

2027 YEAR 6 LAPTOP SETUP AND SOFTWARE INSTRUCTIONS



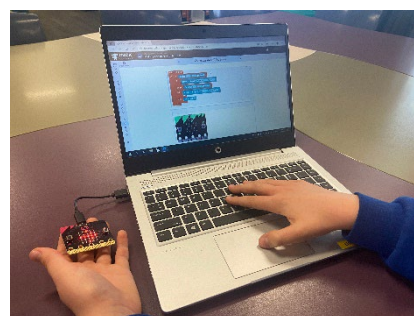
WINDOWS USER ACCOUNTS

**** When creating a Windows user account for your child, please make the child's account an 'Administrator' account.** Without Administrator privileges, you will not be able to enroll in the department's MDM system, 'Intune', and will not be able to install required programs like 'BYOX Mapper' or connect to the school Wi-Fi.

INITIAL SETUP FOR NEW LAPTOPS

Turn on your new laptop and you will be prompted to make decisions around:

- **User accounts (see above)
- Language and Region
- Keyboard
- Network – connecting to your home internet
- Windows 11 License Agreement
- Security questions
- Privacy settings
- Registration for support and warranty
- Virus protection



CONNECTING SCHOOL ACCOUNT FOR ALL LAPTOPS (NEW AND EXISTING)

In order for your child's laptop to function at school, you need to undertake the following processes at home:

- **Create a Windows administrator user account for your child (see above).
- Connect your child's school MIS account.
 - Have your child's school username and password nearby. Your child should be aware of these details, but a hard copy will be sent home at the end of the Year 5 school year. Contact byox@middleparkss.eq.edu.au if you are unsure about these details.
 - Connect laptop to your child's school email address.
 - Sign in to the Department of Education's 'Intune' program, through 'Company Portal'.
 - Download specified software (e.g. BYOX Link, Paint).
 - Download and/or sign in to school programs (e.g. Microsoft Word, OneNote etc).

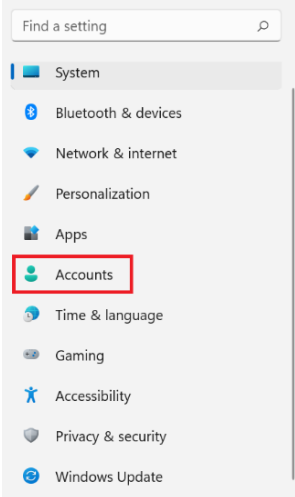
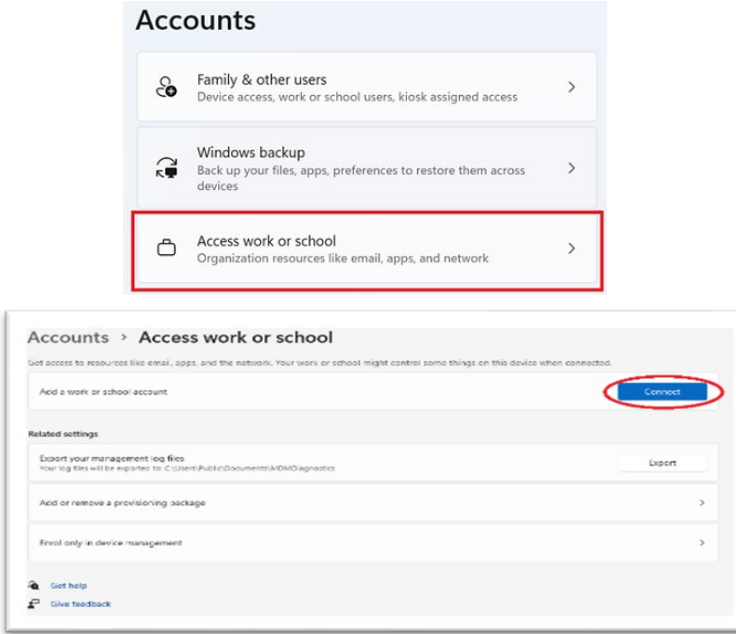


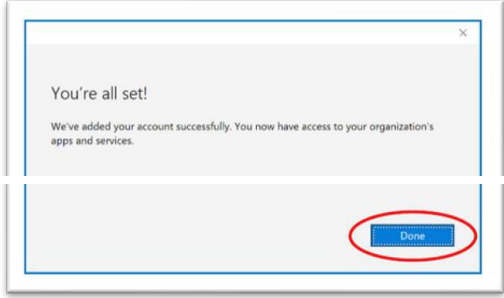
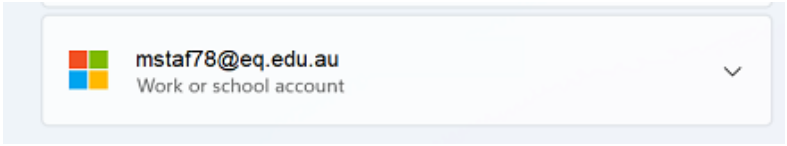
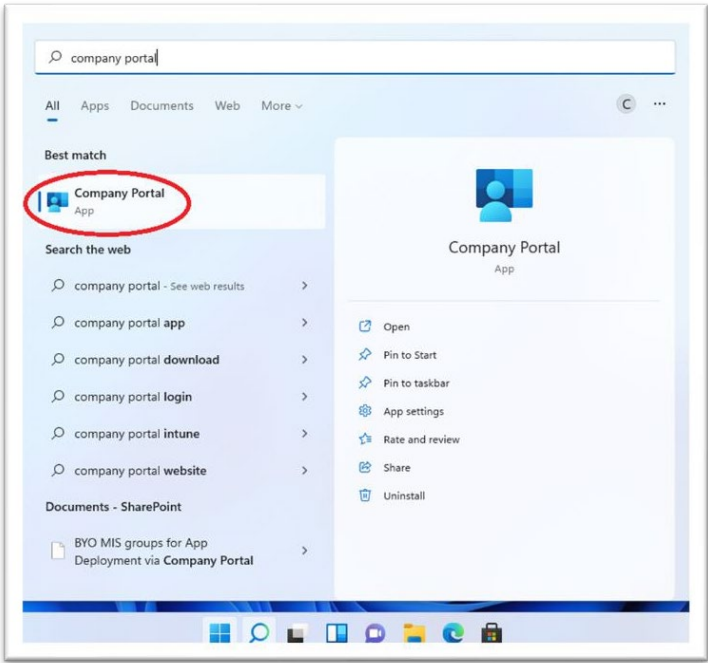
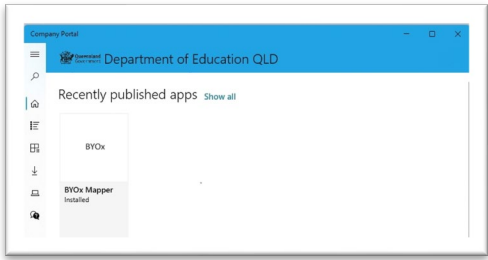
To complete the above steps ahead of the 2027 school year, follow the instructions in this video:

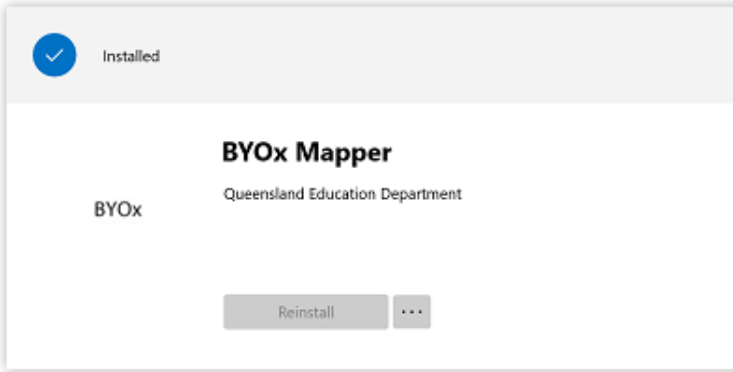
https://www.youtube.com/watch?v=Il_xqQ3Fsto

Alternatively, follow these screenshots:

Step 1. Install Intune/Company Portal a) Connect to the internet and select the Windows icon.	
b) Select the Settings icon.	

<p>c) Select Accounts.</p>	
<p>d) Select Access work or school.</p> <p>If a pre-existing account is already listed (e.g. older sibling, parent or student's home account), select it and then select Disconnect. Then select Connect.</p>	
<p>e) Enter your child's school <i>@eq.edu.au</i> email address and select Next.</p>	<p>Set up a work or school account</p> <p>You'll get access to resources like email, apps, and the network. Connecting means your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.</p> <p><input type="text" value="mstaff78@eq.edu.au"/></p> <p>Next</p>
<p>f) Enter your child's username, password, accept the terms and conditions, and Sign in.</p>	<p>Managed Internet Service</p> <p>Sign in with your username and password</p> <p>Username * <input type="text" value="mstaf78"/></p> <p>Password * <input type="password" value="....."/></p> <p>☒ I agree to the conditions of use</p> <p>Sign in</p> <p>Change my password</p>

g) Select Done .	
h) Check your child's account has been added. Account details will be displayed.	
Completing the previous steps will initiate the installation of the Company Portal app. It can take up to 15 minutes for Company Portal to download.	
<p>Step 2. Install BYOx Mapper</p> <p>After waiting for Company Portal to download:</p> <p>a) Select the Windows icon from taskbar. Search for and open Company Portal. If requested, sign in with your child's school username and password.</p>	
b) Select an app to install. In this example, we will install BYOx Mapper. Click BYOx Mapper and then 'Install'.	<div data-bbox="544 1395 1034 1653">  </div> <div data-bbox="1098 1462 1337 1659"> <p>BYOx Mapper</p> <p>Queensland Education Department</p> <p>Install ...</p> </div>
c) A downloading message will be displayed during installation.	<div data-bbox="639 1693 1374 1794"> <p> Download pending... Your device is syncing and will begin downloading your app shortly</p> </div> <div data-bbox="727 1827 1126 2029"> <p>BYOx Mapper</p> <p>Queensland Education Department</p> <p>BYOx</p> <p>Install ...</p> </div>

<p>d) The app has installed.</p> <p>Important: Your child's device will not connect to our school network unless BYOx Mapper is installed.</p> <p>e) Repeat steps b) and c) if there are other apps to install.</p>	
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SOFTWARE TO DOWNLOAD

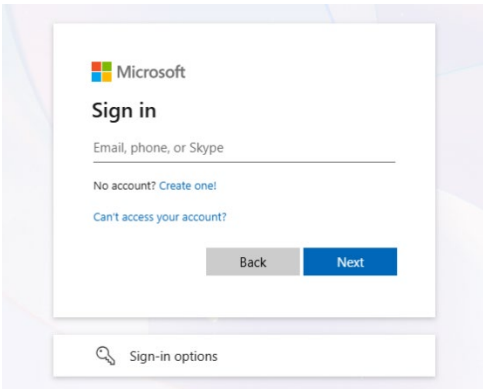
Student laptops should have the latest versions of the following software downloaded and ready for the 2027 school year. Please install using the download link for each:

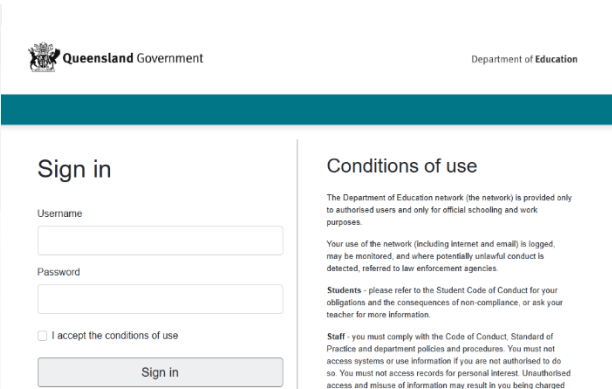
SOFTWARE	PURPOSE	DOWNLOAD LINK
Microsoft Edge Browser	Default internet searching	Click here
Google Chrome Browser	Alternative internet searching	Click here
Adobe Acrobat Reader	PDF viewer	Click here
VLC Player	Video editor and player	Click here
Minecraft Education	3D crafting and design	Click here
Scratch 3 Offline Editor	Coding for Technologies subject	Click here

MICROSOFT OFFICE 365 INSTALLATION

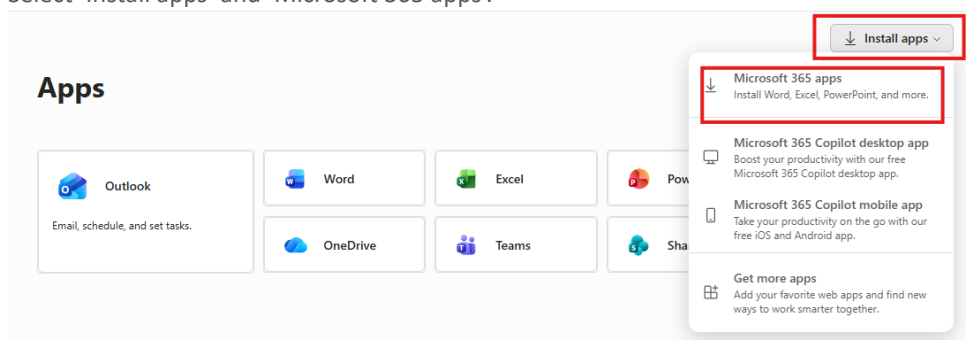
Check if the desktop versions of Microsoft Office programs (OneDrive, OneNote, Word, Excel, PowerPoint etc) have already been installed. If so, ensure that any previous account users are signed out and your child is signed in, using their school email address, username and password. If Microsoft Office has not been installed, follow these instructions:

1. Open internet browser and **navigate to** <https://portal.office.com/account>
2. **Sign in** using your child's school email address, username and password and agree to the conditions of use.

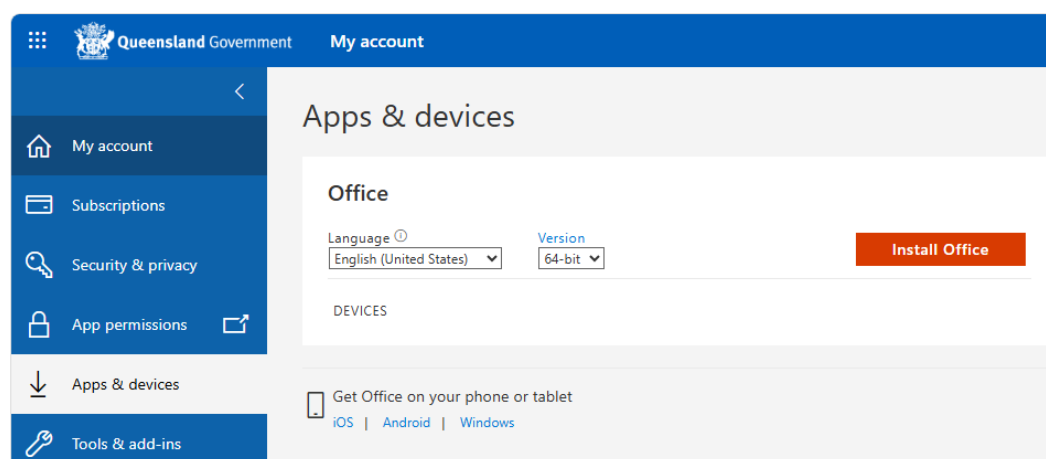




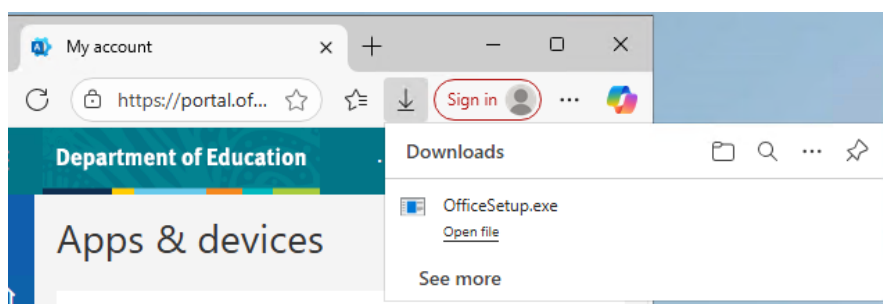
3. Select 'Install apps' and 'Microsoft 365 apps'.



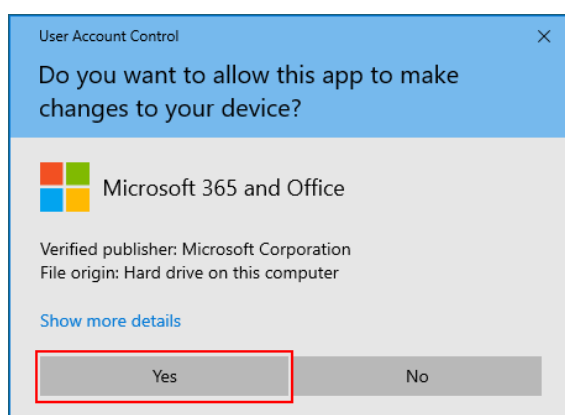
4. Select 'Install Office'.



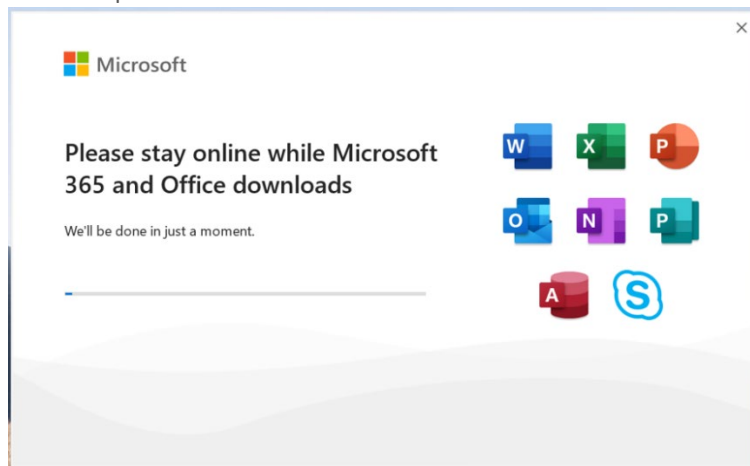
5. A file will download titled "OfficeSetup.exe".



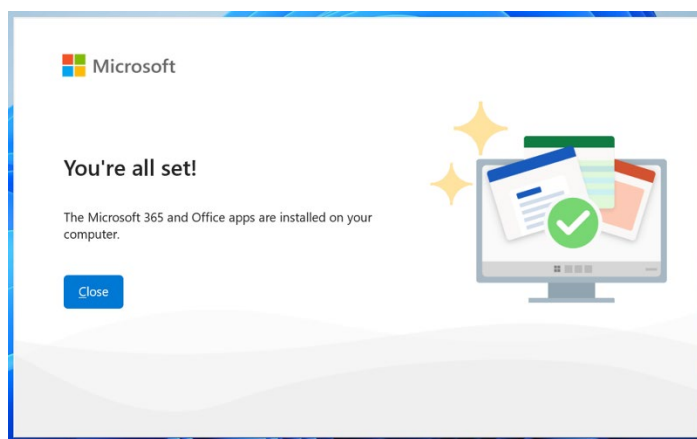
6. After the download of this file, **open/run** the file.
7. You will be prompted with a message to make changes to your computer. **Select 'Yes'.**



8. Office 365 will now start to download and install on your computer. Wait for this to finish. Please note, the Microsoft Office 365 apps are ~4-6GB and the time to download will depend on your network speed.



9. Once finished, click 'Close' and restart your computer to ensure all changes have applied successfully.



10. Open each Microsoft app in turn (e.g. Word, Excel, PowerPoint, OneDrive, OneNote etc) and check your child is signed in to each. You may be asked to accept the Microsoft agreement.

Your Microsoft Office 365 software is now ready for you to use.

This software will remain available as long as you are a Queensland state school student.

TECHNICAL ASSISTANCE

If you have any difficulties with these instructions we are here to help! Contact us first via email on byox@middleparkss.eq.edu.au as we may be able to solve your problem remotely. On-site assistance will also be available during the Pupil Free Week (18th-22nd January, 2027) and throughout the first few weeks of the school year. If you have your laptop before the end of Year 5, you are free to set up early and on-site assistance can be provided ahead of the summer holidays.