



# Initial Setup of DWU Netbook for Students



Information and Communication Technology Services  
**Divine Word University**

# INITIAL SETUP OF DWU NETBOOK FOR STUDENTS

<b>Relevant to:</b>	All DWU Students registered and enrolled in current programs who have received an OLPS Laptop
<b>Prepared by:</b>	Information and Communication Technology Services, Divine Word University
<b>Related University: Documents</b>	ICT Policy, DWU Netbook User Policy, DWU Netbook User guidelines
<b>Key word(s):</b>	Netbook, laptop, windows7, setup
<b>Last Update:</b>	20/05/2010
<b>Version:</b>	1.0



## Details of the sample User for initial setup

- Name: John Conner
  - Student ID Number: 4093
1. Turn ON the Laptop by pressing the power button
  2. Let the laptop to load into the “Set Up Windows” window
  3. Type your username. “John Conner” (Without “[quotes] and this is according to the sample user we have taken above)
  4. In the “Type a Computer name” area, delete the text automatically generated by the system.
  5. Now you **MUST** type your computer name according to your Student ID Number as “ID4093” (Without “[quotes] and this is according to the sample user we have taken above)
  6. Click on “Next”
  7. Type a password and confirm it. After this step you will be required to type in a password hint. If you forget your password, Windows will show you your hint, So that you can recall your password
  8. Click on “Next”
  9. Click on “Use recommended settings”
  10. Select the Time Zone as “(UTC+10:00)Guam, Port Moresby” from the drop down menu.
  11. Adjust the Date and Time
  12. Click on “Next”
  13. Click on “Skip” to continue
  14. Windows will log into your personalised desktop
  15. Please do restart your laptop before the first use

Should you have any problems, please contact ICT HelpDesk via <mailto:helpdesk@dwu.ac.pg>  
or call us on +675-424-1888