Student Loan Laptop Guide

This is a quick guide to help you get up and running with your School loan laptop. If you get stuck anywhere please contact the school for help.

Signing In

To sign into a Windows laptop, turn it on with the power button and press the following keys when at the logon screen: "Ctrl" + "Alt" + "Del".

You can then sign on with your username and password.

The username format is FirstName.LastName@detnsw

You must ALWAYS include @detnsw at the end, otherwise you may get locked out of your device

For Chromebooks, you will see a Google login page when you power up the machine.

Login with your school email address: YourUsername@education.nsw.gov.au

Connecting To The Internet

To connect to the internet, if you can plug into your router with an ethernet cable, that is preferred and no additional set up is needed.

To set up WiFi, click on the network symbol in the bottom-right corner of the device (it can either be a globe, PC or radio symbol with a red X on it – on Chromebooks it will just be grey)

Find your home WiFi network's name, click on it and then click connect.

Enter your home network's password and click next.

Saving Work

Google Drive (and optionally USBs) must be used for saving your files.
Please do not save anything to the device itself

To set up Google Drive File Stream please refer to the supplied guide
Skip this if you're on a Chromebook, Google Drive is used by default

If you initially click on Google Drive File Stream and it doesn't pop up on the screen or you had it and it disappeared, please click the up arrow in the bottom-right of the device screen.

From there you should see the DFS icon (a triangle within a square).

Click on it to sign in.

Remember, you email address is your username with @education.nsw.gov.au

If you need any help or something goes wrong with your device, please email the school at belmont-h.school@det.nsw.edu.au
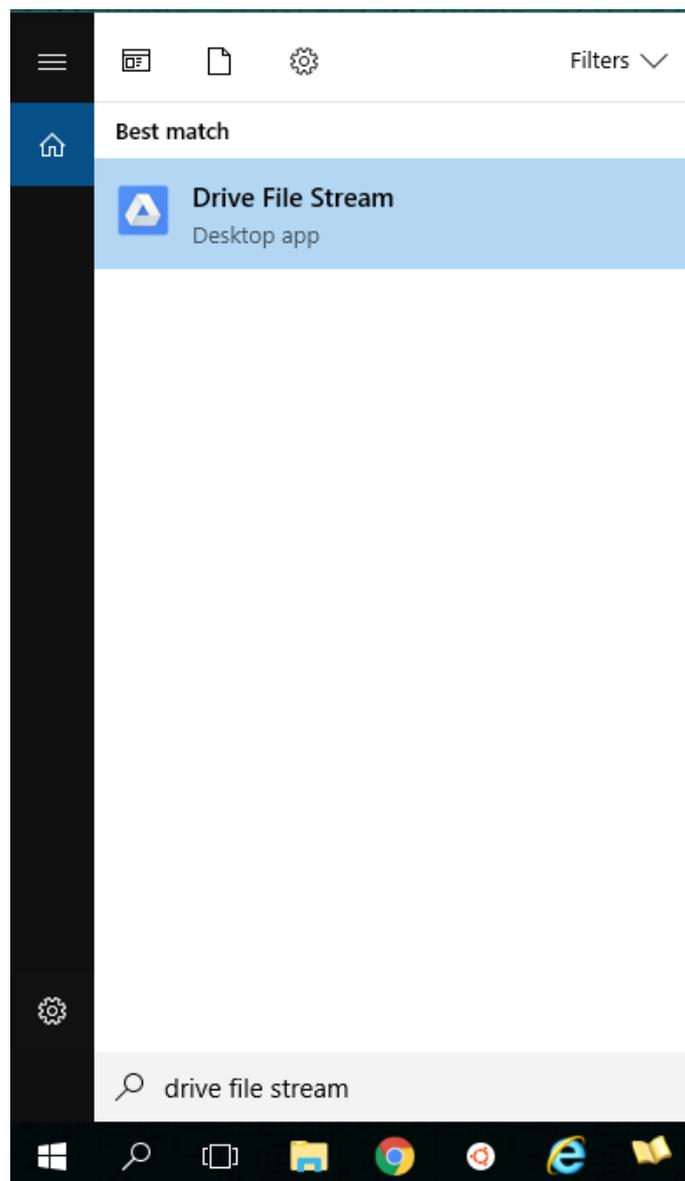
Accessing and Utilising Google Drive For DoE Students

Method One: Drive File Stream App

Windows - http://tiny.cc/1kfy6y   MacOS - http://tiny.cc/fqgy6y

1. Open the Drive File Stream app by clicking on the Windows tile, searching "Drive File Stream" and clicking on the app

2. Sign into Drive File Stream using your DoE Google Account (@education.nsw.gov.au)

3. Sign into the SSO prompt the same as you would the Student Portal

Sign in to Google Drive   ✕

NSW Department of Education

Log in with your DoE account

User ID

firstname.lastname

Example: Jane.citizen1

Password

••••••••

Log in

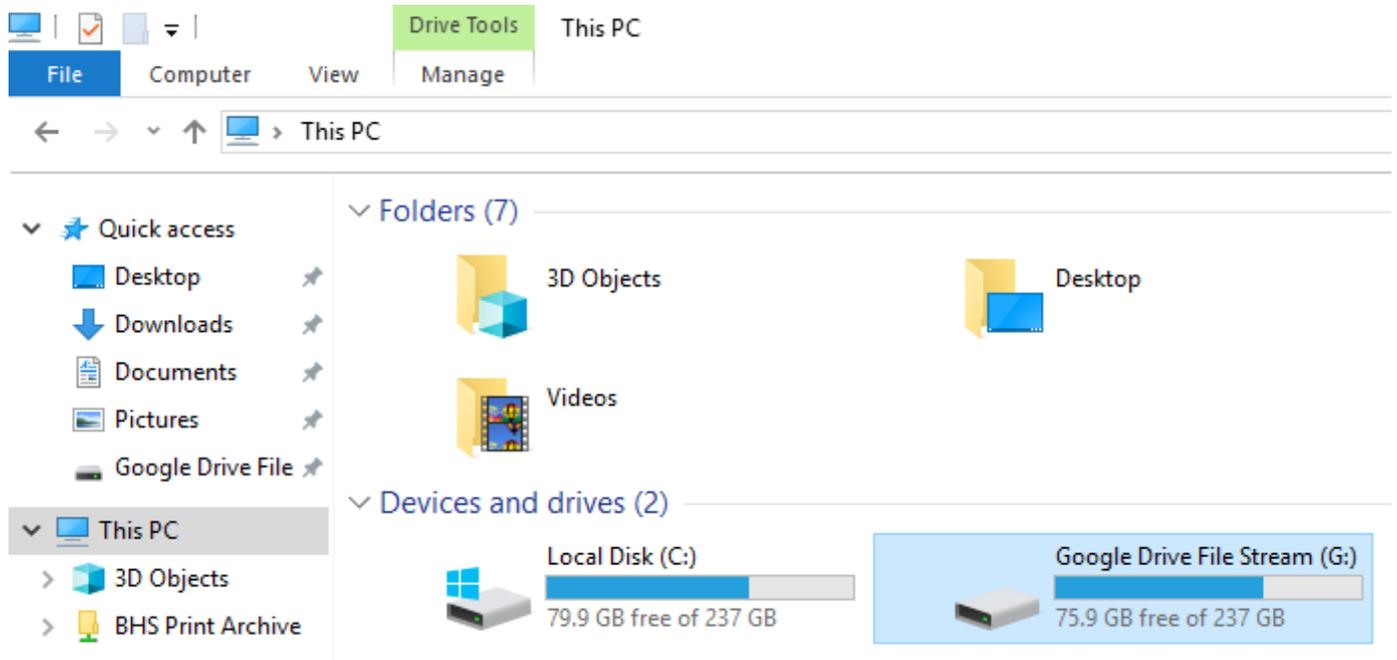Forgot your password?

Have trouble logging in?

Help for DoE staff

ACCESSIBILITY

4. Access your Google Drives by going to File Explorer, double-clicking on Google Drive File Stream (G: Drive)

5. Your personal GDrive is labelled "My Drive". You can use this like another folder on your PC by dragging and dropping files, saving Word documents directly to it, etc.
Please note that it is only accessible when connected to the internet.
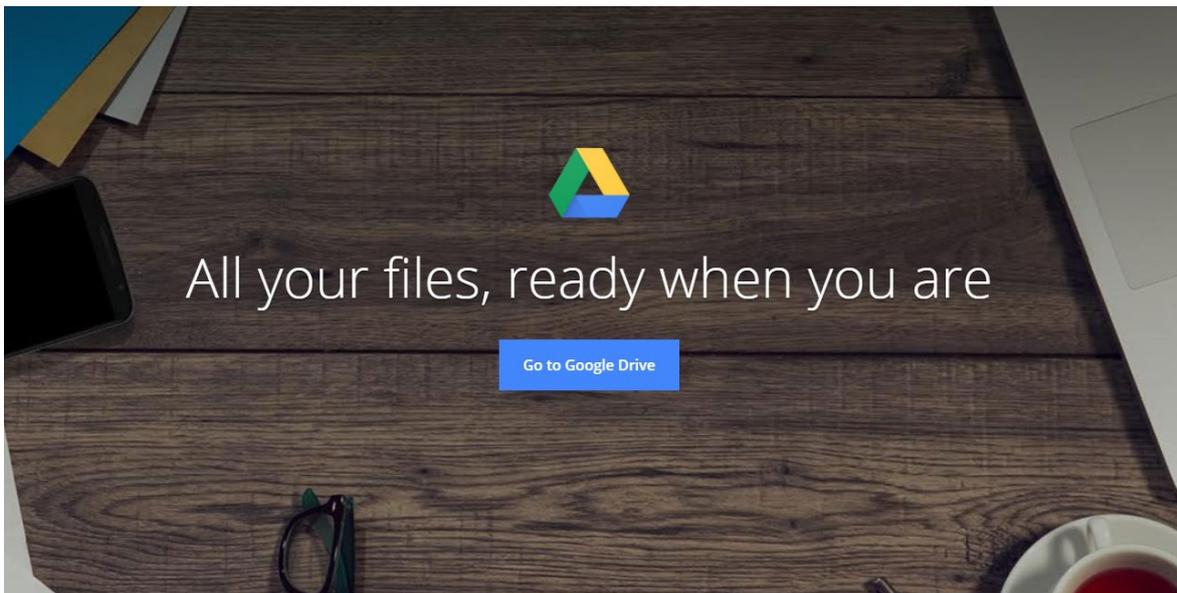
Method Two: Google Drive Online

Please note that folder uploads are only supported in Chrome, Safari, Firefox & Edge.

For this reason, I recommend using Google Chrome.

1. Navigate to https://drive.google.com
Click on "Go to Google Drive"

2. Sign into Google Drive using your DoE Google Account (@education.nsw.gov.au)

3. Sign into the SSO prompt the same as you would the Student Portal

Log in with your DoE account

User ID

firstname.lastname

Example: Jane.citizen1

Password

....

Log in

Forgot your password?

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4. Your drives are located in the top-left corner
Your personal drive is labelled "My Drive"
You can drag and drop files and folders into the drives or upload content clicking "New"

Drive

New

▶ My Drive

▶ Team Drives