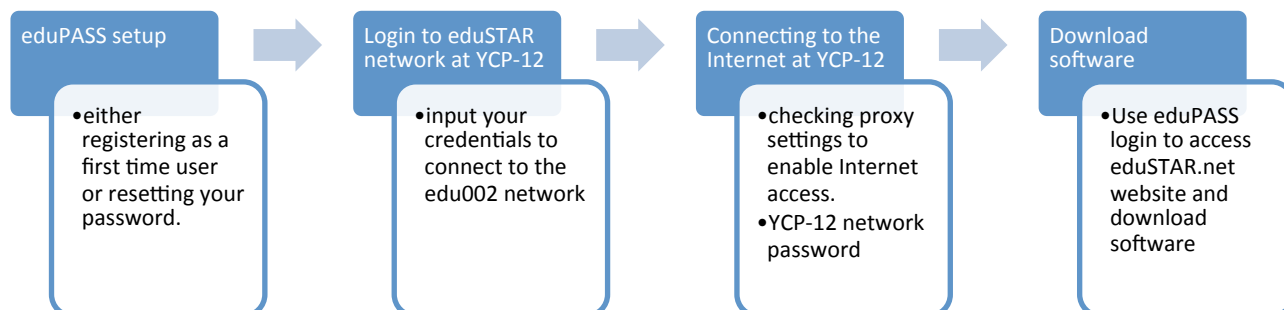


Getting Started Guide for BYOL – (Windows)

There are four main steps to getting your BYO Laptop connected to the eduSTAR network and installing any required software.



Step 1 – EduPASS setup

1. Ensure you have been provided with either an eduPASS **Registration Letter** or **Password Reset**.

In a web browser, access the website <https://eduPass.education.vic.gov.au/MyAccount>

2. Follow the onscreen instructions to set up eduPASS (including secret questions and PIN code) or reset your password. ***Please ensure you remember the details entered.***

If logging in at YCP-12, you can use the LIBRARY COMPUTERS. Log into the following user account:

USERNAME: byol
PASSWORD: byol

This will take you directly to the required page to update your eduPASS details.

The EduPASS system setup is essential to the BYOL program. Please ensure you complete the setup correctly and follow all instructions.

Detailed instructions can be found on the WELCOME LETTER or PASSWORD RESET, or EduPASS “FAST CARD” for self-service.

Step 2 – Connect to eduSTAR network at YCP-12

1. Click the network access icon on the status bar (bottom right of screen) to view the available wireless networks.
2. Select “eduSTAR” wireless network, then enable/select CONNECT AUTOMATICALLY, then click CONNECT. You will be prompted for a username and password.

- Using your eduPASS credentials set in STEP 1 of this document enter your details as follows:

USERNAME: edu002\[eduPASS username]

PASSWORD: eduPASS password (as set in Step 1)

Please note the inclusion of the edu002\ prefix to your eduPASS username

- Click OK
- A WARNING will now display, click CONNECT when prompted.
- Please be patient while your eduPASS credentials are verified and your computer AUTHENTICATES to the network. This may take several seconds.
- Your computer should then be connected to the eduSTAR network. It may register as “limited connection” until you complete **Step 3**.

NB – Windows 8 and above should prompt you for the STEP 3 proxy information during STEP 2. Please read ahead for the information required.

Step 3 – Check your Internet connection at YCP-12

- Open your **Internet Explorer** browser. (Similar actions can be taken for Google Chrome)
- You should be prompted with a request for your Username and Password.
- You must input your username and password for the YCP-12 network (CASES code and password), not eduPASS as used in STEP 1 & 2. This is the same as your student email login, in the following format.

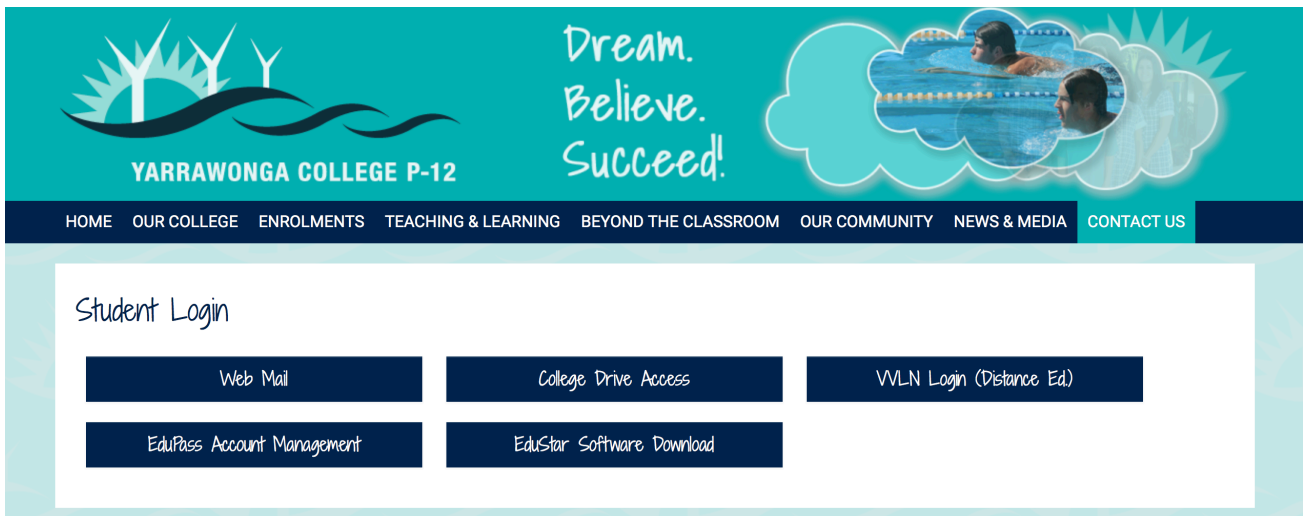
USERNAME: XXX0000 (3 Letters, 4 Numbers)

PASSWORD: *Set by you*

- Ensure that “***remember my credentials***” is checked.
- Once you’ve input this information you should be able to browse the Internet.
- If you are still not able to access the Internet or you don’t receive the above prompt, conduct the following steps:
 - Check your proxy settings in Internet Explorer
 - Select TOOLS from the Menu Bar or the SETTINGS cog icon.
 - Choose **Internet Options** from the drop-down menu
 - Select the **Connections** TAB from the window that opens
 - Click on the **LAN settings** button

- f. Ensure that “**Automatically detect settings**” is checked.
- g. Click on OK and Apply buttons as you close the windows to save all changes.

You should now receive the Username and Password prompt as previously described to access the Internet.



Step 4 – Accessing the eduSTAR online software catalogue

Students at Victorian Government schools are able to download most software titles available under license to the Department of Education.

Please ensure that your DATE and TIME settings are correct to enable authentication to the DET servers.

Software can be downloaded from: www.edustar.vic.edu.au

1. Log in using your eduPASS credentials. – You must enter the prefix “**edu002**” before your username. This is exactly the same as what you used in **STEP 2**.
2. Download required software titles from the software tab.

Step 5 – Accessing the YCP-12 College Drives, Student Webmail and Web Printing

Students can access their Student Email, Web Printing, Home Drive and Student Info Drive through the College Website (Student Login Button).

Access is granted using their network login details (CASES code and password).

Microsoft Office Files and PDF's can be uploaded using Web Printing and then printed from a variety of College Photocopiers.