Get to Know Your SPS Student Laptop

Read the information below and follow the instructions to check that your laptop is working correctly and continues to work throughout the school year. For any questions, repairs, and lost or stolen devices, please email laptops@seattleschools.org or call **206-252-0100**.

Laptop Care

1. Plug in your laptop each evening to make sure your laptop is fully charged for the next day.

2. Restart your laptop often to receive important software updates and fix some issues.

3. Do not decorate your laptop. Please use the laptop skin if available.

4. Do not eat or drink over or near your laptop.

5. Bring your charger and laptop in the carrying case to school every day.

6. Do not place objects like pens/pencils on the keyboard and close the laptop lid. This will damage the screen when closed!

Check your Laptop!

1. Press the power button to turn on your laptop.

2. Log in with your SPS username and password.
   - ✓ If you do NOT know your SPS username or password, ask your teacher or call: 206-252-0100.

3. Open Chrome and go to www.seattleschools.org to confirm that your laptop is connecting to the school wireless network.
   - ✓ If you are having trouble with your home wireless access point, please contact your wireless carrier (i.e., Comcast, etc.) before you call: 206-252-0100.

4. Go to **www.seattleschools.org** and select **Students** menu (top) and then click **The Source** to check your grades.
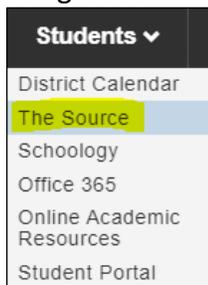
5. Return to the **Students** menu, select **Schoology,** and check your courses.
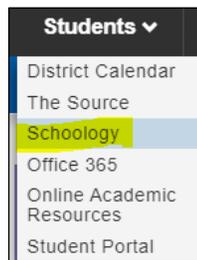
6. Click the **Folder** icon on the bottom of the laptop screen to check that you can access your files.
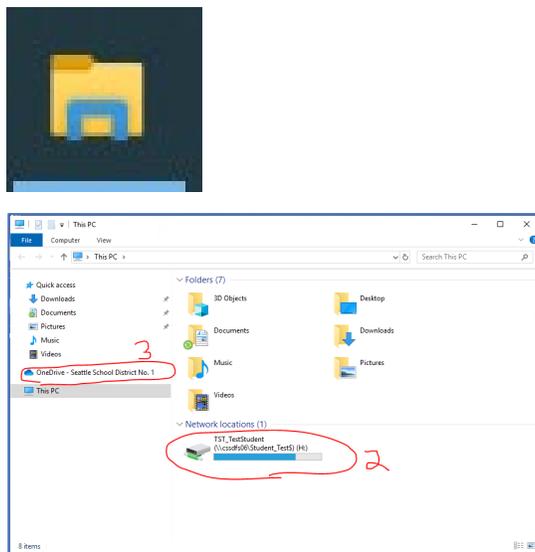
Install Available Software and Updates

1. Type Software in the Windows search box at the bottom of the laptop screen. If you don't see a search bar along the bottom, click the Windows icon or the magnifying glass to search.

2. Select **Software Center**.
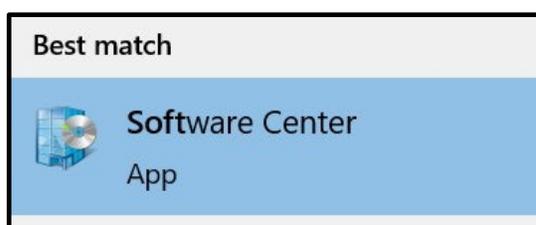
3. Select **Updates** in the left menu of the Software Center.

4. Select **Install All** in the upper right corner if any updates are listed.

   Install All

5. Restart your laptop if prompted.

Shut down your Laptop

1. Click the Windows **Start Menu** icon.

2. Click the **Power** icon.

3. Click **Shut Down**.

4. **As a Reminder:** Please shut down your laptop at least once a week to ensure you get all the laptop updates!