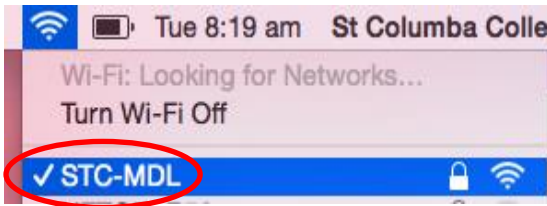


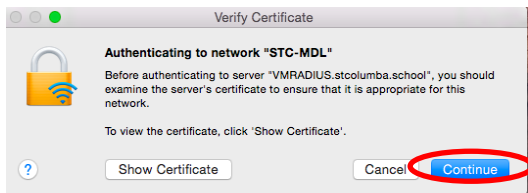
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Step 1 – Connect to the Wi-Fi (This step must be done at school)

1. Click on the applicable Wi-Fi network (STC-MDL) for Middle School, (STC-SNR) for Senior School.

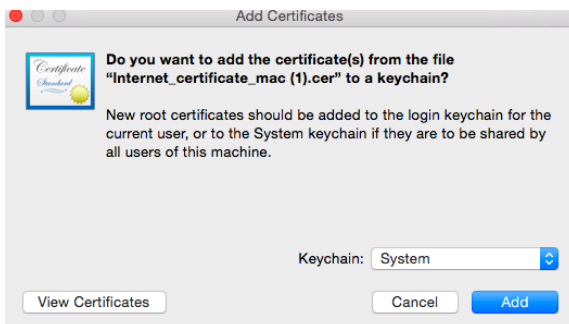


2. Enter your email address and password to connect and click join.
3. Click Continue when prompted to Verify Certificate.



Step 2 – Install Internet Certificate (This step can be done at school or home)

1. Navigate to <https://download.stcolumba.sa.edu.au>
2. Click on the file: internet_certificate_mac.cer
3. Once downloaded, run the file.
4. When prompted to add the certificate, ensure keychain is set to system, then click Add.



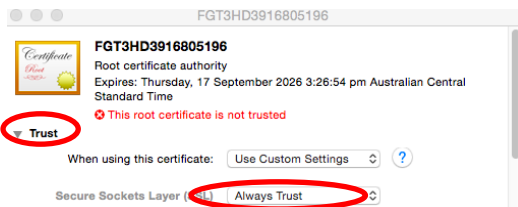
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Trust the Internet Certificate

1. Open Keychain Access, located in the Utilities folder.
2. Click on the System keychain and find the certificate just installed (it will have a red x on it) (Image a)



3. Double click the certificate and expand Trust. (Image b)
4. Find Secure Sockets Layer (SSL) and select Always Trust.



Step 3 – Install Printers (This step must be done at school)

1. Navigate to **System Preferences > Printers and Scanners.**
2. Click the **+** icon under the Printers List.
3. The **Add** dialog is displayed. This dialog displays a list of the 2 printers on the network.
4. Select a printer.
The **Name, Location,** and **Use** is displayed.
5. Check that **Use** is set to **Secure AirPrint.**
6. If **Secure AirPrint** is not displayed:
 - a. Close the Add dialog.
 - b. Disconnect from the network.
 - c. Reconnect to the network.
7. Click **Add.**
8. Print your document. When prompted enter your school username and password.
9. Repeat for any other required printers.

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Step 4 – Install MS Office (Please do this step at home if possible)

1. Navigate to www.office.com/signin and enter your school email address and password.
2. Click Install Office 2016.
3. Once downloaded double click the file to commence the installation

*****Please be patient, the installation can take up to 60 minutes to complete*****

Step 5 – Where are you going to back up your work?

It is important that you consider where you are going to backup all of your important data. Do not expect nothing will ever go wrong with your device.

Some of the options you might like to consider are:

1. USB Thumb Drive or external Hard drive.
2. Memory Card.
3. OneDrive - <https://stcolumbacollege-my.sharepoint.com/> (further instructions below).

S Drive Access

Type the link below into google chrome and sign in with your school username and password.

ftp://files.stcolumba.sa.edu.au/shared_files

For further software installations, please visit:

<https://download.stcolumba.sa.edu.au>

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How to back up your work to OneDrive for Business

Sign into ONEDRIVE via the St Columba intranet link or navigate to <https://stcolumbacollege-my.sharepoint.com/>



- Enter your email address
- Enter your password
- Click Sign-in



Work or school account

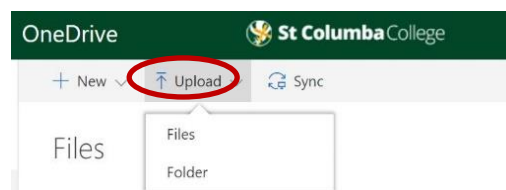
someone@stcolumba.sa.edu.au
Password

Keep me signed in

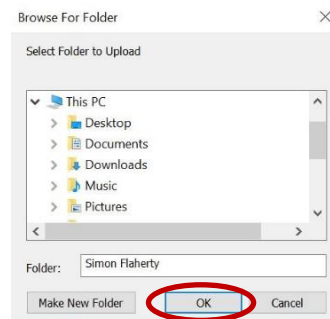


Can't access your account?

- Click Upload
- Click Files or Folders depending on what you require



- Browse to your file or folder
- Click O.K



****Please note – to upload folders you must be using Google Chrome****