2027 Laptop Setup for Years 7-12

Setup Checklist:

Use the list below track your progress through the setup process. Instructions are located on the following pages in this document.

Complete at home – **once Login details are received**	
☐	Set (or reset) your password
☐	Install Microsoft Edge / or Chrome and log in with your St Peters account and log in the mystpeters.com
☐	Install M365 Copilot* (Word, PowerPoint, Excel, Teams, OneNote, OneDrive)
☐	Set up Microsoft Outlook and view your emails
Complete at home – **within 2 weeks of commencement (by mid-January for start of year commencement)**	
☐	Log in to Firefly (via mystpeters.com)
☐	Log in to Campion My Connect and check for digital books
☐	Setup OneDrive folders for your Subjects
Complete at school – **during orientation sessions**	
☐	Connect to St Peters WiFi
☐	Complete Acceptable Use of Technology (digital form)
☐	Connect to Printers

* Microsoft have rebranded their Office product to be called Copilot 365. The Office programs are called apps. The Copilot Chat (AI) functionality will only be enabled on accounts that have been enabled as per the College's AI Committee

Need Assistance?

If you experience any technology related problems prior to commencement, please email: itsupport@stpeters.qld.edu.au with a detailed description of your support request.

For phone assistance please call our IT Helpdesk Staff on 3377 6253.
Office hours are 7:30am - 4:00pm Monday to Friday.

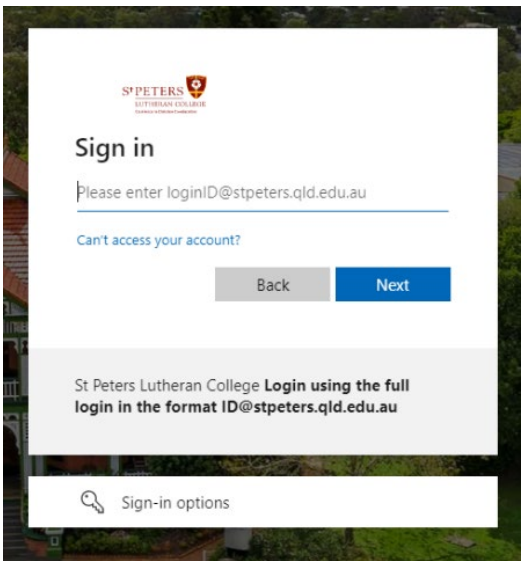
Tasks to complete at home – once Login details are received

1. Setting (or resetting) Student Login and Password

Details of student usernames (ID and email) are sent to parents at confirmation of enrolment or at the beginning of the new school year. Student's login account is linked to the primary parent contact email that was supplied at enrolment time.

Parents can use the Forgotten Password Reset process below in order to set your child's initial password. Parents should work with your child during the steps below.

Step 1: Navigate using a browser to http://mystpeters.com



Step 2: On the Sign in page, enter the **student email** (provided to parents via email) and click Next.

Step 3: Select "I forgot my password" and select Next.

Step 4: Complete the process to "Get back into your account" by entering the text displayed on the screen and select Next.

Step 5: Select the option "I forgot my password" and select Next.

Step 6: Select the Email or mobile phone number method to have the "verification code" sent. You must have access to the mobile or email account in readiness.

Enter the complete mobile number or email account when prompted and select Next.

Step 7: Complete the process to have the verification code sent to your email or mobile and enter the verification code supplied.

Step 8: Ensure that you and your child decide on a complex password together.

Password Tips
The password MUST be a minimum of 8 characters and include a capital letter and a number. Passwords that are familiar phrases combined with numbers and special characters work well such as "iLove2playG@MES".

Tips for a strong password:

- 8 characters (or more)
- Capitals and lower cases letters
- A number and special character
- Not your name, not your birthday or something people who know you could easily guess
- Keep it simple - so you can remember

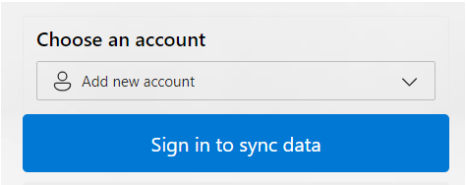
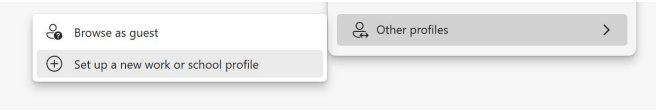
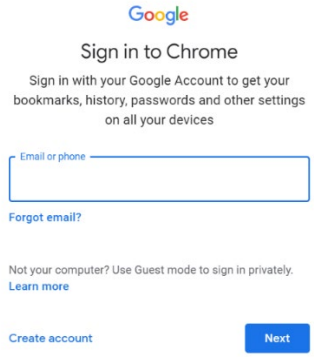
If you select a password and it does not meet the requirements, you will receive an error message informing you. You will be able to re-enter another password that meets the criteria required.

In future should your child forget the password or if the account becomes locked out you can use the same process above to reset or unlock the account. At the College, they can also visit the IT HelpDesk for assistance with their password.

You can now tick the check box for Setting your password on the Setup Checklist.

2. Google Chrome and Microsoft Edge setup

Your St Peters account is both a Google and a Microsoft account. St Peters uses various Google applications which you will log into using your St Peters user account. In both browser options you can sign in to your St Peters account to create a profile connected to your St Peters identity. Signing in makes it easier to manage all your important links and tools for school all in one place.

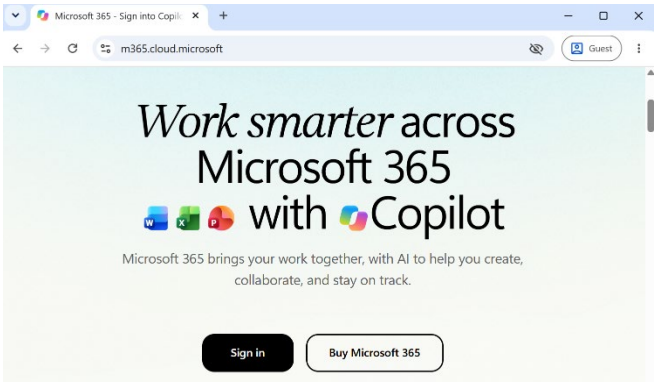
Microsoft Edge	Google Chrome
• For Mac users, go to www.microsoft.com/edge and download the installer for your device. *Edge should already be installed on a Windows laptop.* • Once downloaded and installed, open Edge and click **Sign in to sync data**. Select Work or School account if prompted. Enter your St Peters email address and password.  • For Windows users, if you are not logged into a personal Microsoft account, you can simply sign in using your St Peters identity. • If you are logged in with a personal Microsoft account, you can add your St Peters account by selecting your account icon in the top left of the screen and choose **Other Profiles** and the **Set up a new Work or School profile**  • Click **Sign in** If prompted, choose to sync data across other devices. • **NOTE:** If you are prompted deselect the **Allow my organization to manage my device option**	• Navigate using a browser to www.google.com/chrome/ (If you already have Google Chrome installed on your device you can skip this step) • If you haven't signed in to Chrome previously you will be asked to **Sign In**. Enter your St Peters email address and password as prompted (you may need to enter your email address twice).  • If you are already logged in with a personal Google Account, click on your account icon at the top right of the screen and choose **+ Add** • If prompted, choose to link or sync data across other devices.

You can now tick the check box for Google Chrome or Microsoft Edge on the Setup Checklist.

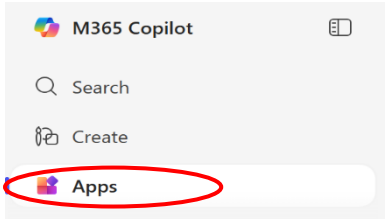
3. Microsoft 365 Apps

M365 Copilot software is provided to students under the College's Microsoft Licensing Agreement. This will provide you access to Windows or MacOS versions of Word, PowerPoint, Excel, Outlook, Teams, OneNote and OneDrive. You also have access to your College email through Outlook Online.

If you are requested to provide an account for Microsoft 365 during the installation, please ensure you use your College Student email address and password.

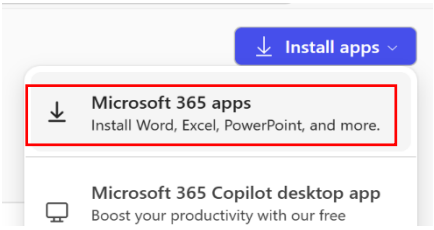


Step 1: Navigate, using a browser, to https://m365.cloud.microsoft/, click **Sign In**, enter your Student email address and click Next. Then enter your password and press Sign In (this may happen automatically in Microsoft Edge).

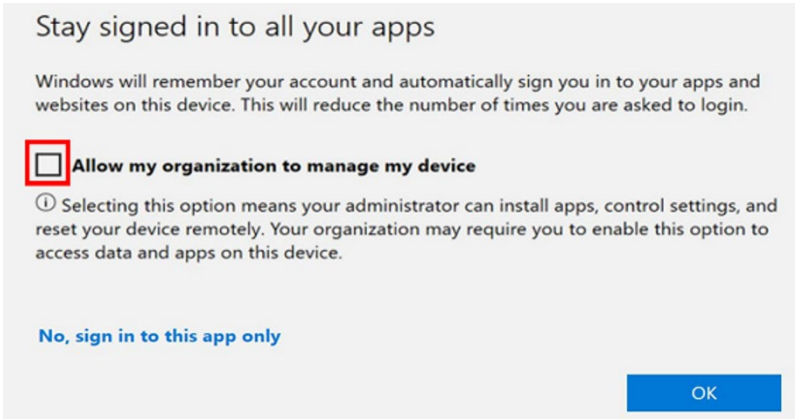


Step 3: Click on Apps in the M365 Copilot menu on the left of the screen. Then on the **Install Apps** options on the top right and then on Microsoft 365 apps.

Step 4: Click the drop down and choose to Microsoft 365 apps
The Microsoft 365 Setup program will download. Once the download is complete click to run the application to install the Microsoft 365 apps.



Once the Microsoft 365 installer has completed, continue to the section below to set up Microsoft Outlook. *This will also allow you to activate your account in all Microsoft 365 Applications.*



When opening Office applications, check that you are logged in to your St Peters account. If not, select the option to change to or add a different account. If you are prompted to choose between a Personal or Work or school account, select Work or school account.

NOTE: In Windows, when prompted with the choice to allow your organization to manage your device, **unselect** the check box for this option and click OK as shown to the left.

You can now tick the check box for Microsoft 365 on the Setup Checklist.

4. Microsoft Outlook





The College uses Microsoft Outlook for email communications. Access to Outlook is available through student Microsoft 365 accounts.

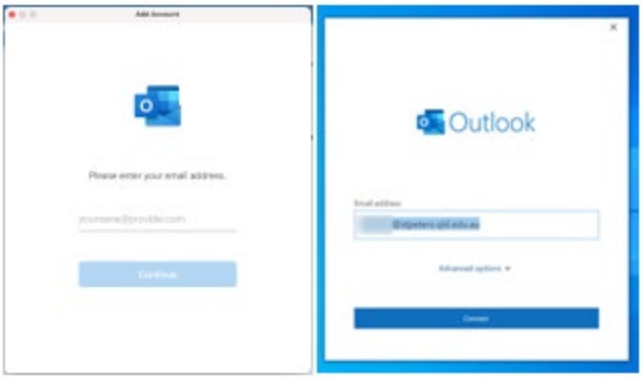
To set up the app on your computer (after installing Microsoft 365 Apps):

Step 1: Open the Windows Menu and select or type “Outlook” (Windows) or click on the Outlook app from your Launchpad (Mac).

Step 2: Enter your student LoginID in the Email Address field and click Connect (or Continue).

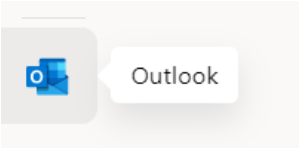
Step 3: Your account should be automatically identified as a St Peters Microsoft 365 account. Enter the password connected to your College account and click Sign in.

Step 4. If prompted, choose to "Stay signed in to all your apps" to ensure the Microsoft apps all use your College account **but** it is important to **untick** the option to “Allow my organization to manage my device”.



Step 5. Your St Peters email should now connect and allow you to read any emails that have been sent to you and send emails to others. To check everything is setup, you can send a test message from Outlook to another account (eg. your parent’s email). Once you receive the email to your test account 'reply' and ensure the email arrives back in the Inbox.

NOTE: Using the Outlook online version is a simple and efficient way to access email anywhere on any device without the need for a client application to be installed. The online version can be viewed by clicking on the Outlook icon from list of apps on to the left of the screen on m365.cloud.microsoft.



You can now tick the check box for Microsoft Outlook on the Setup Checklist.

Complete at home – within 2 weeks of commencement

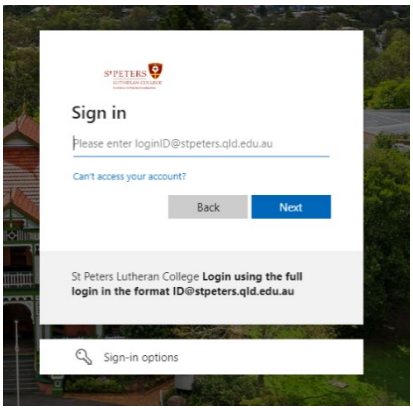
(by mid-January for start of year commencement)

The following tasks require student accounts to be active and the current year to match the year of their entry date as student accounts need to be matched to the Year Level cohort or are best completed with active timetable data.

5. The Firefly Learning Management System

The Firefly Learning Management System

The recommended way to access Firefly is through mystpeters.com and click on the Firefly link from that site. You can also access it directly using the steps below.

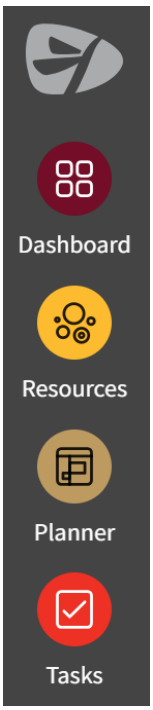


Logging in: Navigate using your Chrome browser and your St Peters identity to https://stpeters.fireflycloud.net.au/. If you are not logged in, you will be prompted to login via the same login screen as appears at mystpeters.com

NOTE: searching for the College's firefly URL on Google may incorrectly prompt you to use a login method that is no longer active.

Once you successfully login, you might like to bookmark the Firefly login page by clicking on the star icon (☆) To the right of the address bar.

There are 4 main sections to your Firefly experience as a student.



The dashboard: The student dashboard on Firefly is different from the parent one. It contains information and links relevant to students such as:

- Announcements and messages from teachers and staff
- Links to key sites and tools at St Peters
- A quick view of your timetable (not visible between end and start of the school year)
- Tasks for you to complete / assigned to you
- Bookmarks saved by your or recommended by teachers

Resources: The section contains key information and resources for students for the subjects relevant to your year level. These are created by your teachers and Curriculum Leaders and Assistants. For example, if you are in Year 7, you will have access to the Year 7 English and Mathematics pages (and much more).

Planner: The Planner tab shows you your timetable as either a day or week view – it is more detailed than the timetable on your dashboard.

Tasks: The Tasks tab shows you your tasks set by teachers. You can use the filter on the left to change which types of tasks are visible. Please note that teachers use tasks in different ways depending on Year Level or subject.

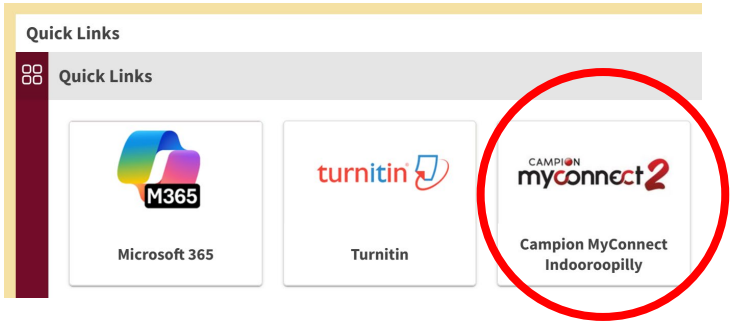
Information about Firefly at St Peters including a quick tour is available at https://stpeters.fireflycloud.net.au/byot/firefly-for-students

You can now tick the check box for Firefly on the Setup Checklist.

6. Accessing Campion MyConnect

Students in Years 7-11 at St Peters access textbooks through the Campion MyConnect platform and access digital content and resources from publishers and most content subscriptions. Texts must be purchased by parents to be visible within this system. Please refer to College communications about Booklists for further details.

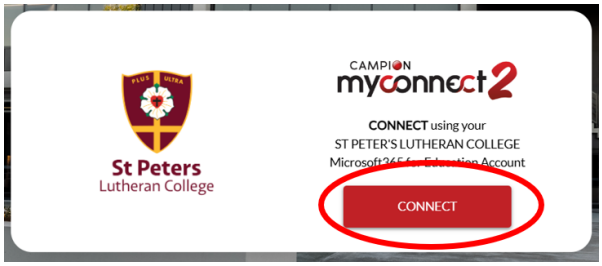
Students can access Campion MyConnect from their Firefly dashboard in the Quick Links section.



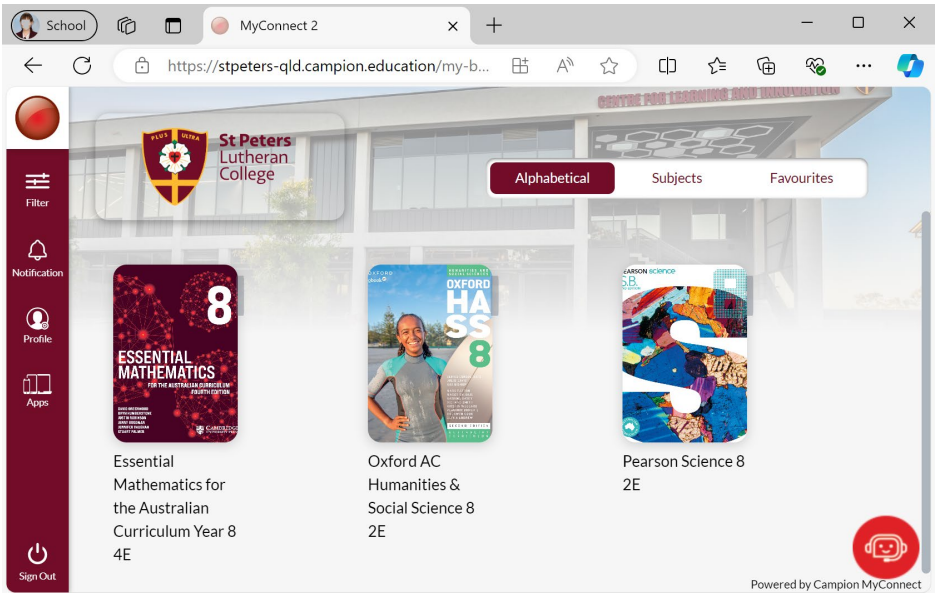
OR you can access the platform directly with the following steps:

Step 1: Navigate to https://stpeters-qld.campion.education/login and click on the CONNECT button.

Step 2: Type in your student email address and then your password when prompted.



Your purchased books should then be visible in your bookshelf. On your first login, a guided tour will introduce you to parts of this platform



If there is an error or books are missing , you can use the in-app chatbot at the bottom right of the screen for assistance.

You can now tick the check box for Campion MyConnect on the Setup Checklist.

7. Setting up Subject Folders on OneDrive

The College's Microsoft 365 license includes OneDrive and it is recommended to students as the default location for managing their files for School and enables the Autosave function when working in Microsoft 365 apps (eg. Word, PowerPoint)

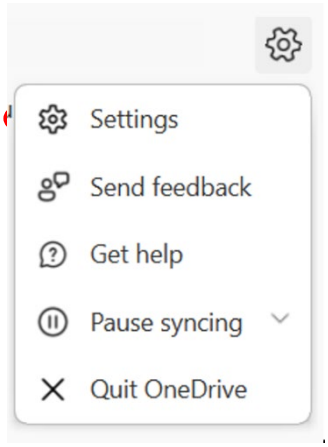




Step 1: Open the Windows Menu and select or type "OneDrive" (Windows) or click on the OneDrive app from your Launchpad (Mac).

If you already have a **OneDrive – St Peters Lutheran College** folder location in File Explorer (Windows) or Finder (Mac), skip to step 6.

Step 2: When prompted, sign in with your St Peters email address, then click next.



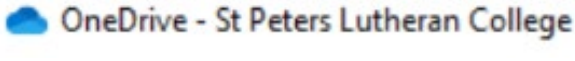
NOTE: If you are already logged in to a OneDrive account, click on the OneDrive icon in your System tray on the bottom of the screen (Windows) or menu bar at the top of the screen (Mac) and click on the Settings cog. Click on Account in the menu on the left and then the **Add an account** button. Select your St Peters email address from the list and click Sign in.

If you have an account showing from a previous school, you can click the Unlink option to remove it from your OneDrive application.

Step 3: Keep clicking Next until the step up is complete. If it asks you to set up a mobile click Later.

Once completed, you should then have a location one your computer called OneDrive - St Peters Lutheran College with a cloud icon next to it as shown below (Windows and Mac).





Step 4: Open the OneDrive Folder on your computer, click New Folder button or right-click and select the New Folder. Create a folder with your name, year level and calendar year (eg. Fred Bloggs Year 7 2027). Open this folder then create a new folder for each of your subjects. It is recommended to include your name for each folder, as this makes it easier if you are required to share your folder with a teacher in the future (eg. Fred Bloggs English).

The folders should then sync and be visible both on your computer and in your browser via m365.cloud.microsoft. The OneDrive icon in your system tray (bottom right on Windows machines) or the menu bar (top right on Mac) will show arrows on the OneDrive icon when a file sync is active.



Each time that you create a new file in Word, Powerpoint or Excel, select to save the file in the corresponding OneDrive folder for the subject and clearly label the file name to match the task. When you save these to your OneDrive, the AutoSave is turned on and the Save icon displays a sync arrows.



NOTE: When sharing a file from a OneDrive location via Finder on a Mac, make sure that you select the Share option that has a blue cloud displayed next to it.

You can now tick the check box for OneDrive Subject folders on the Setup Checklist.

Complete at school – during orientation sessions

8. Connecting to St Peters WiFi

Before you can use your BYOT device on the College network you must connect to the SPLC WiFi**. The instructions below can only be completed whilst on Campus**



Step 1: Ensure that the WiFi is turned on for your device and open the network options.

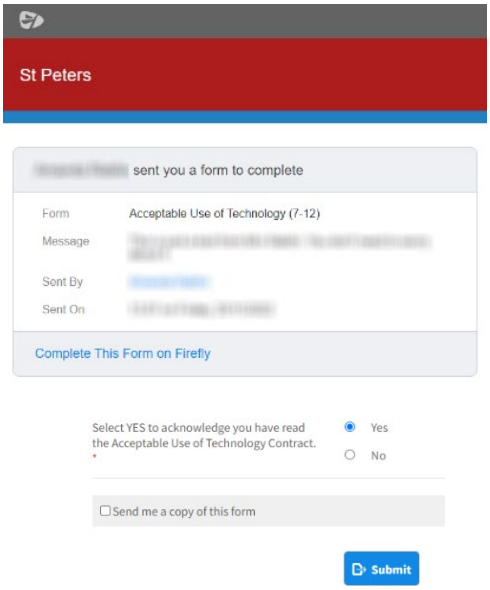
Step 2: Select the Wifi Network **SPLC** from the list of available networks and click Connect.

Step 3: Enter your student ID when prompted for 'Username'. ***Only use the student ID number do not add @stpeters.qld.edu.au***. Next enter the student password you chose when setting up your account.

If you have any issues with connecting to the WiFi check with your teacher first and then come to the IT Helpdesk if you continue to experience problems.

You can now tick the check box for connecting to WiFi on the Setup Checklist.

9. Complete Acceptable Use of Technology (digital form)



This process may occur at school during a New Student Orientation process or during an Assembly or Pastoral Care lesson.
Step 1: You will receive a notification via email requesting you to complete Acceptable Use form on Firefly. Click the **Complete This Form on Firefly** link.
Step 2: Read through the content, click the checkbox next to **Yes** and then press **Submit**.

You can now tick the check box for Acceptable Use form on the Setup Checklist.

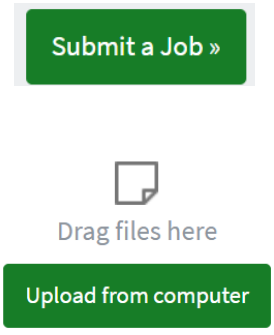
10. Printing from your device

Web Print is available at http://print.stpeters.qld.edu.au the College's preferred method for printing as it works, from any device using a web browser, does not require printers to be set up on your device and reduces common printing issues.



How to print using Web Print

- Go to print.stpeters.qld.edu.au (while on SPLC Wi-Fi)
- Sign in with your student account username and password
- Click Submit a Job (green button)
- Select the printer and print options (black and white, colour, single or double – sided)
- Upload the document you want to print
- Release your print job from the printer using your ID card or student login



You can now tick the check box Connecting to Printers on the Setup Checklist.