


## How to set up your MacBook Air (Students)



**1. Log in** The initial password is Student (capital S)

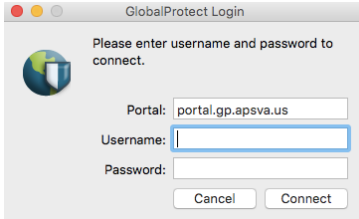
**2. Set up APS wifi** (Must be at school)

1. Go to the  in the top right and select **Open Network Preferences**
2. Select Wi-Fi and make sure Wi-fi is on
3. Select Network APS (see box)
  1. Enter your student number
  2. Enter your password

**Never connect to  
APS.Computers  
APS.Visitor or  
APS.Guest!**  
This will cause you huge  
problems!

**3. Connect to Global Protect** (Must be at school)

1. Enter you student number and password at this prompt (you must connect to APS wifi first)
2. You should now see a house icon next to the wifi icon.  At home, you will see a shield.
3. If you see a red x you are not connected.  Enter your information or restart your laptop.
4. Don't worry if you see something about your password having 0 days to expiration. If you see the house you are set!



GlobalProtect Login


Please enter username and password to connect.

Portal: portal.gp.apsva.us

Username:


Password:

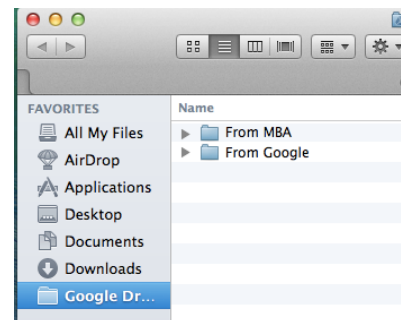
**4. Change your computer password**


1. Go to **System Preferences** under the apple logo  on top left of the menu bar
2. Select **Users & Groups**
3. Select **Change Password**
  1. Old password is Student
  2. Type your new password twice
4. Add a hint (optional) and select Change Password - you must remember this password!!!

**5. Set up your Google Drive folder (Save all files here!)**

**The Google Drive folder is the best place to save all of your files.** Your files will be saved on your laptop and on the Google cloud during the sync process.


1. Open the Google Drive app  from the Dock
2. You will be prompted to log in to your Google account.
  1. For email, enter your student [number@apsva.us](mailto:number@apsva.us) and select Next
  2. Enter your student number and password
3. If you only want to sync some of your folders to your laptop (you have too much stuff) select **Sync options** before you select **Done**
4. Now you have a folder called Google Drive on your laptop. You can see it in the sidebar of every Finder window.



**Check the Google Drive icon**  in the Apple menu at the top of your screen. It must be black and say "sync complete" when you select it. If you get disconnected, you will need to sign on again to continue syncing your files properly.

To add a file or folder to Google, just drag it into your Google Drive folder. For more information about syncing files with Google Drive go to [Using Google Drive on your MacBook Air](#).


**5. Activate Microsoft Office 2016**

1. Open Word  on the Dock,
2. Click Get Started then Sign In
  1. For email, enter your student [number@apsva.us](mailto:number@apsva.us) and select Next
  2. Enter your student number and password

## How to set up your MacBook Air (Students)

### 6. Set up One Drive (Optional Save Location)

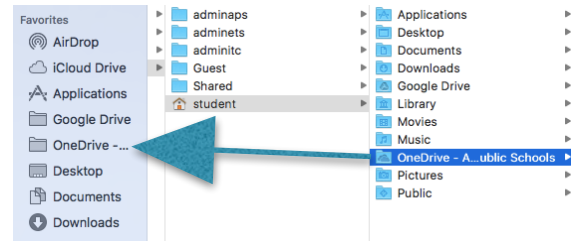
APS is planning to move all files from your H network drive to your Office 360 One Drive. Setting up One Drive on your laptop will allow you to sync all or some of these folders to your laptop like you can do with Google Drive. Files saved to this folder will be available with or without wifi.

1. Open One Drive  from the Dock
2. For email, enter your student [number@apsva.us](mailto:number@apsva.us) and select Next
3. Click “Choose OneDrive Folder Location”
4. Click Choose this location to select the default
5. Select the folders you want to sync to your laptop
6. Check “Open at login so my files sync automatically”

Open at login so my files sync automatically

Open my OneDrive - Arlington Public Schools folder

7. Drag the OneDrive folder onto the Finder sidebar if you would like easy access



### 7. Go to Self Service - (You must be on APS wifi)



Update Inventory

UPDATE

1. Run **Update Inventory** every two weeks (This will keep you up to date)
2. Check for other applications and/or available updates as needed

**3.Resolve Date/Time issues** If you let your battery die, you will lose your date/time settings and won't be able to connect to the Internet.

1. You must go to a school to get on APS wifi.
2. Run **Fix Time Clock Script**

