

New Student – Home Setup Guide

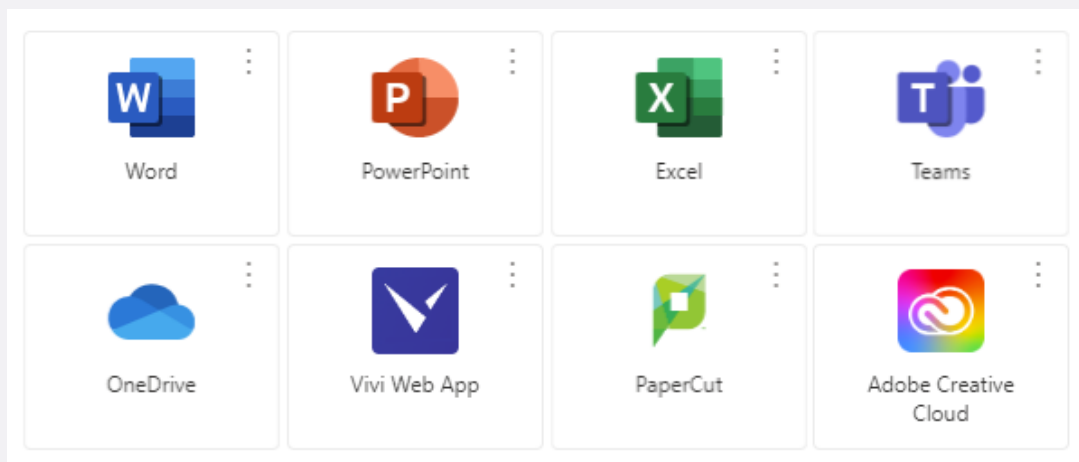


This guide will cover all relevant information as to setting up your laptop for use at Mentone Grammar.

Topics covered by this guide include setting up:

- Your own password
- School Wifi
- Microsoft Apps
- Adobe Creative Cloud

If you have any of the applications already installed on your laptop (e.g. OneDrive), you can sign-in to them using your Mentone Grammar student account once you set your password.



Attention for Windows 11 Laptops



Windows now requires a backup phone number or email address in addition to the student's personal email when performing the initial setup of a brand new or reset laptop.

For younger students, it is highly recommended that a parent phone number is used as the backup contact to ensure that passwords can be reset promptly in the future if needed.





The IT Helpdesk team is on-hand to provide technical support for your Mentone Grammar login and accessing school websites.

If you have an issue with software or logging in to a website, contact ITAssist@mentonegrammar.net

If you have an issue with your laptop, discuss with your mentor about visiting the IT Helpdesk outside of class time.

The IT Helpdesk can be found in the Greg Fish Library (GFL) on the Senior campus (Frogmore).

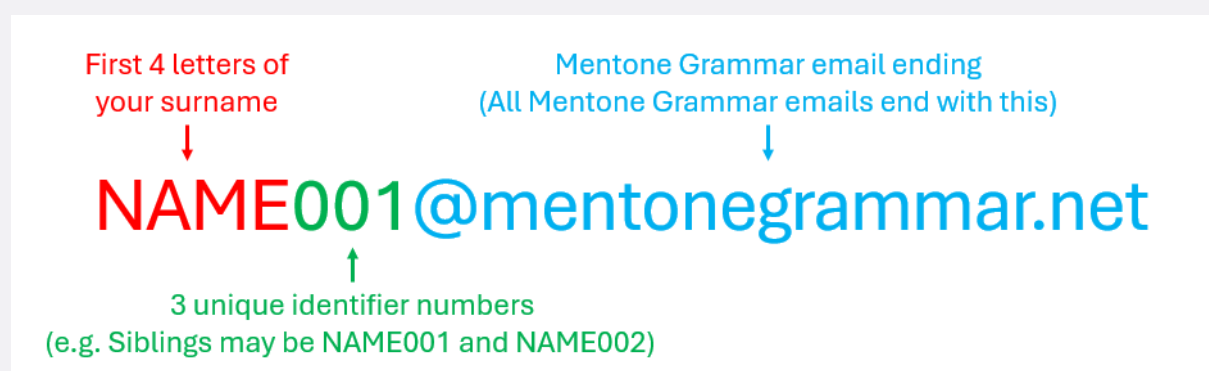
Your Mentone Grammar Student Account

Your student username is the **first 4 letters of your surname + 3 numbers**

All school email addresses are a student or staff's username followed by @mentonegrammar.net

E.g. Jason Stanley's username would be **STAN001** and email **STAN001@mentonegrammar.net**

Username and emails **are not** case sensitive, but passwords are case sensitive



Setting Password + Setup School Wifi

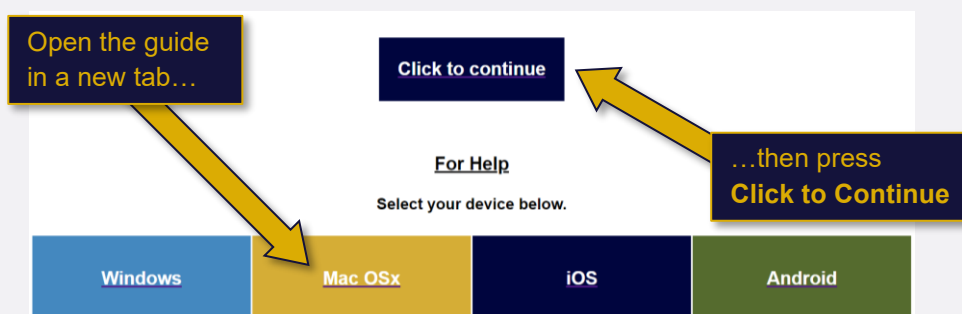
You can setup any of your devices at home to join the wifi automatically when you arrive at school.

As part of this process, you will also set a password for your student account.

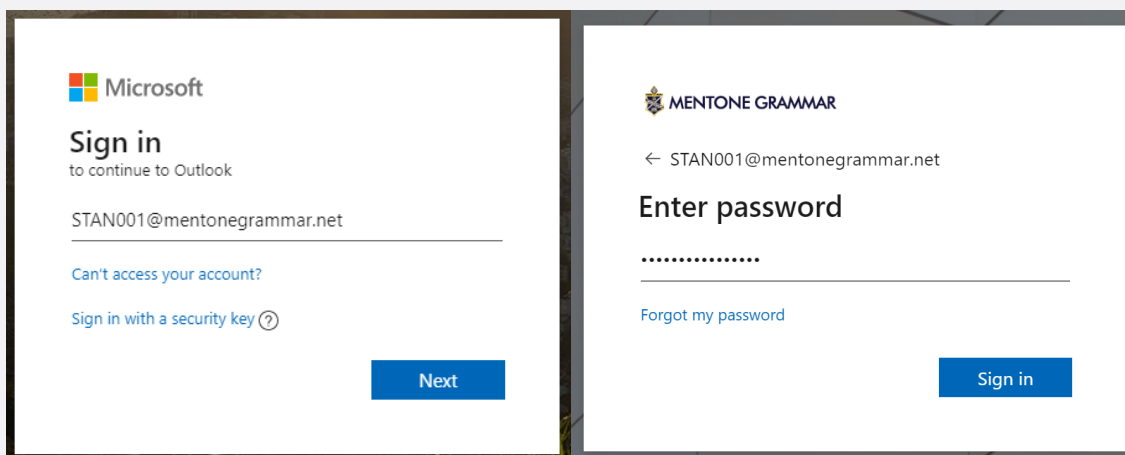
1. On the laptop you will use at school, ensure you are connected to a Wifi
 - o If you are at school, connect to **MGWiFi-Setup**
2. Go to <https://wifi.mentonegrammar.net/>
3. Open the Windows/Macbook instructions in a new tab, then press the **Click to Continue** and follow the prompts – referencing the guide as required.

[Click Here for the Windows MGWiFi Guide](#)

[Click Here for the Macbook MGWiFi Guide](#)



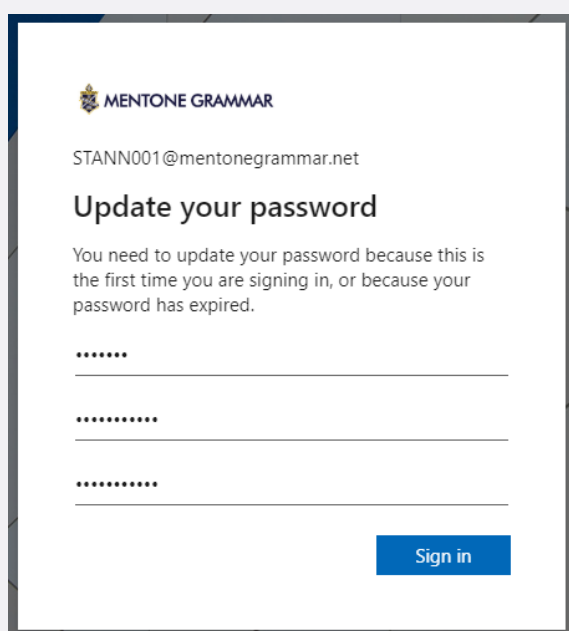
4. When prompted to sign-in, enter your Mentone Grammar student email (**Username**@mentonegrammar.net) followed by the temporary password provided to you and press **sign-in**



5. The following window will ask you to set your own password his password will be what you use to login to your student account on all school websites.
- Enter the temporary password in the top “**Old Password**” box
 - Set your own custom password in the 2 boxes below

Your password must contain:

- **8 characters** or more
- An **uppercase** letter
- A **number** of **symbol**
- **Doesn't** contain a banned word
 - Banned words: Password, Student, Mentone, Grammar, School, 3194, Welcome



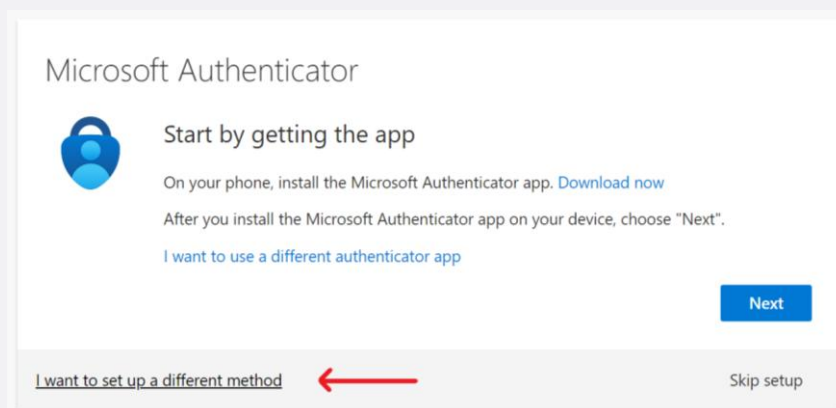
The screenshot shows a web browser window with the Mentone Grammar logo at the top left. Below the logo is the email address STANN001@mentonegrammar.net. The main heading is "Update your password". Below this is a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three password input fields, each preceded by a series of asterisks (••••••••, ••••••••, and ••••••••). At the bottom right of the form is a blue button labeled "Sign in".



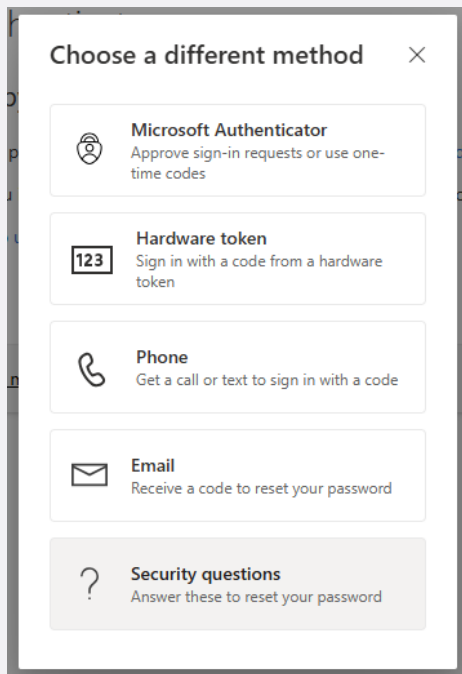
Once you have set your own password, you will be asked to setup a self-service password reset (SSPR) method. This will allow you to use the **Forgot My Password** feature if ever needed.

Note: If skipped, this will pop-up every time you open a school website until it is setup

1. When you reach the below prompt, press **I want to setup a different method**



2. From the drop-down list, select **Security questions** then press **Confirm**
 - You can use any method, but Security questions are recommended as it doesn't require access to a mobile or personal email if you need to reset your password.



3. Select 3 questions and provide 3 answers, then press **Done** to finish the account setup
4. Complete the Wifi setup – referencing the instructions as required

Microsoft Office 365

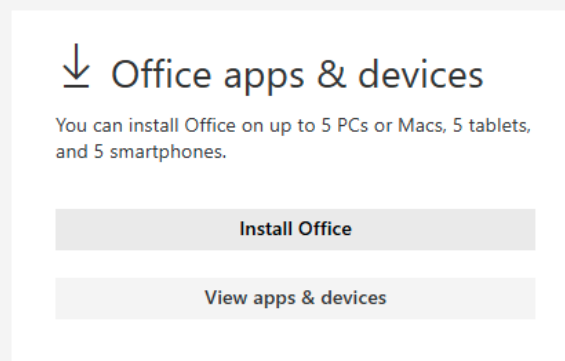
All Mentone Grammar students have a Microsoft Office 365 licence through their school account.



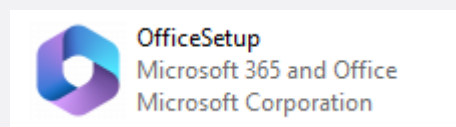
If you do not have Microsoft 365 apps installed:

Go to <http://portal.office.com/account> and login with your student account

Press the **Install Office** button



Open the downloaded Office installer



The Microsoft Office apps will install with a licence from your Mentone Grammar account



Sign-in Microsoft Office Apps

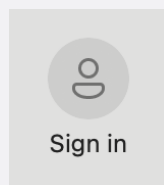
If you already have the Microsoft Office apps installed on your laptop, you can sign-in with your student account to licence the apps

1. Open any Microsoft Office app (e.g. Word)
2. From the Home page:

Click on the **Sign-in** button, OR

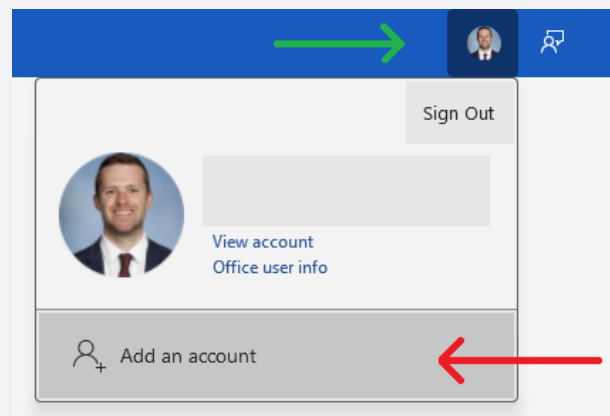


(Windows)

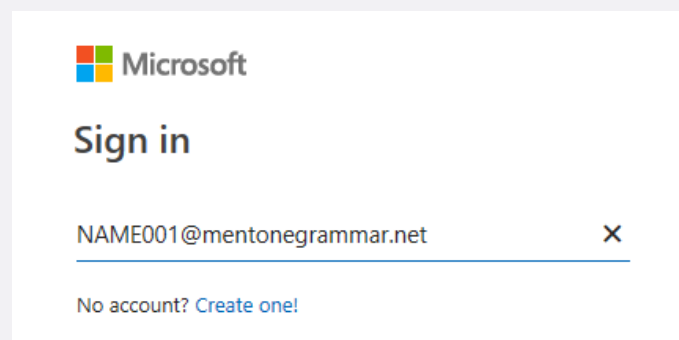


(Macbook)

If you are already signed in with another account, click on your account **icon** then **Add an account**



3. Sign-in with your student email and password



4. When prompted with the below, **untick** the box and press **Next** to complete sign-in

Use this account everywhere on your device

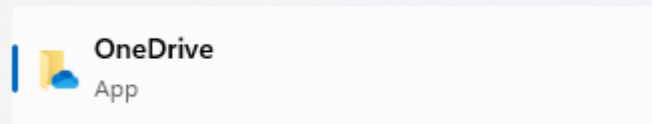
Windows will remember your account and make it easier to sign in to apps and websites. You won't have to enter your password each time you access your organization's resources. You may need to allow them to manage certain settings on your device.

☐ Allow my organization to manage my device





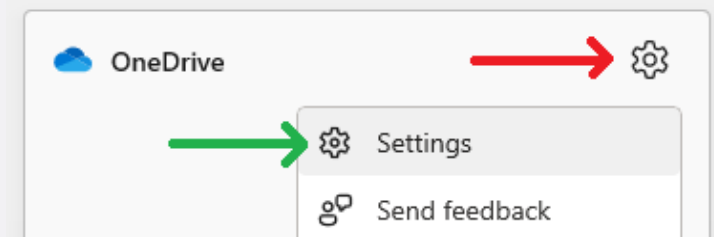
1. Go to the Start Menu (Windows) or Applications (Macbook) and open **OneDrive**
 - o If you don't have OneDrive installed, search "**OneDrive Download**" on Google and click the first link to download and install the app



2. Click on the OneDrive cloud icon in the bottom-right of the toolbar (Windows) or the top toolbar (Macbook)



3. Press the **Settings Cog > Settings** (Windows) / **Preferences** (Macbook)



4. From **Account** tab, press **Add an account**



5. Enter your school email when prompted and follow the prompts

Email address

NAME001@mentonegrammar.net

Create account Sign in



Microsoft Teams



Microsoft Teams does not install as part of the Microsoft Office 365 installation in previous steps

You can download and install the Teams app by [clicking this link](#)

If you only have Teams Personal (Free) installed, you won't be able to login with your school account – please install the Microsoft Teams app from the above link



Teams Personal

Can't login with school account



Microsoft Teams

Can login with school account

You will be prompted to sign-in when opening the app

If you are signed in with a previous school account, click your name in the top-right and sign-out

Microsoft Edge



Microsoft Edge is the school's recommended internet browser and is very similar to Google Chrome.

You can download and install Edge here: www.microsoft.com/edge/download

Once installed, you can login with your student account which will automatically save bookmarks, passwords and history to your account.

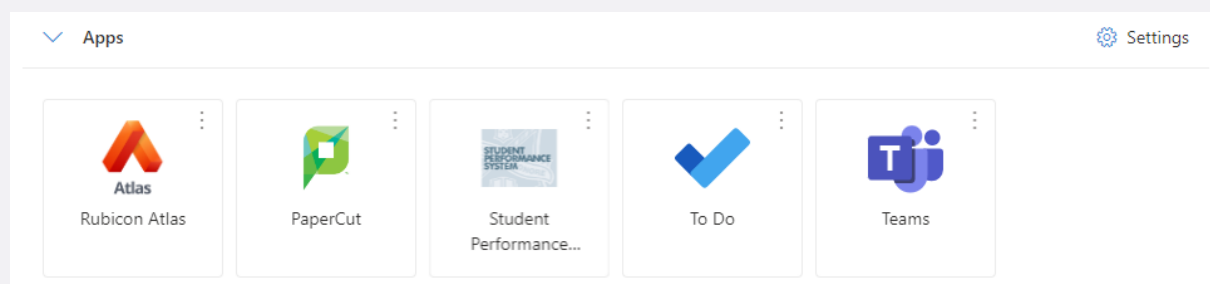


My Apps

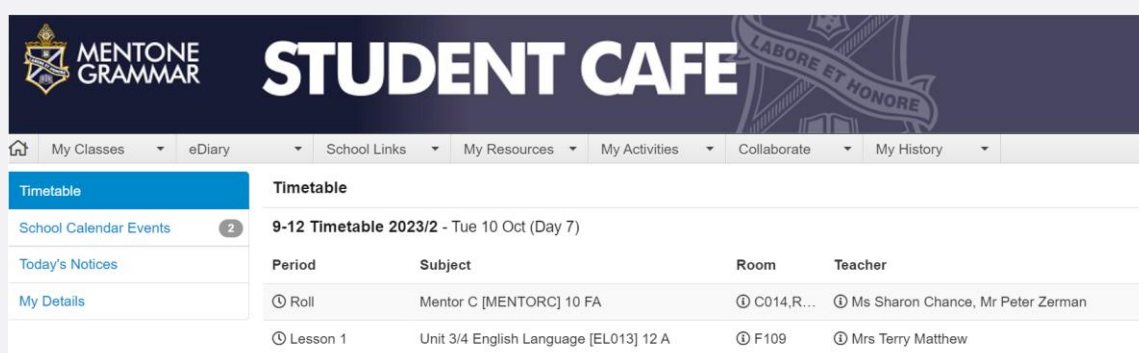
Microsoft My Apps is a shortcut site that provides students links to school websites for their classes.

You can login to My Apps with your student login via <https://myapps.microsoft.com/>

All student should bookmark this page for daily use.



Student Café – Timetable & School Events



The student café gives you access to various information such as your timetable and school events.

This website can be accessed via the Student Cafe tile on [My Apps](#)

Papercut Printers



Papercut printers allow you to login to any printer at the school and print your work from there, rather than sending to one specific printer.

School printers can only be added when on MGWiFi, please complete this at school

[Click here to find the Papercut installation guides for Windows & Macbook](#)

Adobe Creative Cloud



Students in Year 7 and above are assigned an Adobe licence to their student account.

Adobe Creative Cloud is an app that allows you to install Adobe applications.

Some subjects use Adobe applications as part of course work, such as Photoshop.

To install Adobe Creative Cloud, go to www.adobe.com/au/creativecloud/desktop-app and press the **Download** button.

Follow the prompts and enter your Mentone Grammar email and password when prompted.



VPNs

At Mentone Grammar, using a VPN will prevent you from accessing the internet and other processes. Even if the VPN appears to be turned off, it is often still running in the background and can interfere with your connection.

Please ensure any VPN is exited/quit before coming to school.

