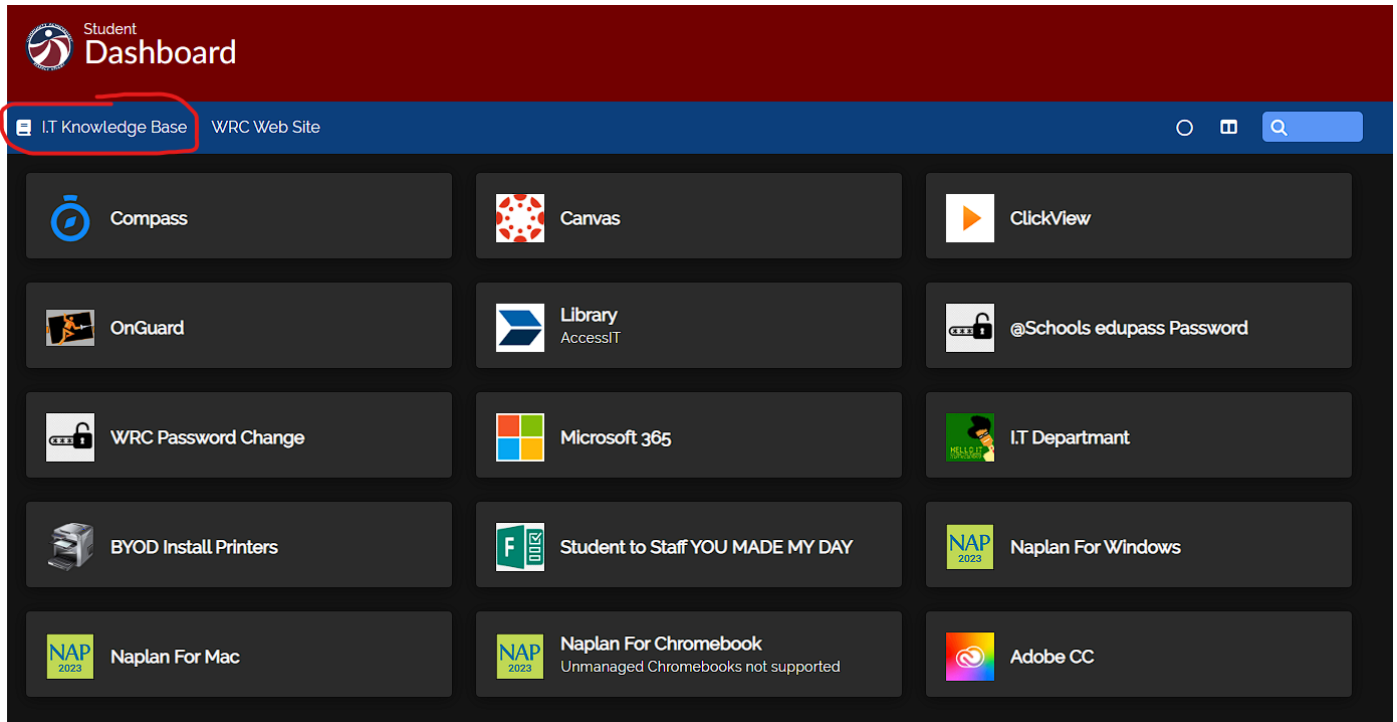


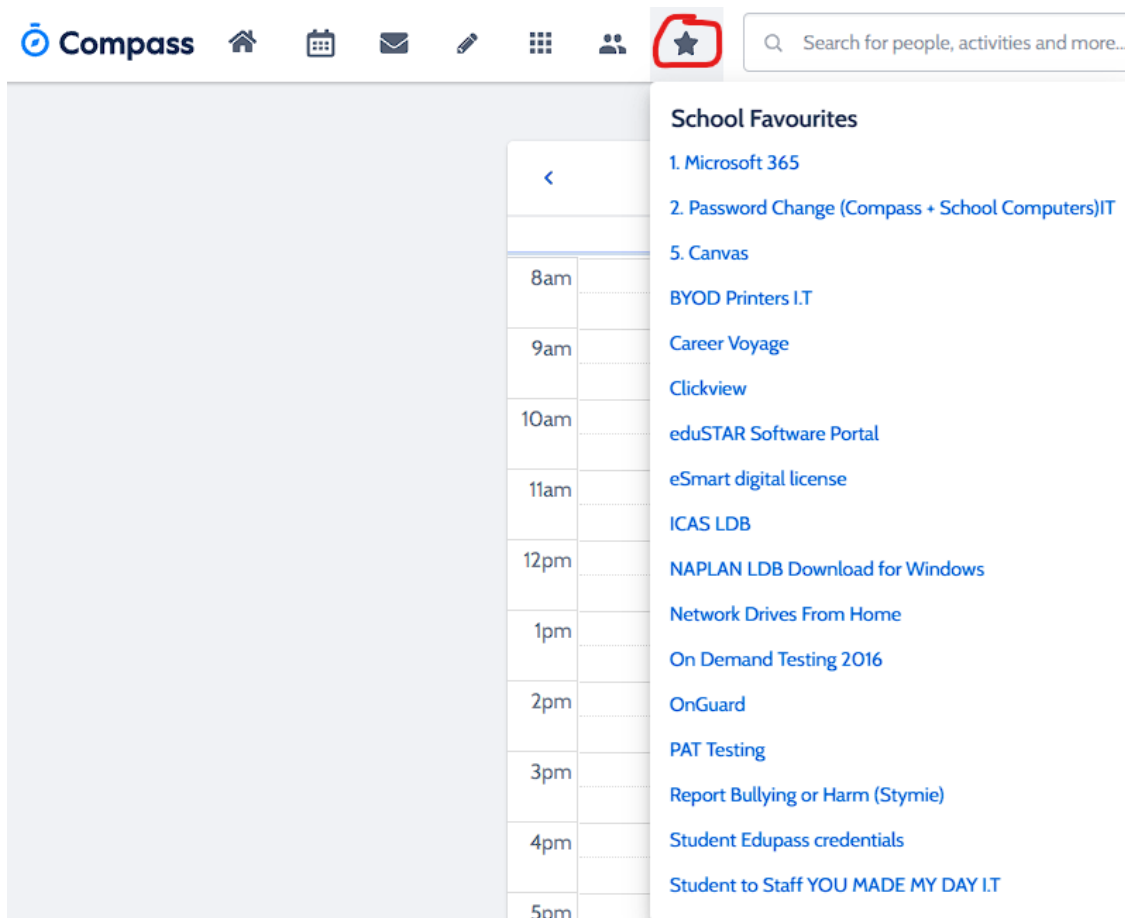
Common links

[The I.T Department has a knowledge Base with How To guides](#)

<https://studenthome.wrc.vic.edu.au/> is a dashboard that students have access to from school and home



Other links available from the compass star icon on compass



Setting up your new Windows device

Setting up your new Windows 11 device is a straightforward process, even if you're not tech-savvy. Just follow these user-friendly steps:

1. **Power on your device:** Press the power button to turn on your new Windows 11 device.
2. **Select your language and region:** Choose your preferred language and the region where you're located from the options provided.
3. **Connect to Wi-Fi:** If your device has Wi-Fi capabilities, select your Wi-Fi network from the list and enter the password if required.
4. **Sign in or create a Microsoft account:** If you already have a Microsoft account, sign in using your email address and password. If you don't have an account, you can create one by selecting the "Create a new account" option. Alternatively, you can choose to set up a local account instead. (Windows 11 Professional license only)
5. **Customize your settings:** Windows 11 will guide you through some initial setup options. You can personalize settings such as your background, colors, and privacy preferences according to your liking.
6. **Install updates:** It's recommended to check for and install any available updates to ensure your device has the latest security patches and features. Go to Settings > Windows Update and click on "Check for updates."
7. **Set up security features:** Windows 11 provides enhanced security options to protect your device and data. Set up a strong and unique password or PIN for your device. You can also consider enabling features like Windows Hello facial recognition or fingerprint authentication if your device supports them.
8. **Explore and enjoy your Windows 11 experience:** Once you've completed the initial setup, take some time to familiarize yourself with the new features and interface of Windows 11. Explore the redesigned Start menu, taskbar, and other updated functionalities to make the most of your Windows 11 experience.

Setting up your new Mac device

Setting up your new Mac is a straightforward process, even if you're not familiar with Apple products. Just follow these user-friendly steps:

1. **Power on your Mac:** Press the power button to turn on your new Mac.
2. **Select your language and region:** Choose your preferred language and the region where you're located from the options provided.
3. **Connect to Wi-Fi:** If your Mac has Wi-Fi capabilities, select your Wi-Fi network from the list and enter the password if required.
4. **Sign in or create an Apple ID:** If you already have an Apple ID, sign in using your Apple ID and password. If you don't have one, you can create one by selecting the "Create a new Apple ID" option. This will enable you to access various Apple services and features.
5. **Customize your settings:** Mac will guide you through some initial setup options. You can personalize settings such as your language, time zone, and privacy preferences according to your liking.
6. **Install updates:** It's recommended to check for and install any available updates to ensure your Mac has the latest security patches and features. Go to the Apple menu in the top-left corner, select "System Preferences," then click on "Software Update" to check for updates and install them if available.
7. **Set up iCloud:** iCloud is Apple's cloud storage and syncing service. You can choose to set up iCloud during the initial setup process or later. Follow the prompts to sign in with your Apple ID and select the iCloud features you want to use, such as iCloud Drive for file storage and syncing, iCloud Photos, and more.
8. **Set up security features:** Mac offers various security features to protect your device and data. Set up a strong and unique password for your user account. Consider enabling features like FileVault for encrypting your disk or Touch ID/Face ID if your Mac supports them.

9. Explore and enjoy your new Mac: Once you've completed the initial setup, take some time to familiarize yourself with the macOS interface and features. Explore the Dock, Launchpad, and various built-in applications. Get to know the Finder for managing files and folders. Enjoy the smooth and intuitive experience of your new Mac!

Setting up your new Chromebook device

Setting up your new Chromebook is a simple process, even if you're not tech-savvy. Just follow these user-friendly steps:

1. Power on your Chromebook: Press the power button to turn on your new Chromebook.
2. Select your language and region: Choose your preferred language and the region where you're located from the options provided.
3. Connect to Wi-Fi: If your Chromebook has Wi-Fi capabilities, select your Wi-Fi network from the list and enter the password if required.
4. Sign in or create a Google Account: If you already have a Google Account, sign in using your email address and password. If you don't have one, click on "Create account" to set up a new Google Account. This account will be used to access various Google services and features.
5. Customize your settings: Chrome OS will guide you through some initial setup options. You can personalize settings such as your language, time zone, and privacy preferences according to your liking.
6. Install updates: It's important to keep your Chromebook up to date with the latest security patches and features. Chrome OS automatically checks for updates, but you can manually trigger the update process by clicking on the time in the bottom-right corner, selecting the settings gear icon, then clicking on "About Chrome OS" and "Check for updates."
7. Sign in to your Google Account: Once your Chromebook is updated, sign in to your Google Account again to ensure all your settings and preferences are synchronized.
8. Set up security features: Chrome OS provides several security features to protect your device and data. Set up a strong and unique password for your Google Account. Consider enabling features like automatic updates, Google Play Protect, and PIN/password requirements for device access.
9. Sync your data: If you have data from another device that you want to sync with your Chromebook, sign in to your Google Account on that device as well. This way, your bookmarks, settings, and preferences will be automatically synchronized across devices.
10. Explore and enjoy your Chromebook: Once you've completed the initial setup, take some time to familiarize yourself with the Chrome OS interface and features. Customize your wallpaper, arrange your apps on the shelf at the bottom of the screen, and make use of the Chrome browser for web browsing. Enjoy the simplicity and speed of your new Chromebook!

Accounts

WRC Account



To use **WRC** systems such as **Compass** and **MS Teams** you will need to use a **WRC** username and password.

These credentials will be provided to you by the IT department when you start.

Please note that these credentials are sometimes referred to as Compass credentials, however Compass is only one of **many** **WRC** services that use these credentials.

When you are asked to login while at school, generally it will always be your **WRC** credentials and there are only a few exceptions to this as will be explained on the next page.

Username

Your username will be the first **3 letters** of your last name + **4 numbers**.

For example, if your last name was **smith** your username may be **SMI0001**.

Password

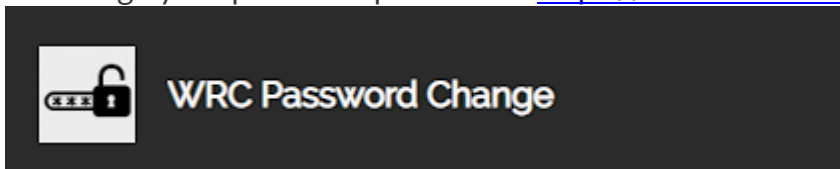
Your **WRC** password will be automatically generated and given to you when you start.

All **WRC** passwords will last for 126 days. After this time, you will need to update it.

WRC passwords need to meet the following criteria to be accepted, the **MUST** contain:

- **Minimum 7 characters**
- **A capital letter**
- **A special character (eg . , #@!)**
- **A number**
- **NOT your first or surname**

To change your password please visit <https://studenthome.wrc.vic.edu.au/> and click on



Email

With an **WRC** account comes an associated email address. This will be **your-username@wrc.vic.edu.au**

So for example, if you are a student with the username **SMI0001** your **WRC** email will be **SMI0001@wrc.vic.edu.au**

Your WRC account gives you access to

- Microsoft 365 (Office, OneDrive) username: is your wrc email address
- Compass username: is your username and not your email address
- Canvas username: is your wrc email address
- ClickView username: is your wrc email address
- School Network (Internet, Printer's) username: is your username and not your email address
- I.T support ticket username: is your username and not your email address

DET Account (EduPass)



All students in Victorian State Government schools also receive a centrally managed government "@schools" account.

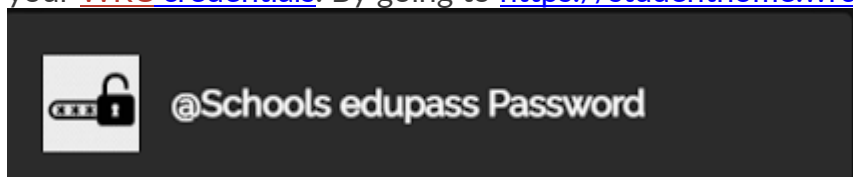
This account is known as eduPass and gives students access to a range of applications and services from the department of education.

You need these credentials primarily to access the following:

- Minecraft for Education - Minecraft for use in schools
- Adobe Suite - Photoshop, Premiere Pro, Lightroom, Etc.
- Education Perfect - Science Curriculum Content
- Khan Academy - Various Online Courses
- Fuse - Victorian Curriculum Content

Accessing EduPass

You can retrieve your eduPass login credentials by visiting and logging in with your [WRC credentials](#). By going to <https://studenthome.wrc.vic.edu.au/> and clicking on



After retrieving your email / username and password you can access your account at <https://edupassmyaccount.education.vic.gov.au/> [Links to an external site.](#)

If you have forgotten your password, [contact the WRC IT office](#).

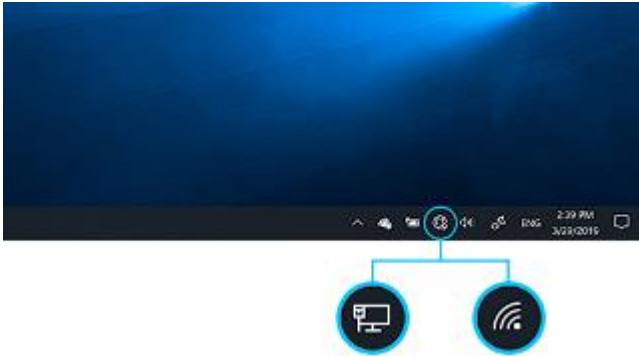
Internet Access

To access the **internet** at **WRC**, you will need to be connected to our **wireless network**.

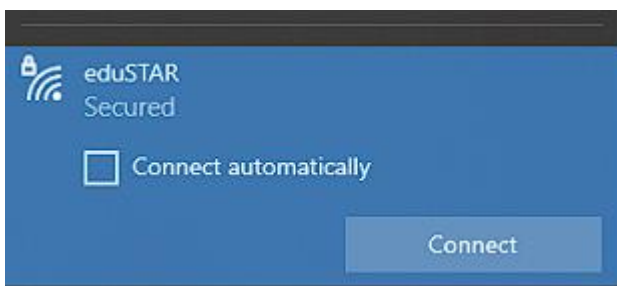
The credentials to login to the wireless network will be your **WRC** username and password and the network name will be eduSTAR.

Windows devices

If you are **not** connected, click the network icon on your taskbar:



Choose the eduSTAR network:



If prompted for a username and password, enter your **WRC** credentials not your WRC email address.

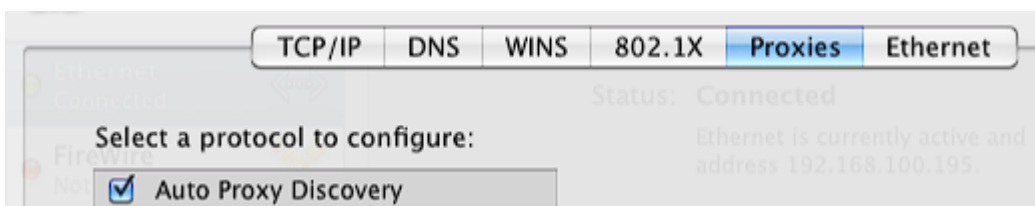
You should now be connected to the **WRC** internet.

Mac / MacBook devices

Mac devices will connect to our wireless, however, due to default settings the internet will not work.

To make the internet work on your Mac device while at **WRC**, you will need to change the proxy settings:

1. Go to the **Apple** menu > System Preferences, click Network
2. Select **eduSTAR** from the list on the left, click **Advanced**, then click **Proxies**.
3. Ensure **Auto Proxy Discovery** is ticked & enabled.




To connect other non-windows or mobile devices, the connection procedure will generally slightly differ, but the username and password will remain the same.

These devices may require specific settings to be changed or may not be supported at all, so if you encounter internet problems on these devices, please contact the WRC IT office for support.

Printing

To access printers on your personal / non-WRC device, you will need to manually add the PaperCut virtual print queues via "Mobility Print".

Mac Devices

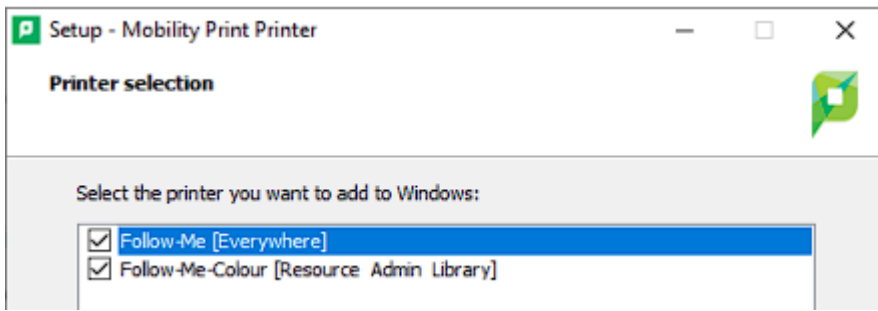
1. Navigate to **System Preferences > Printers and Scanners**.
2. Click the  icon under the Printers List.
3. The **Add** dialog is displayed. This dialog displays a list of all of the discovered printers on the network.
4. Select a printer. The **Name**, **Location**, and **Use** is displayed.
5. Check that **Use** is set to **Secure AirPrint**.
6. If **Secure AirPrint** is not displayed:
7. Close the Add dialog.
8. Disconnect from the network.
9. Reconnect to the network.
10. Try again. If you still cannot see Secure AirPrint, contact [PaperCut Support](#).
11. Click **Add**.
12. Print your document. When prompted enter your PaperCut username and password.
13. Repeat for any other required printers.

Goto <https://studenthome.wrc.vic.edu.au/>
click on BYOD install printers for Windows and Mac and follow instructions



BYOD Install Printers

Windows Devices



Releasing Prints

Once you have created and sent your print to the virtual follow-me queue, you will need to physically release the job at a printer/copier.

To do so, you will need to login to the copier. There are 3 login options available:

Compass Card

If you have been issued a Compass© card you can use this to authenticate and login.

These cards have an NFC Links to an external inside, similar to a credit card. Simply tap your card to the indicated location on a copier to login.

If you have just received a new card, or your card does not work, please inform the WRC IT office.

Pin/Keycode

If you do not have a card yet, you can ask the WRC IT office to set up a short pin code for you.

To login via pin, select the ID option from the copier screen and input your username + pin.

Username/Password

If the above methods are not working for any reason, you can simply login using your WRC/Compass credentials.

To login via WRC credentials, select the Username and Password option from the copier screen and type in your WRC credentials.

Common Software

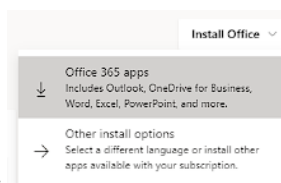
Office 365 (M365)

All **WRC** students can access the Microsoft Office 365 Suite of word processing applications for free.

This includes Word, Excel, PowerPoint, Outlook, and many others.

To access these applications, simply visit site. And sign in with your **WRC** email address credentials.

You may also install the applications on your computer instead of using them via the web browser.



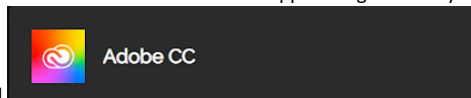
On the front page of site. Select the option to download 365 apps:

Adobe

Like office, students can also access a number of applications from the Adobe Suite.

To do so, you will need to download and install the Adobe Creative Cloud app and sign in with your DET email address credentials.

link to Adobe CC on the student dashboard



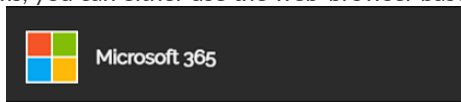
You can choose which Adobe applications you would like on your computer by clicking install via the All apps page:

Microsoft Teams

Teams is used for conducting classes or hosting meetings remotely. sign in with your **WRC** email address credentials

If you are missing Teams, you can either use the web-browser based version like with other office products or download it link on

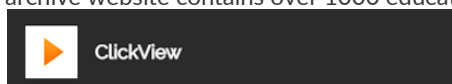
the student dashboard



ClickView

This video archive website contains over 1000 educational videos and resources for learning and teaching. link on the student

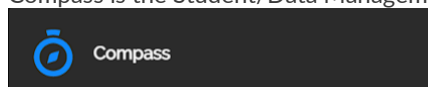
dashboard



and sign in with your **WRC** email address credentials.

Compass

Compass is the Student/Data Management System used at **WRC**. link on the student dashboard

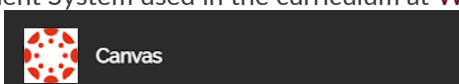


sign in using your **WRC** credentials.

Canvas

Canvas is the Learning Management System used in the curriculum at **WRC** link on the student dashboard sign in with

your **WRC** email address credentials



Save location

Once you have connected to the school network

You can now sign into Microsoft OneDrive and sync your Documents, Pictures, and Desktop to Microsoft OneDrive

By doing this if your device fails and needs to be wiped your files will be in the cloud and are recoverable

At **WRC** all student laptops should have OneDrive cloud backup enabled. This will be indicated by

the small blue cloud icon in your windows tray area.


If you do not see this icon, or it has a **red** cross on it, it could mean that your data is **not being backed up** and could be lost. In this event, please [contact IT](#) to help resolve any issues and keep your data safe.

One of the big advantages of using OneDrive is your files will be able to edit, and share your files on all your devices, wherever you are. To do so, just choose the OneDrive option in your Office 365 app tray:



Microsoft 365 →

Apps

 Outlook

 OneDrive

 Word

 Excel

To setup OneDrive to back up your files in folder's Documents, Pictures, and Desktop please go to

the I.T knowledge Base  link on the Student Dashboard and click on

How To  then find the article

[Back up your folders with OneDrive](#)

Removable media / External hard drives



You can also keep **offline** backups of data by using a removable media device such as USB flash drives, also called pen drives, thumb drives, or jump drives, all of which are generally compatible with laptop and desktop computers. External hard drives can also be used, which are also portable and easy to use but are capable of storing much more data. This will help in the event of a catastrophic failure, your cloud sync is not functional, if your cloud data becomes corrupt or is otherwise inaccessible.