can be done at school. If not, we ask that this be completed before students arrive with their device.

Teachers will provide students with their school login details at the beginning of Week 1 to aid in the completion of this process if students are unsure of their details.

This guide will step you through adding a new user to your BYOx Laptop.

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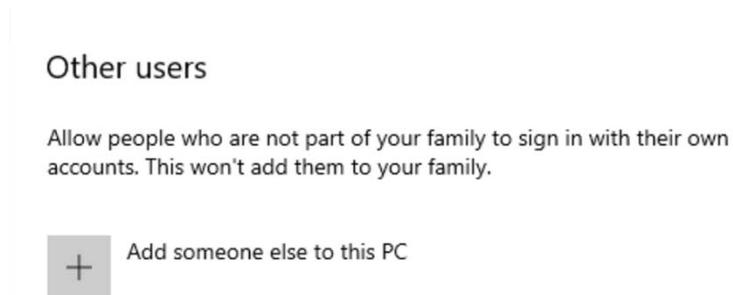
Step 1:
On the search bar on the lower left of the screen, enter 'users' as shown to bring up a list of options in Windows.
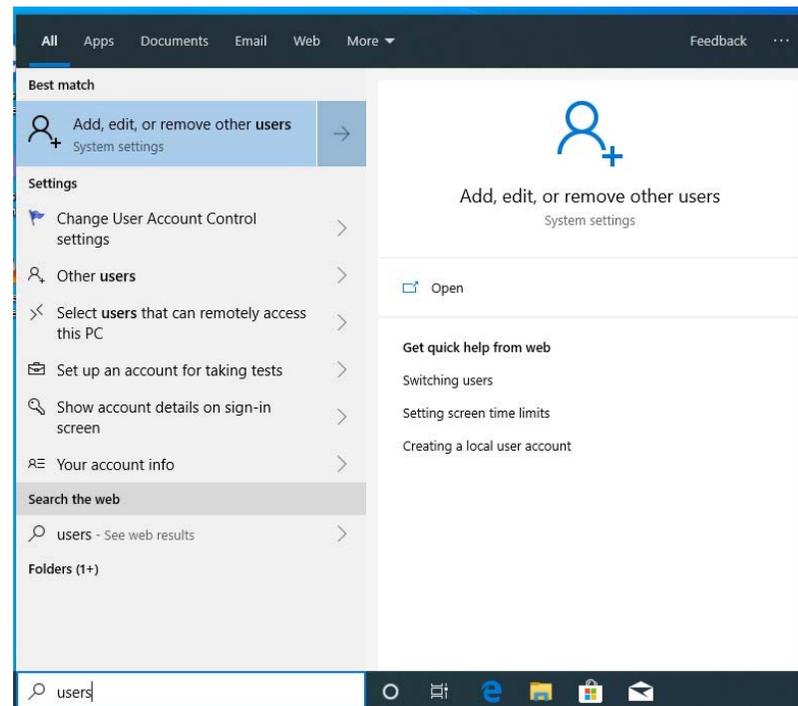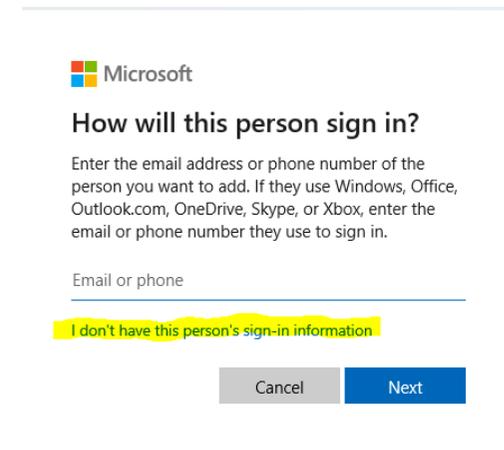
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Step 2:

When the Other users screen appears, choose *Add someone else to this PC* as shown in the picture below.
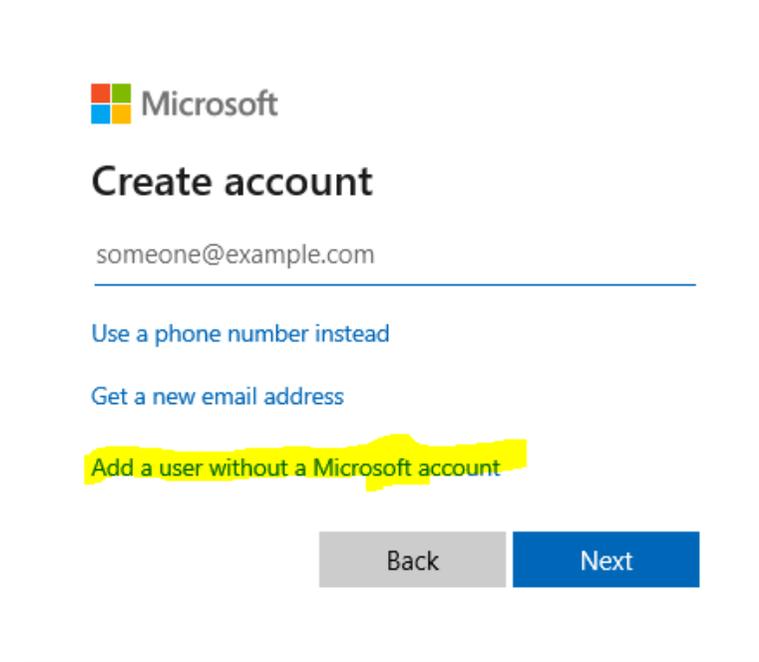

Step 3:

In the box that appears next, click *I don't have this person's sign-in information* as highlighted in the image below. You don't need to click next as it will move onto the next screen after the option has been clicked.

BYO Laptop Program (Year 4 to Year 6)

Step 4:
In the box that appears next, click the *Add a user without a Microsoft account* option. Again it will move onto the next window when this is clicked, no need to click Next.

Step 5:
It is at this point you will need to add a new login account to your BYOx laptop. Ensure you use your school login name when the section *Who's going to use this PC?*
Set your password as the same password as your school account.

For example, if your school login name us **jsmit1**, you will insert **jsmit1** in the section *Who's going to use this PC?*

Step 6:

You will be prompted to set security questions in the event you are locked out of your profile. Make these questions easy to remember, and record the questions you selected and answers in a safe place at home.

You will now have a user account which can be connected easily to the school network.