

Pallara State School ICT Department

39 Ritchie Road Pallara Qld 4110 P: (07) 3727 4222 E: <u>helpdesk@pallarass.eq.edu.au</u> www.pallarass.eq.edu.au Setting up a Windows 11 Laptop – "Create a student account" guide 2 of 3 (V1.0)

Step 1: Go to settings – 1. Press the "Start" button. 2. Type "Settings" (No need to click anything, just start typing). 3. Click on the "Settings" app when it appears.

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Step 2: Go to Accounts - Select "Accounts" on the left-hand side of the page





Step 3: Go to "Other users" - Scroll down and select "Other users"

Step 4: Create an additional account – Select the blue "Add account" button

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	Accounts > Other Users	
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Find a setting Q	Add other user	
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🔞 Bluetooth & devices	Set up a kiosk	
Network & internet	Get started	
Personalisation	_	
Apps	Get help	
Accounts	Give feedback	
🕥 Time & language		
😨 Gaming		
🕇 Accessibility		
Privacy & security		
Windows Update		
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Step 5: Create the additional account. If you have a Microsoft Account for your student, you can sign in as them here. Skip to step 8 once signed in. If you do not have a Microsoft account for your student, or do not wish to use/create one we can create a local account for your student to use. Select "I don't have this person's sign-in Information. Note: If you wish to use Microsoft Family Safety for content filtering and restrictions whilst at home, a Microsoft account for your student is required. More information can be found out about Microsoft Family safety here: https://www.microsoft.com/en-us/microsoft-365/family-safety

Whilst your student's device is at school and connected to our network, our school filter will manage what your students can see/do on the internet. When connected to your home network, this filter does not apply. Microsoft's Family Safety is a good tool to be able to add content filters to ensure what your students are doing



Step 6: Select "Add a user without a Microsoft account"



Step 7: Enter your students name, create a password that they can easily remember, and add security questions and answers. Select "Next" when done

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Recycle	← Setti	
		Create a user for this PC
Micros Edge	Find a s	If this account is for a child or teenager, consider selecting Back and creating a Microsoft account. When younger family members log in with a Microsoft account, they'll have privacy protections focused on their age.
	🔜 Sy 🛞 Bli	If you want to use a password, choose something that will be easy for y a to remembe but hard for others to guess.
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Step 8: Make the new user account an Administrator of the device. (This step is vital to ensure the device can connect correctly to the Education Queensland computer network. Without administrator access your student will not be able to access the internet or install applications required for day to day learning activities) – Under the new account you have just created, select "Change account type".

•	Accounts > Other Users		
Find a setting Q	Add other user	Add account	
System	Student Name Local account	^	
 Network & internet Personalisation 	Account options	Change account type	
Apps	Account and data	Remove	
 Accounts Time & language 	Set up a kiosk		
🚥 Gaming	Get started		
 Accessibility Privacy & security 	Get help		
Windows Update			

Step 9: From the drop-down box, select "Administrator" followed by "OK"



Your child's device is now setup and ready to be connected to their account for access at school! Proceed to Guide 3: How to Onboard the device