

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

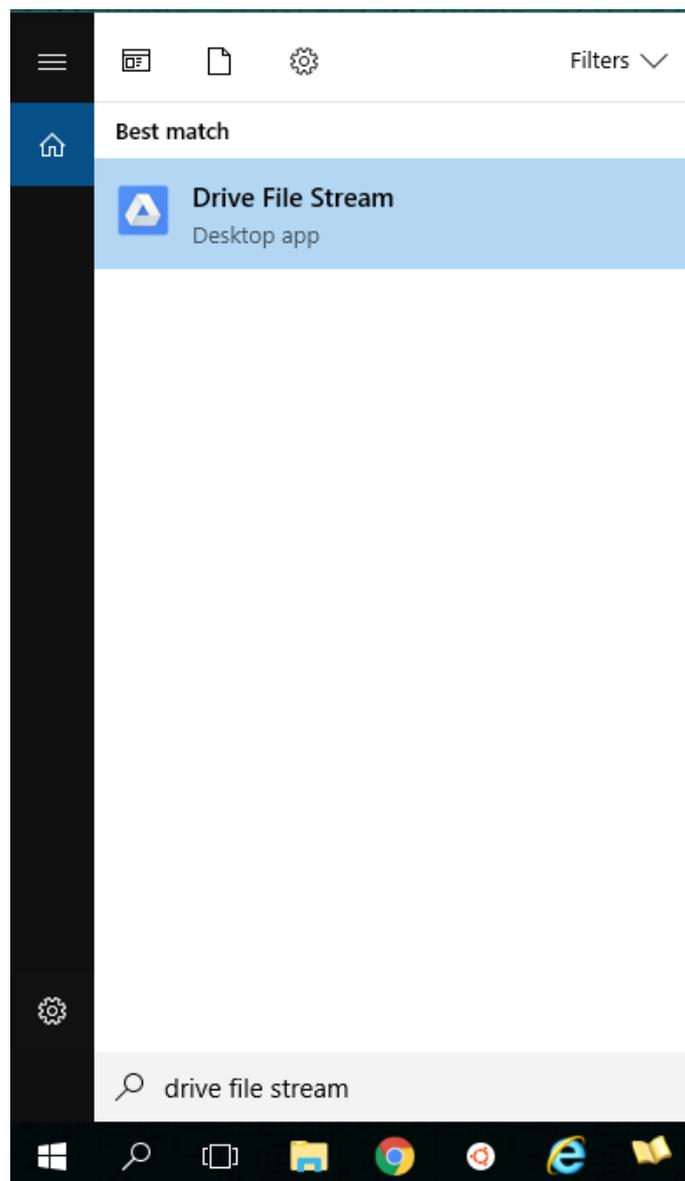
Accessing and Utilising Google Drive For DoE Students

Method One: Drive File Stream App

Please ensure Drive File Stream is installed beforehand. Student loan computers should have this installed already. BYOD users should download and install the file from the following links:

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)

Sign in to Google Drive



Sign in

to continue to [Google Drive File Stream](#)

Email or phone

[Forgot email?](#)

To continue, Google will share your name, email address, language preference, and profile picture with Google Drive File Stream.

[Create account](#) [Next](#)

Having trouble? [Sign in with your browser instead.](#)

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

Example: jane.citizen1

Password

[Log in](#)

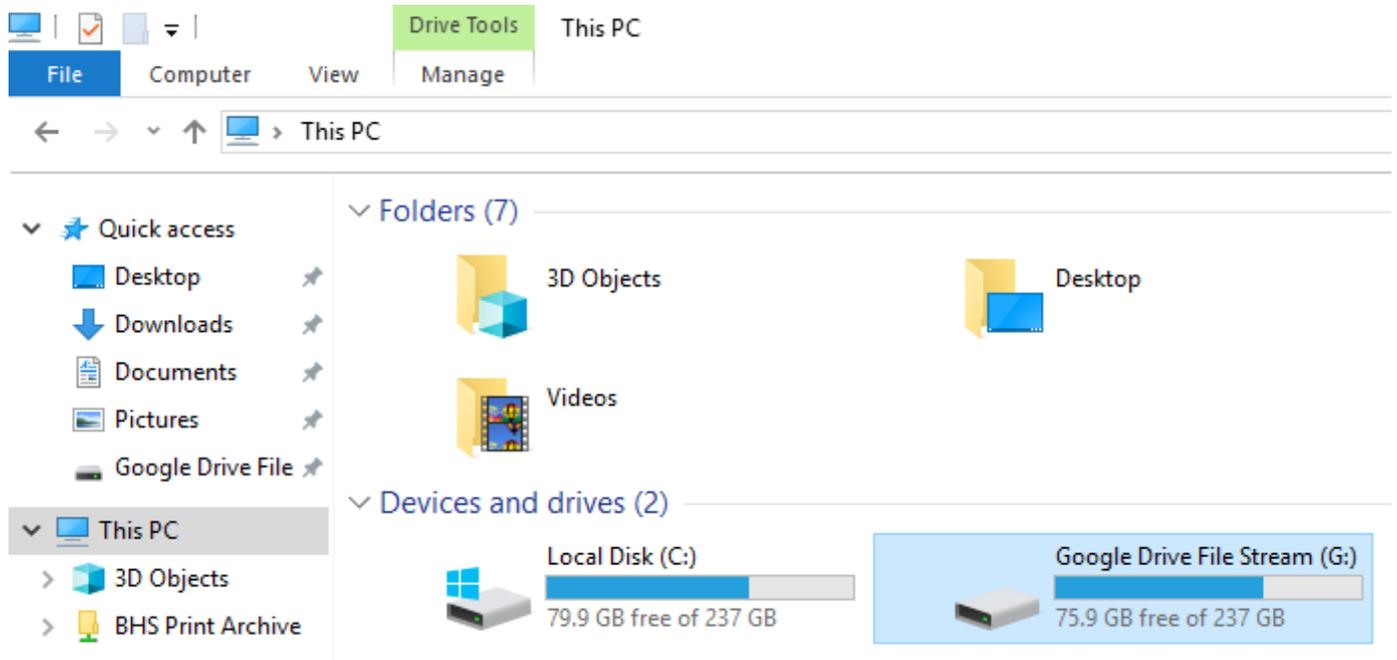
[Forgot your password?](#)

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.

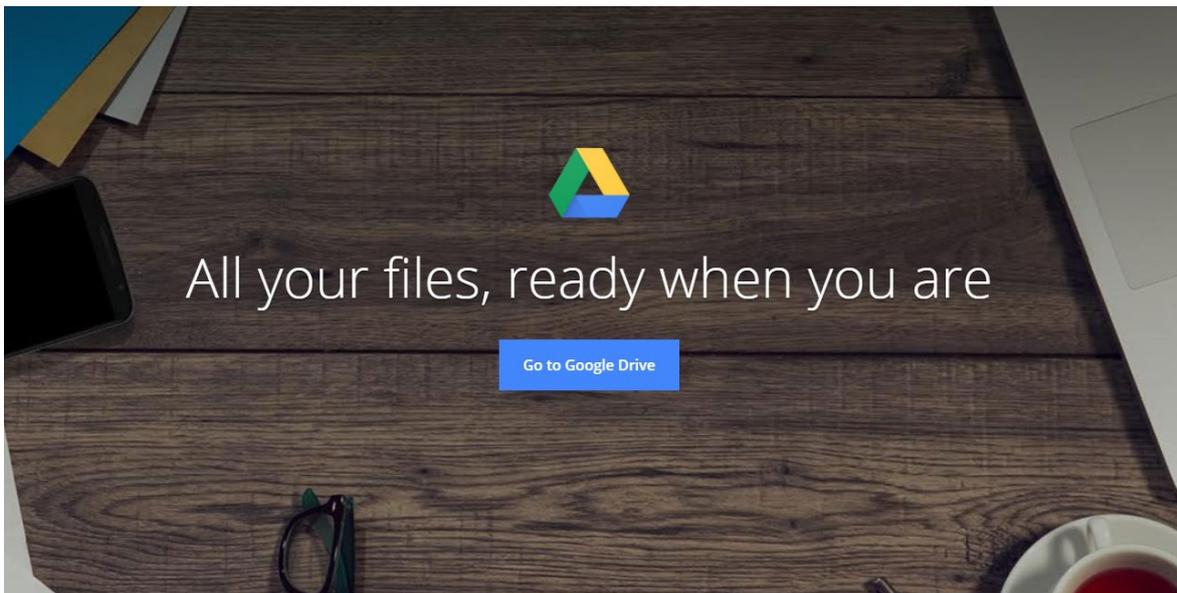
Name	Date modified	Type
 My Drive	20/05/2019 8:02 AM	File folder
 Team Drives	20/05/2019 8:02 AM	File folder

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)

A screenshot of the Google sign-in page. At the top, the Google logo is displayed. Below it, the text "Sign in" and "Continue to Google Drive" are shown. There is a text input field with the placeholder "Email or phone" and the text "firstname.lastname@education.nsw.gov.au" entered. Below the input field, there is a link "Forgot email?". At the bottom, there is a link "Create account" and a blue button labeled "Next".

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

Log in with your DoE account

User ID

Example: jane.citizen1

Password

Log in

[Forgot your password?](#)

Have trouble logging in?

[Help for DoE staff](#)

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”

