

# New Students – Online Learning checklist

## L A P T O P

### Before Monday I need to check the following:

I know my username (un) and password (pw) for my laptop – (I set this when I first logged on)

I know my school **un** and **pw**. This should have been emailed to me by the school.

- UN should be my student email – (studentnumber@stpauls.qld.edu.au)
- PW for new students is Welcome2022 unless I have changed it.

I have followed the [‘setup’ guide](#) to get my lap top ready for remote learning. I don’t need to install everything. For Monday I must:

- have already downloaded SOPHOS antivirus software (or similar) to my laptop.
- have already installed Google Chrome
- have already installed Office 365 and the OneDrive application using my **school username and password**.
- have found the ‘Teams application’ on my computer and have pinned it to my taskbar (windows) or dock (apple)

### On Monday I need to:

- Logon to my laptop
- Login to teams – it will ask me for my UN and pw.
  - UN should be my student email – (studentnumber@stpauls.qld.edu.au)
  - PW for new students is Welcome22 unless I have changed it.

(If I can’t find my teams application I can also access teams via <https://teams.microsoft.com/> )

- Click on your teams calendar if it is not already showing
- Click on your class and click join

**All done**   
**Problems**

Great! You are ready to go!  
email tz@stpauls.qld.edu.au