

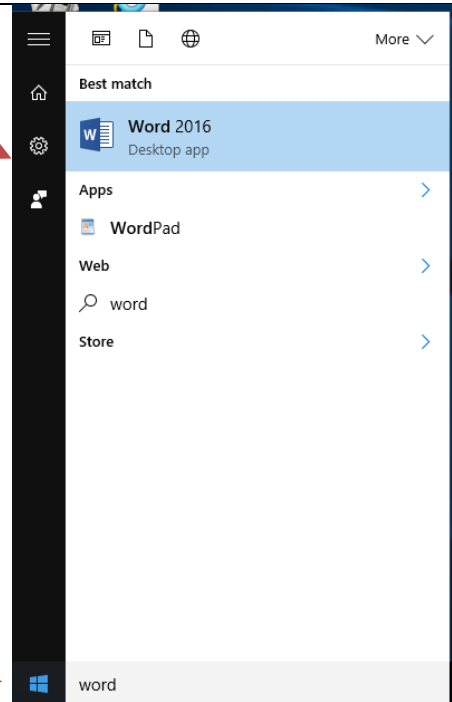
Technology Access for Secondary Students

Step 1. Launch Word to Activate Office

Click on the **Windows Key**:

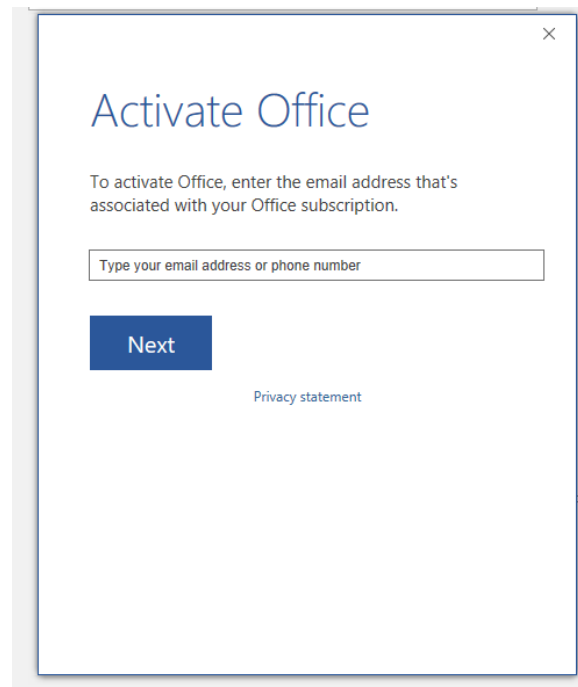
- In the box to the right, type 'Word'
- Click on **Word 2016** in the blue box at the top of the list

Windows Key



Activate Office box pops up:

- Type in your LWSD email address
- Click Next



In the **Office 365** box, type your password under your email address

- Click Sign in

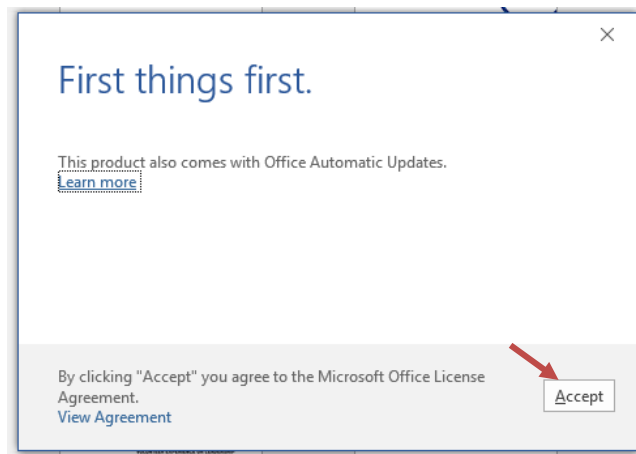


In the **First things first** box

- Click Accept

Wait for Word to open

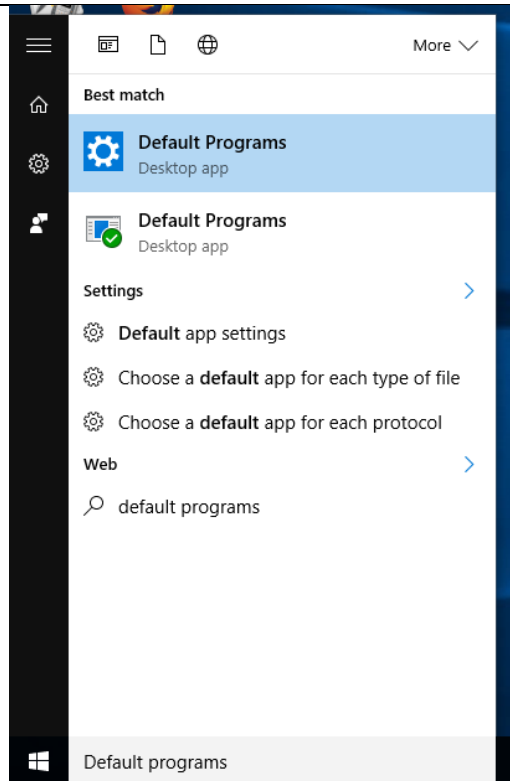
You're done, X out to close Word



Step 2. Change your default browser

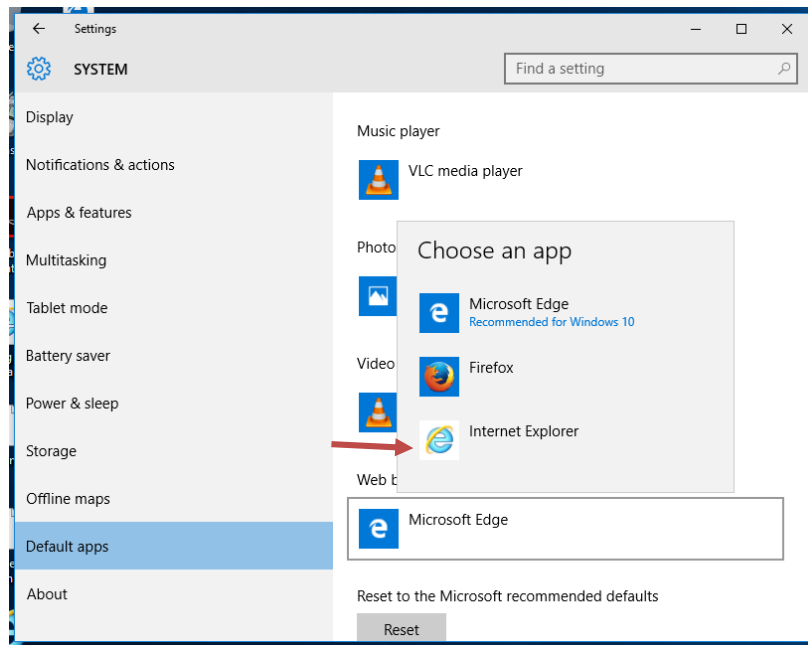
Press the **Windows Key** and type “default programs”

- Under “Best Match” it will show the “Default Programs” setting menu, click this.

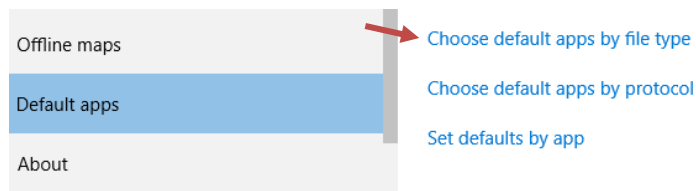


This will take you to the **System** screen:

- Click on Default apps
- Scroll down to the Web Browser option, click it and choose Internet Explorer from the options.

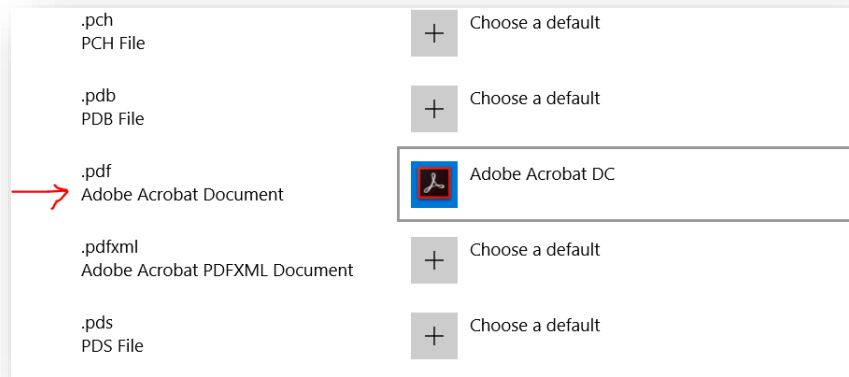


Next, click on [Choose default apps by file type](#)



Scroll down to change your .pdf default to Adobe Reader:

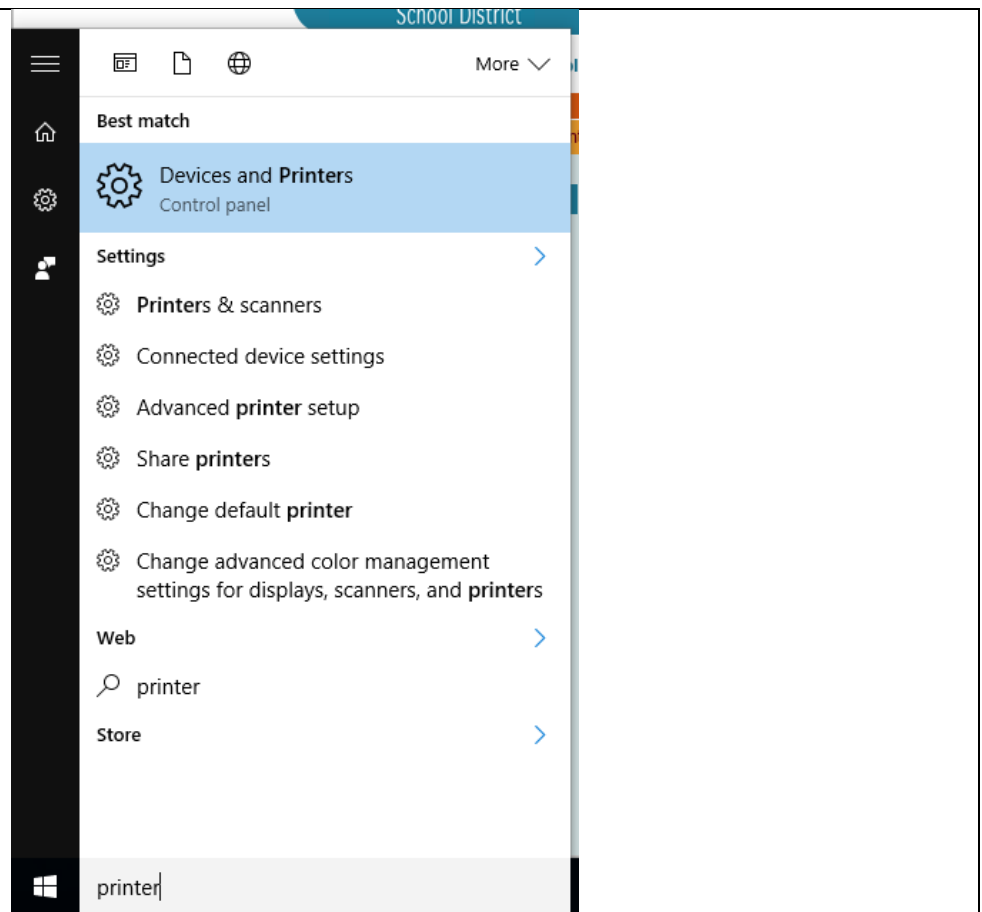
- Scroll down to .pdf (this is a long list, but it is alphabetical by file type, so look for the “.p” file names)
- If the app is not Adobe Reader of Adobe Reader DC, select what is there and choose one of the Adobe products.
- Close the file.



Step 3. Adding a Printer:

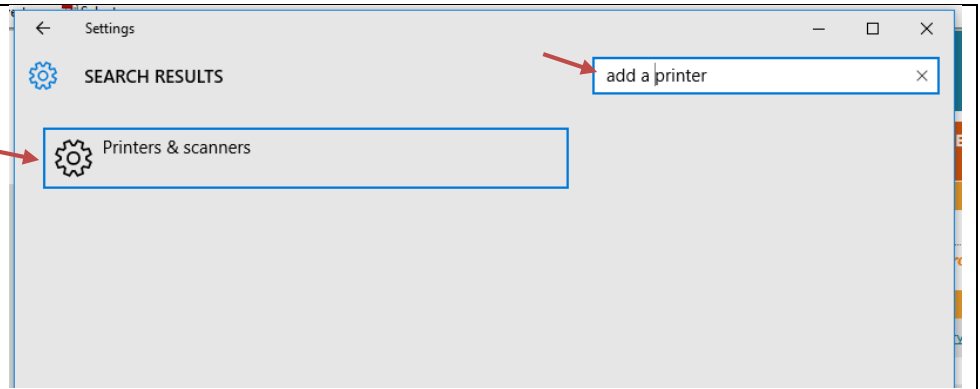
Begin by clicking on the **Windows Key** on the bottom right of your desktop and type **printer**

Above, Click on **Devices and Printers** in the blue box

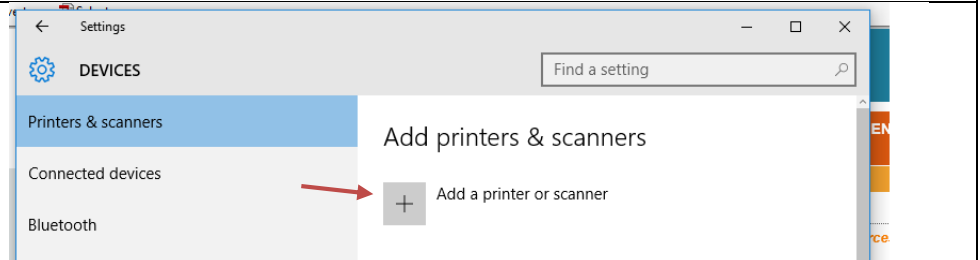


In the box to the right, type 'add a' in front of the word **printer**

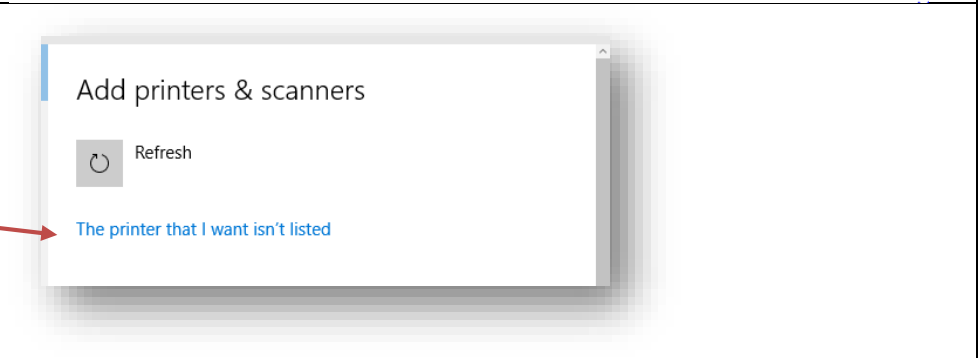
The **Printers & scanners** box will pop-up, click on the box



Click on **Add a printer or scanner**



Click on **The printer that I want isn't listed**

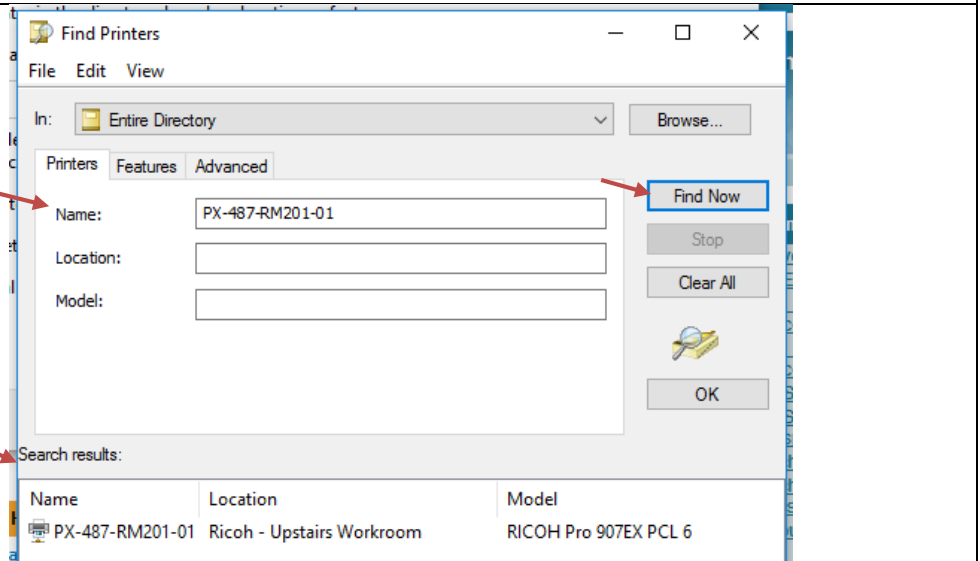


In the Find Printers box:

- Enter the printer name and click **Find Now**
- The printer you are looking for will be listed under **Search results**
- Double click on the printer name

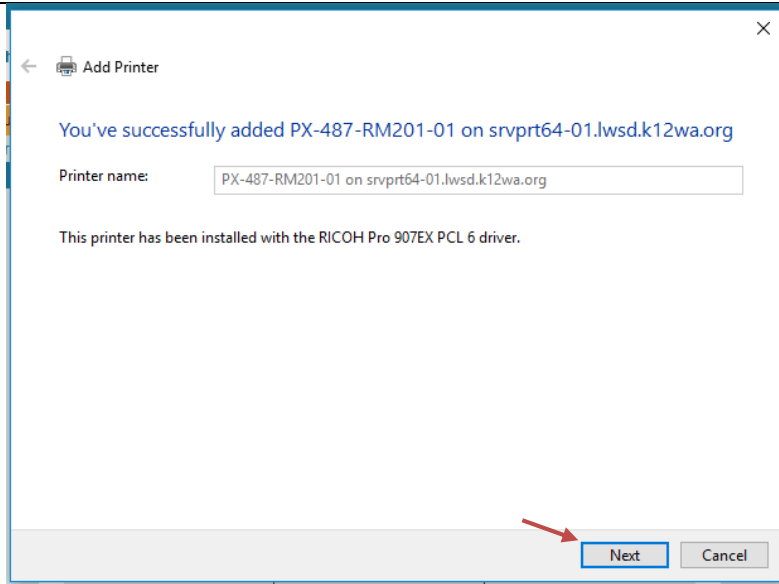
To search for printers in your school:

- Type PB-xxx or PX-xxx (xxx= your school number) and click on **Find Now**
- All of your school printers will be shown (their network names include the number of the room location)
- Double click on the printer you are searching for from the list



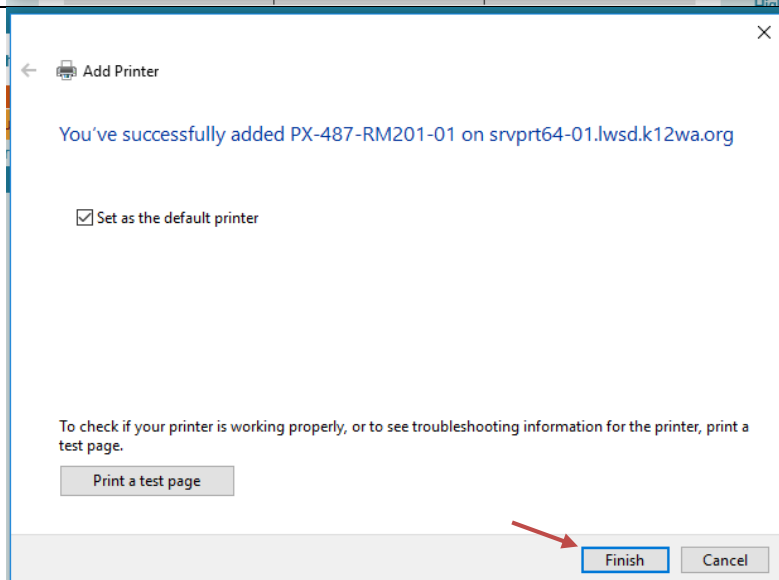
You will receive a message that you have successfully added the printer

- Click **Next**



If you wish, check the default printer box and Print a test page

- Then click **Finish**



Step 4. Logging onto Student Portal and PowerSchool:

- When you log onto the **student portal** or **PowerSchool**, your username will be **s-username** and your password will be your LWSD password.

Step 5.

- If you have trouble with your device, click on the link for information on 'Maintaining and Troubleshooting your Laptop'