## Pine Rivers State High School 2025 Windows setup guide for WiFi and OneDrive on Windows BYO computers

This guide walks you through setting up an Education Queensland account's access to Microsoft OneDrive (their automatic file backup tool) because that also starts the WiFi setup process silently in the background.

Note: Only one EQ account per computer can be installed, if a laptop is already setup for one sibling their EQ account has to be removed before someone else can setup the new EQ account. Step 1: Install all of the pending Windows updates as they can be vital to success.



1. Click on Start and then Settings.

 Click on Windows Update and then Check for Updates, or the button might say Download and Install. Sometimes Windows queues 2-3 sets of updates behind each other, you may need to do this more than once. Updates can be crucial to the success of this process.

Justin Raethel	Windows Update	
Find a setting Q	You're up to date Last checked. Today, 1:46 PM	Check for updates
1 Home	More options 7	
<ul> <li>System</li> <li>Bluetooth &amp; devices</li> </ul>	Get the latest updates as soon as they're available Be among the first to get the latest non-security updates, fixes, and improvements as they roll our team more	On 💽
<ul> <li>Network &amp; internet</li> <li>Personalization</li> </ul>	0 Pause updates	Pause for 1 week V
Apps Accounts	O Update history	>
<ul> <li>Time &amp; language</li> <li>Gamino</li> </ul>	Be Averanced options Delivery optimization, optional updates, active hours, other update settings	>
X Accessibility	Windows Insider Program Get preview builds of Windows to share feedback on new features and updates	>
Privacy & security      Windows Update	😨 Windows Update is committed to helping reduce carbon emissions. Learn more	
	Get help ✔ Give feedback	

The account that you've logged in with must have Administrator access, as it needs to install software and security files (Certificates). You can't 'invoke' someone else's Administration rights to do this, however if you don't want the student to have Admin rights during the year, you can give their account Admin rights just until these steps are completed.

 settings

	Justin Raethel	Accounts
Find	la setting Q Home System	JUSTIN RAETHEL Administrator
8	Bluetooth & devices Network & internet Personalization Apps Accounts Time & language	
€⊒ ★ ↓ €	Gaming Accessibility Privacy & security Windows Update	See all your Microsoft 365 subscription benefits  Upgrade to other Microsoft 365 plans

4. Open <u>www.office.com</u> and sign in with the student's EQ email address (their eq <u>username@eq.edu.au</u>). If the website automatically signs in with their personal email address let that happen, click on the profile icon in the bottom left corner, choose "sign in with a different account" and then put in their EQ email.



5. Put in their EQ username and password, tick the "I Accept..." box.
© ■ Sign in - Department of Educatic × +

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	Queensland Governme	nt	Department of <b>Education</b>
	Sign in		Conditions of use
	Username		The Department of Education network (the network) is provided only to authorised users and only for official schooling and work purposes.
	jraet3		Your use of the network (including internet and email) is logged, may be monitored, and where potentially unlawful conduct is detected, referred to law enforcement agencies
	Password		Students - please refer to the Student Code of Conduct for your obligations and
	••••••		the consequences of non-compliance, or ask your teacher for more information. Staff - you must comply with the Code of Conduct, Standard of Practice and
	✓ I accept the conditions of use		department policies and procedures. You must not access systems or use information if you are not authorised to do so. You must not access records for personal interest. Unauthorised access and misuse of information may result in
	Sign	in	you being charged with an offence, e.g. under section 408E of the Criminal Code (Qid), and disciplinary and professional consequences (such as loss of employment and cancellation of registration).
	Forgot password?	Change password	

6. Click Continue.

Department of Educ	ation	
jraet3@eq.edu.au		
Do you trus	t eq.edu.	au?
You're about to sig Only continue if yo	n in with your e u recognize thi	eq.edu.au account. s account.
Why am I seeing th	is?	
	Cancel	<u>Continue</u>

7. Tick the "Don't show this again" option if necessary and click Yes.



8. Click on the 9 dots in the top left corner (aka The App Launcher, aka The Waffle) and choose OneDrive. This is also where you can install Office if it's not already installed. EQ students get 5 licences for MS Office.

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Open		1		
	Themes			

10. Tick the Always Allow box and then Open.



Set up OneDrive		
Put your files in OneDrive to get them from any device.		
		ər HEL
Email address	(1)	DI
jraet3@eq.edu.au		
Create account Sign in		HEL

12. Enter the username and password, tick the "I accept" box and click Sign In.

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	Department of <b>Education</b>		
ŧ	Sign in		I
	Username		
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	☑ I accept the conditions of use		Jus
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13. Leave "Allow my organisation..." ticked and click Ok. This is the step that starts the WiFi settings being installed.



14. We come to the first of many "Next buttons".



15. Untick these boxes, you want the personal files to stay on your Personal OneDrive, and put only the school files on the Education OneDrive.



16. Another series of Next buttons.



## Get to know your OneDrive

To add items, drag or move them into the OneDrive folder.

![](_page_6_Picture_6.jpeg)

![](_page_7_Picture_0.jpeg)

17. Click Later, as Australian Schools don't want students using mobile phones in classes.

18. Click "Open My OneDrive Folder", OneDrive is now setup.

![](_page_7_Figure_3.jpeg)

19. To check whether Windows has finished downloading the EQ WiFi settings, go back to Settings, click on Accounts, and scroll down to "Access work or school".

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20. Click the arrow next to their eq account, and click the Info button. If there's no Info button, something has gone wrong and school IT staff will need to help troubleshoot.

## Accounts > Access work or school

Get access to resources like email, apps, and the network. Your work or school might control some things on this device when connect	ted.
Add a work or school account	Connect
jraet3@eq.edu.au Work or school account	^
Managed by Department of Education	Info
Disconnect this account	Disconnect
Related links Manage your account	
Related settings	
Export your management log files	

21. If it says WiFi in the Policies area and then Succeeded in Applications, then you're all done. If not, scroll down and click the Sync button, wait for that to finish. If necessary, go back to step 19. If pressing Sync (and then perhaps restarting) doesn't fix the problem, bring in the laptop to the school IT workshop.

Areas managed by Department of Education
Department of Education manages the following areas and settings. Settings marked as Dynamic might change depending on device location, time, and network configuration.
More information about Dynamic Management
Policies •ApplicationManagement •Security •DeviceLock •WiFi
Applications •Company Portal: Succeeded

22. If the computer asks you to set a new password after a restart during or after this process, then you likely need a new password that's more complex. Type in your old password, and then a new one that's at least 8 characters long, has at least one uppercase letter, at least one lowercase letter, a number and some punctuation.

If your password already has those 'complexities', then type it in again to all three boxes and it should be accepted. If not, try a new password. Good passwords are easy to remember and type, so perhaps try 1-2 words, with a capital letter or two, a number and some punctuation. Put in a useful password reminder.