# New Student help



Welcome to Churchlands! Technology plays an important role in your day to day education at the School and the following document gives you some helpful tips on how to get online fast.

# Connect to the Wifi

- 1. The School Wi-Fi is called **Student WiFi**, connect to this using your Churchlands username and password
- Open up a browser (example: Chrome, EDGE) Go to the page cert.localnetwork.zone and if you see a red X, download and install the certificate (follow the prompts – Click Run when it appears & click force close all browsers option when it appears) - It may take a few minutes to download/install).
- 3. Once the certificate is successfully installed go to **auth.localnetwork.zone** and put your Churchlands username and password in and click Login to connect

# **Download Office for Free**

- 1. Go to portal.office.com
- 2. Put your Churchlands username and password in
- 3. Click **Install Office** button on the Office 365 homescreen and follow the prompts to install

#### Change your password

- 1. Login to a Churchlands desktop computer (not your own computer)
- 2. Press ctrl+alt+del buttons
- 3. Select the Change a password option
- 4. Put in your old password and your new password

\*Make sure you sign up for identity manager so you can manage and change your own password and account. More details on SEQTA Home screen. <u>https://identity.churchlands.wa.edu.au:4454/showLogin.cc</u>

### Check your email

- 1. Go to outlook.office365.com
- 2. Put in your Churchlands username and password

## Need more help?

Come and see ICT before School, recess, lunch or after school for assistance (bring your laptop and your diary)