

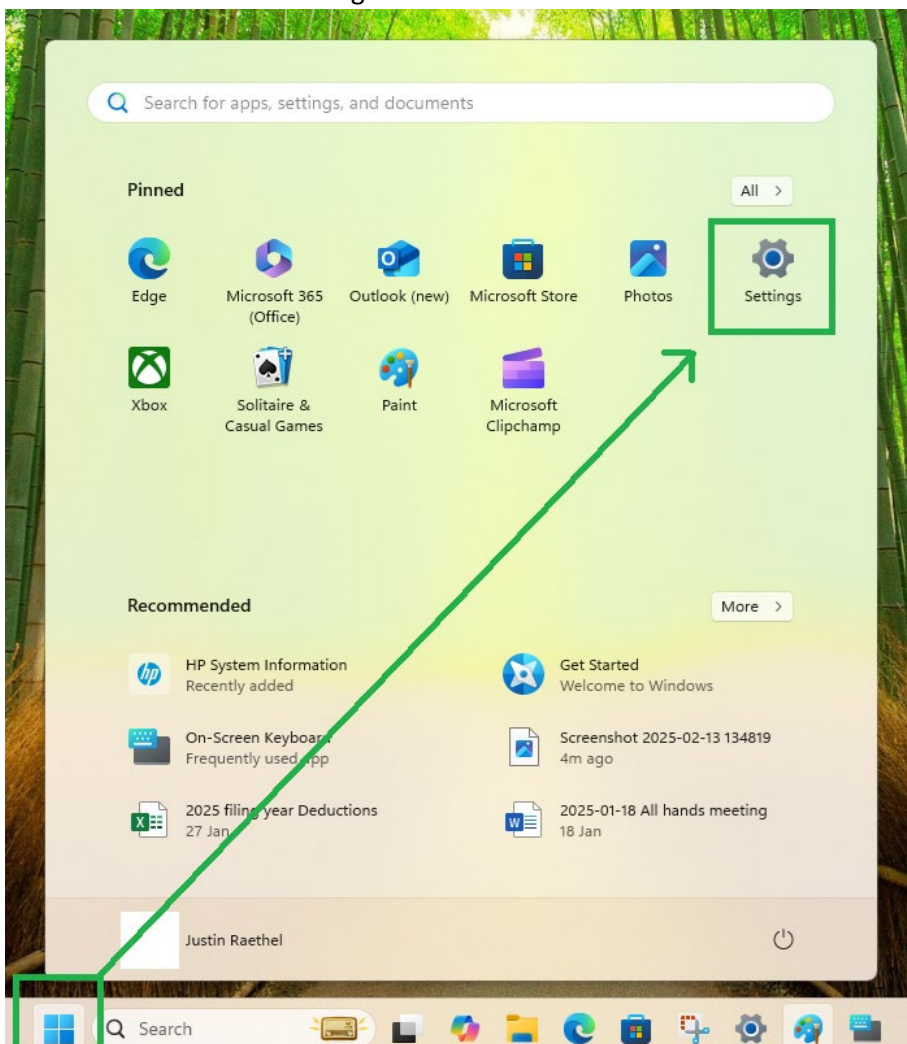
# Pine Rivers State High School 2025 Windows setup guide for WiFi and OneDrive on Windows BYO computers

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.

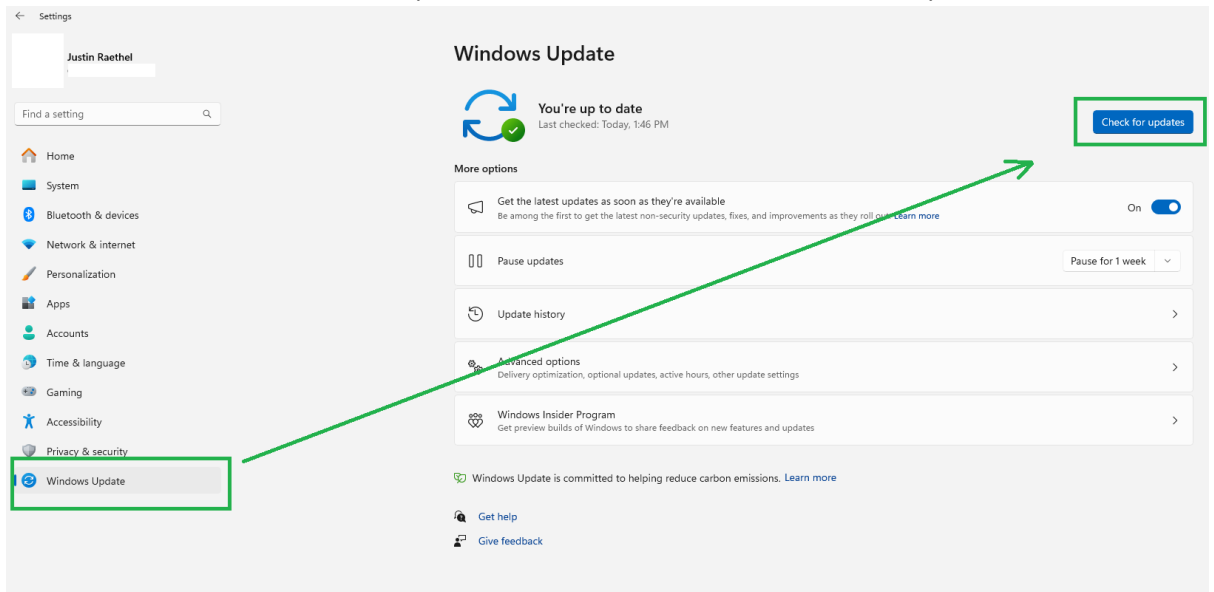
Note: Only one EQ account per computer can be installed, if a laptop is already setup for one sibling their EQ account has to be removed before someone else can setup the new EQ account.

**Step 1: Install all of the pending Windows updates as they can be vital to success.**

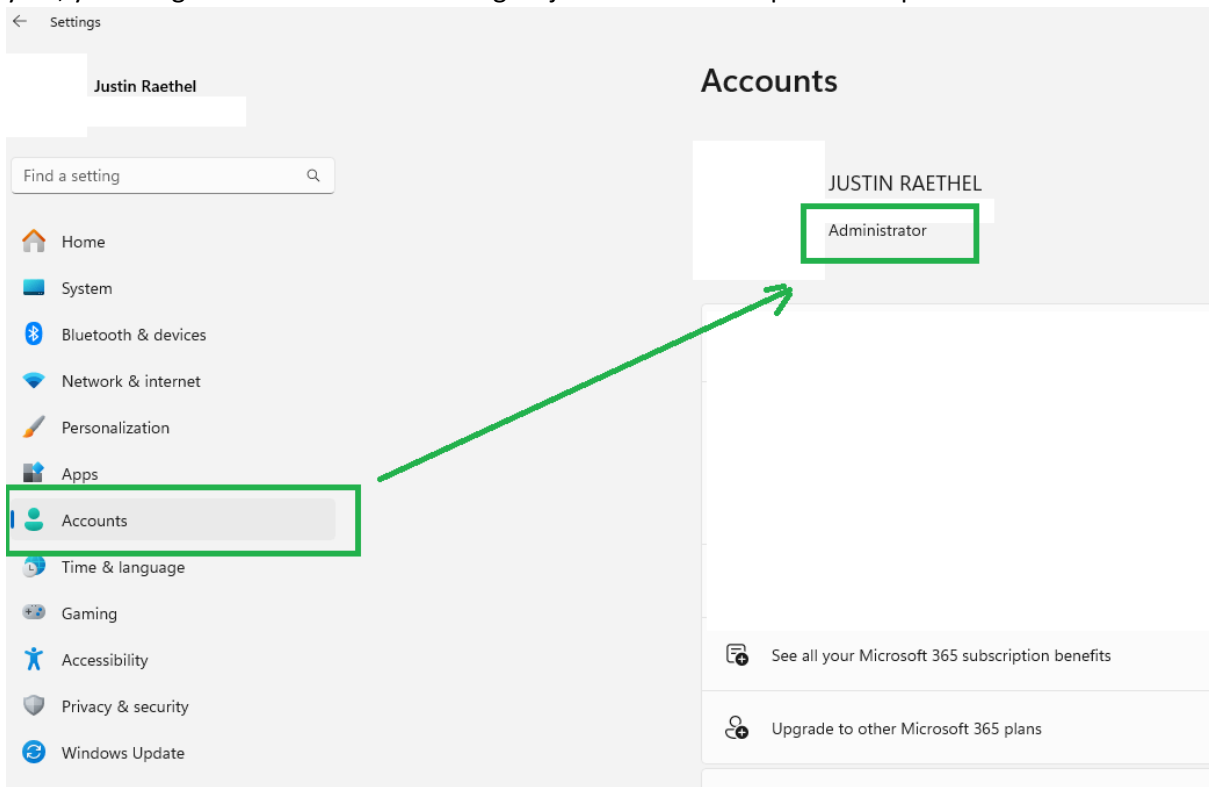
1. Click on Start and then Settings.



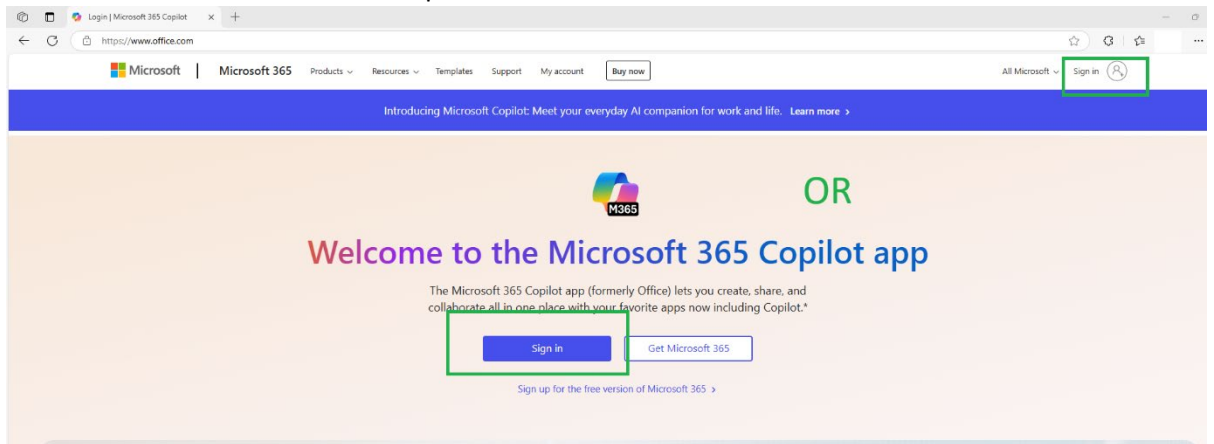
2. Click on Windows Update and then Check for Updates, or the button might say Download and Install. Sometimes Windows queues 2-3 sets of updates behind each other, you may need to do this more than once. Updates can be crucial to the success of this process.



3. 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.

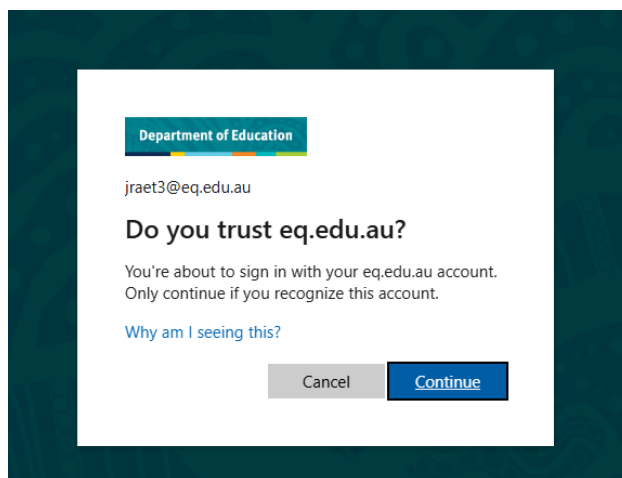


4. Open [www.office.com](https://www.office.com) and sign in with the student's EQ email address (their eq username@eq.edu.au). If the website automatically signs in with their personal email address let that happen, click on the profile icon in the bottom left corner, choose "sign in with a different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

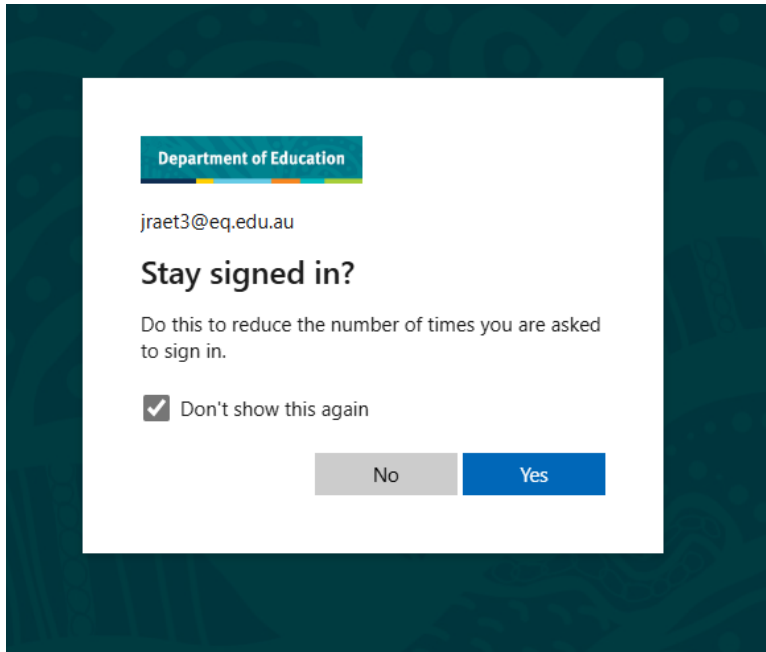


5. Put in their EQ username and password, tick the "I Accept..." box.

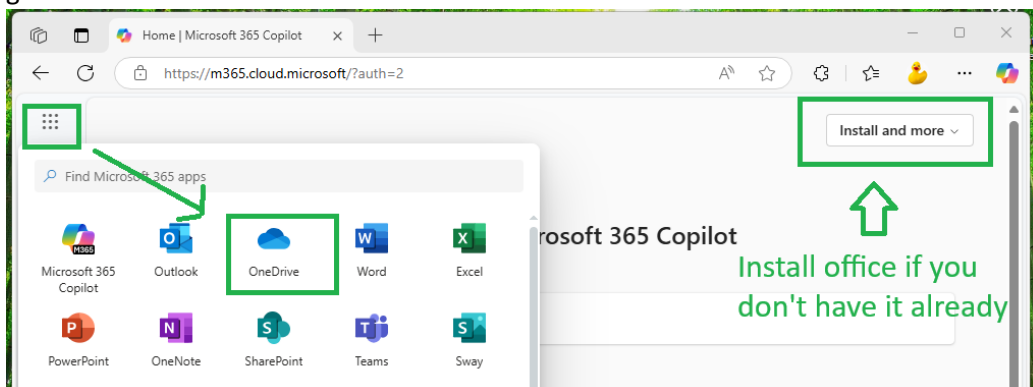
6. Click Continue.



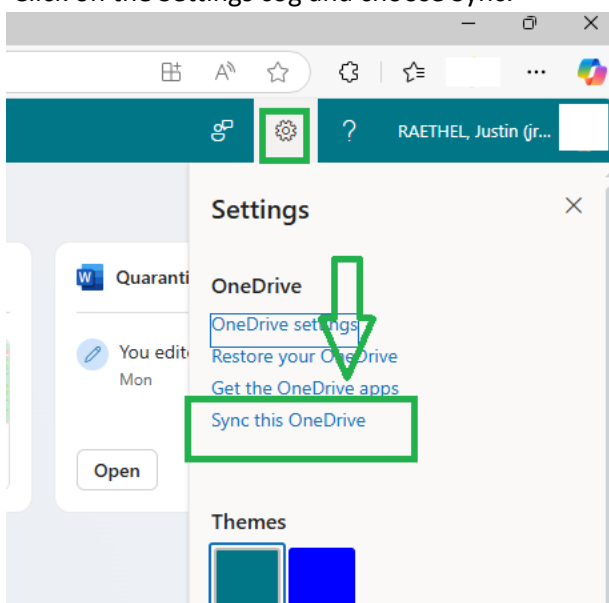
7. Tick the “Don’t show this again” option if necessary and click Yes.



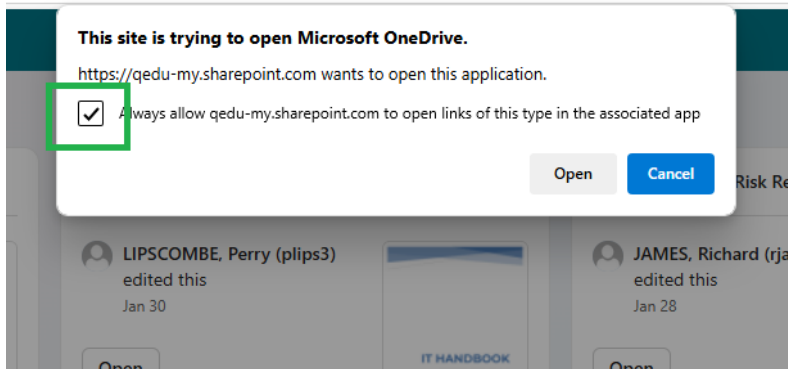
8. Click on the 9 dots in the top left corner (aka The App Launcher, aka The Waffle) and choose OneDrive. This is also where you can install Office if it’s not already installed. EQ students get 5 licences for MS Office.



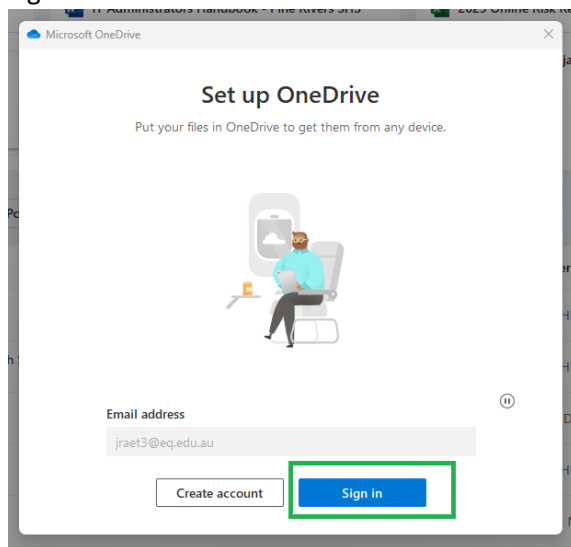
9. Click on the Settings cog and choose Sync.



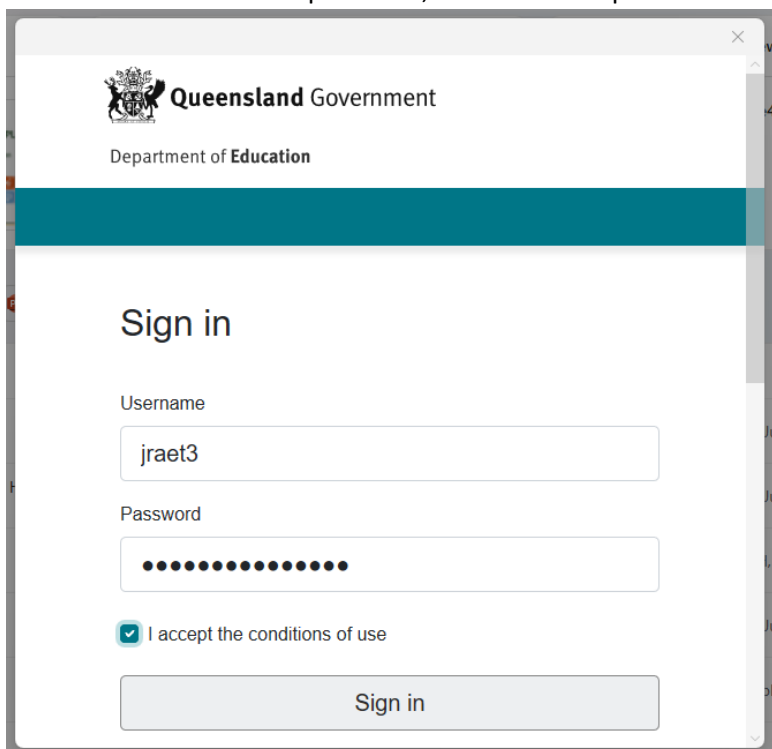
10. Tick the Always Allow box and then Open.



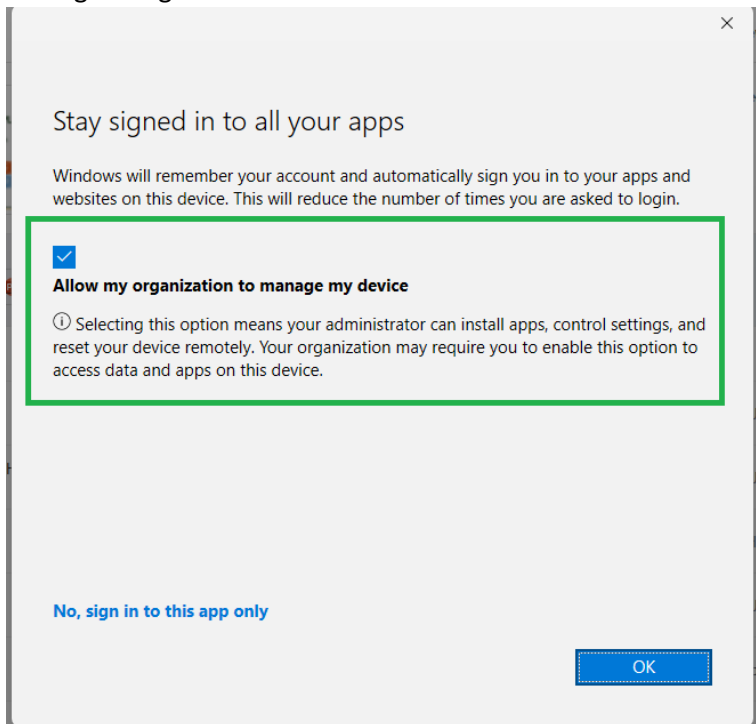
11. Choose Sign In.



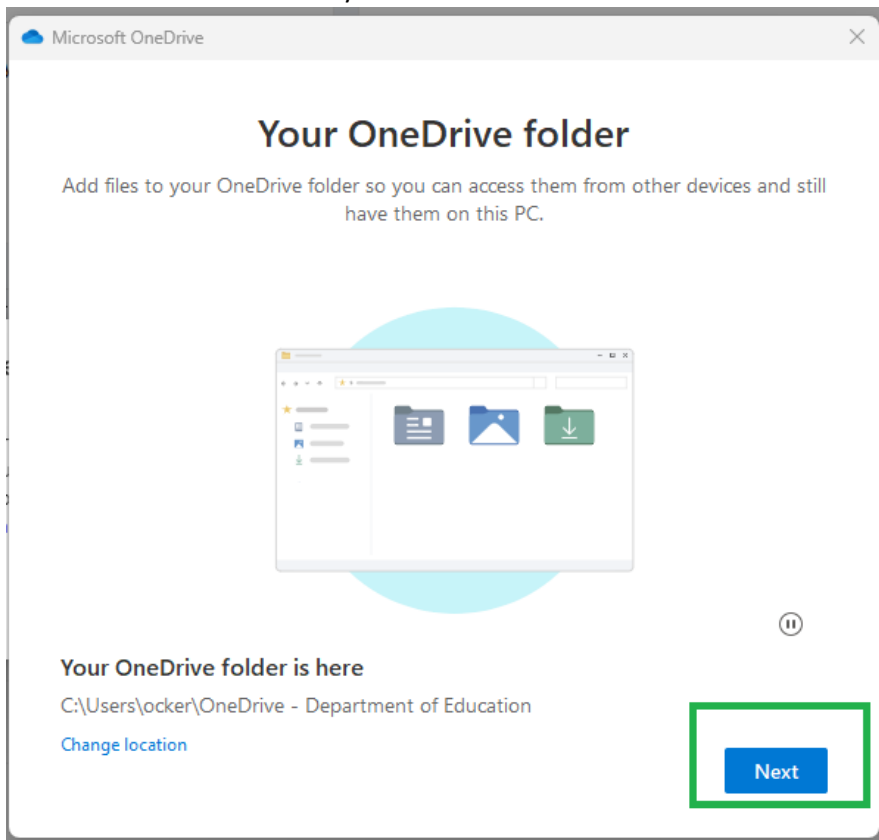
12. Enter the username and password, tick the "I accept" box and click Sign In.



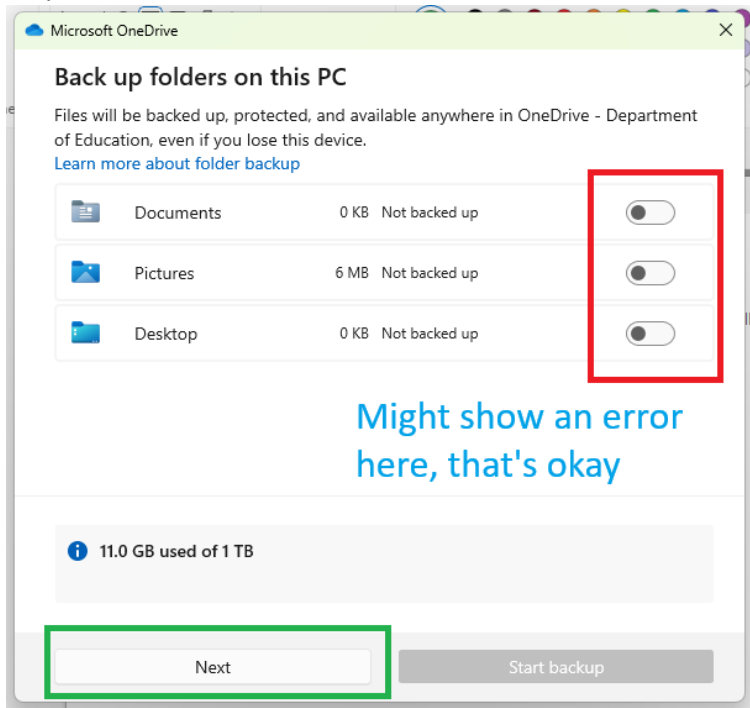
13. Leave “Allow my organisation...” ticked and click Ok. This is the step that starts the WiFi settings being installed.



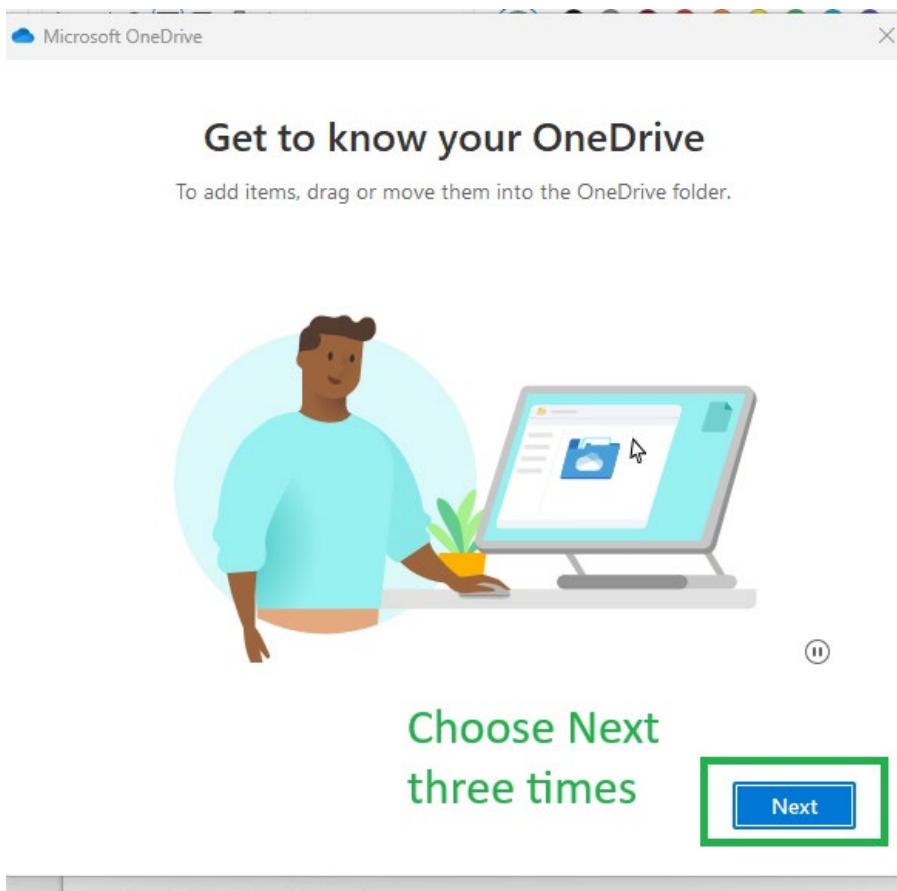
14. We come to the first of many “Next buttons”.



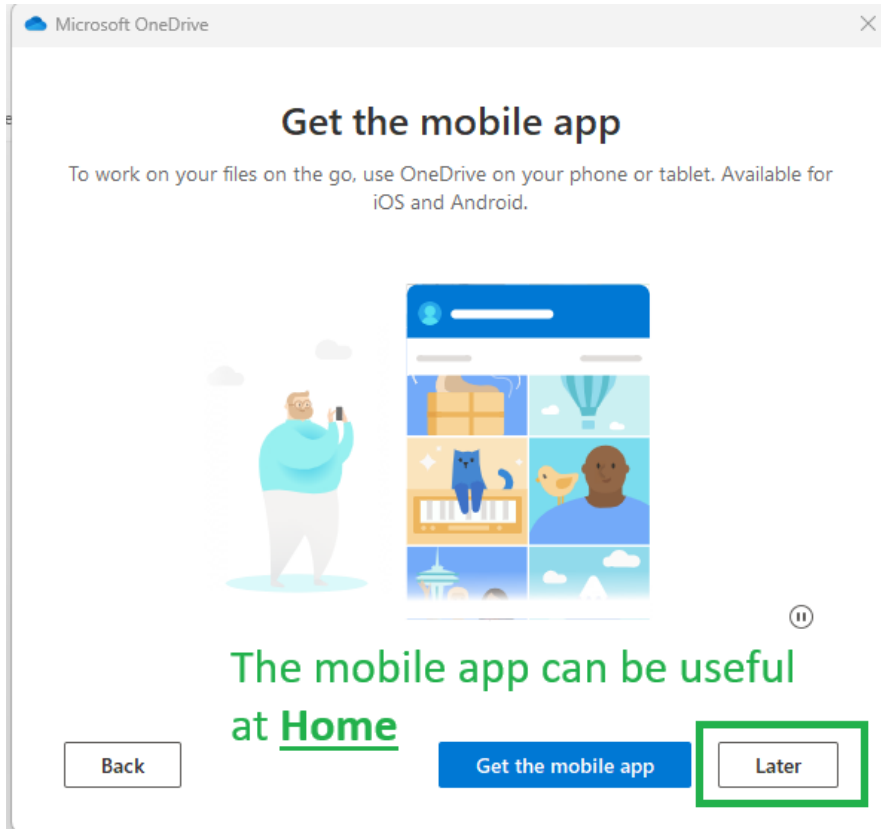
15. Untick these boxes, you want the personal files to stay on your Personal OneDrive, and put only the school files on the Education OneDrive.



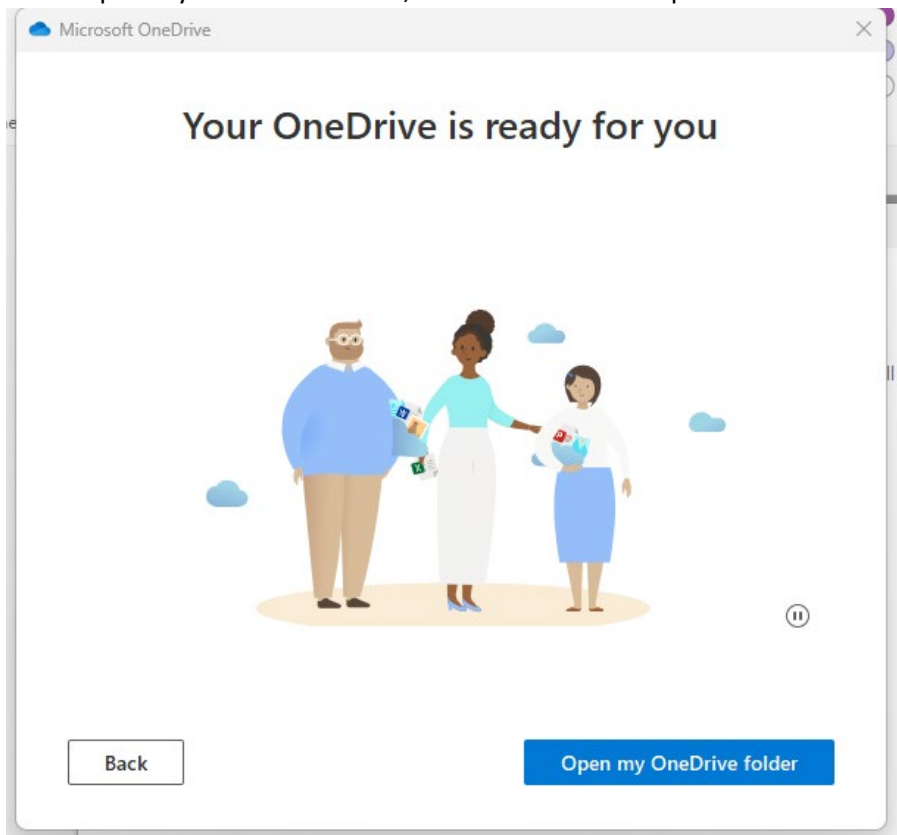
16. Another series of Next buttons.



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

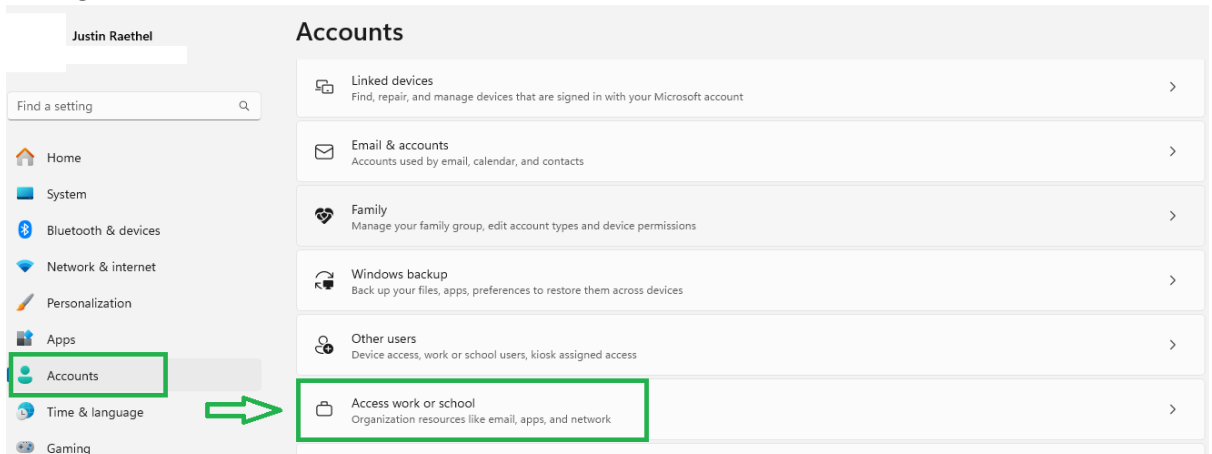


18. Click "Open My OneDrive Folder", OneDrive is now setup.

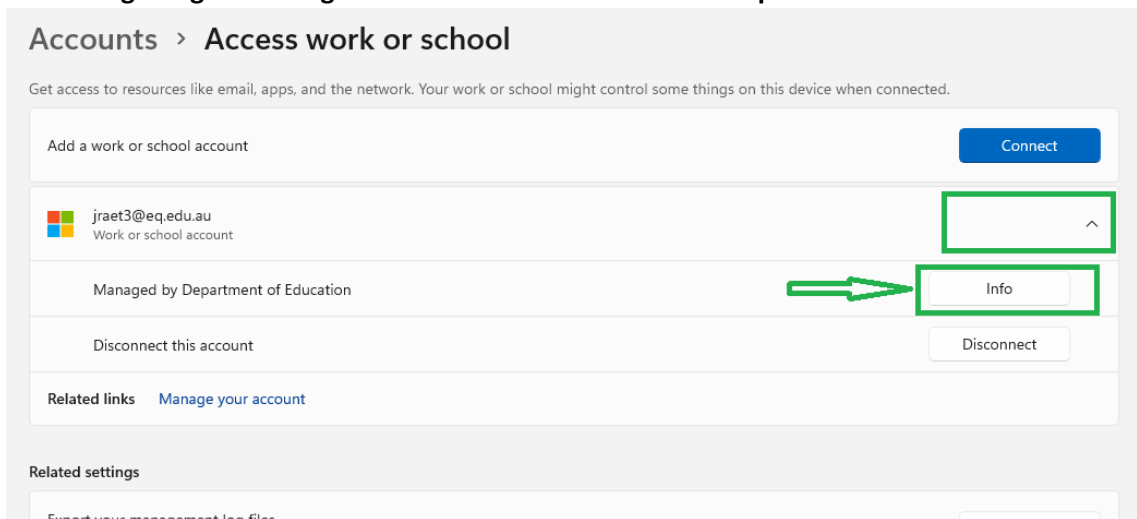




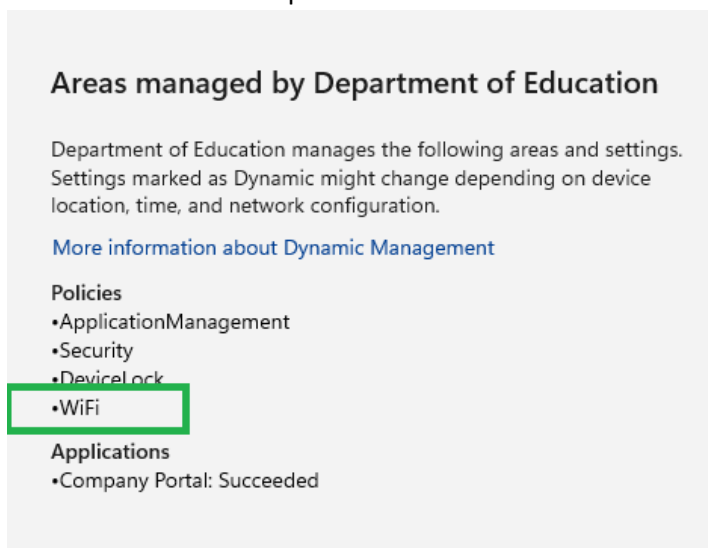
19. To check whether Windows has finished downloading the EQ WiFi settings, go back to Settings, click on Accounts, and scroll down to “Access work or school”.



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.



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.



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.