



# Intro to KI Student Computer

This introduction document was prepared to guide you step by step as you become familiar with your new KI student computer.

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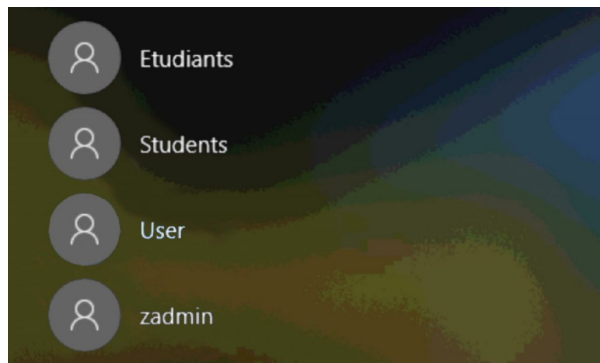


## 1. Identifying your Computer

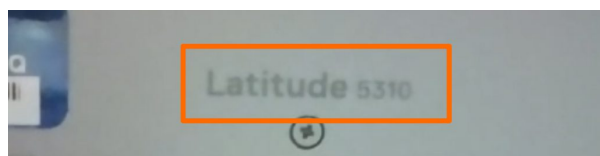
KI computers come in two configurations; one for students and one for teachers. Before following the instructions in this document, make sure you have the right computer. For this document, you should have a teacher computer.

### Student Computer

How to recognize a student computer?  
When you land on the *Sign in* page, you should see the following sessions.



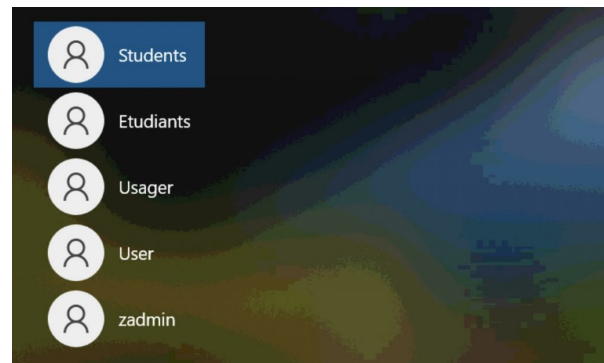
Currently, students computers are DELL Latitude 3410 or 5310. This information is visible under your computer.



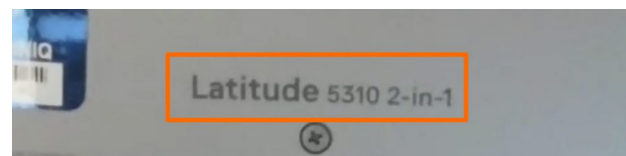
If you have this computer, keep reading this document!

### Teacher Computer

How to recognize a teacher computer?  
When you land on the *Sign in* page, you should see the following sessions.



Currently, teachers computers are DELL Latitude 5310 Latitude 2 in 1. This information is visible under your computer.



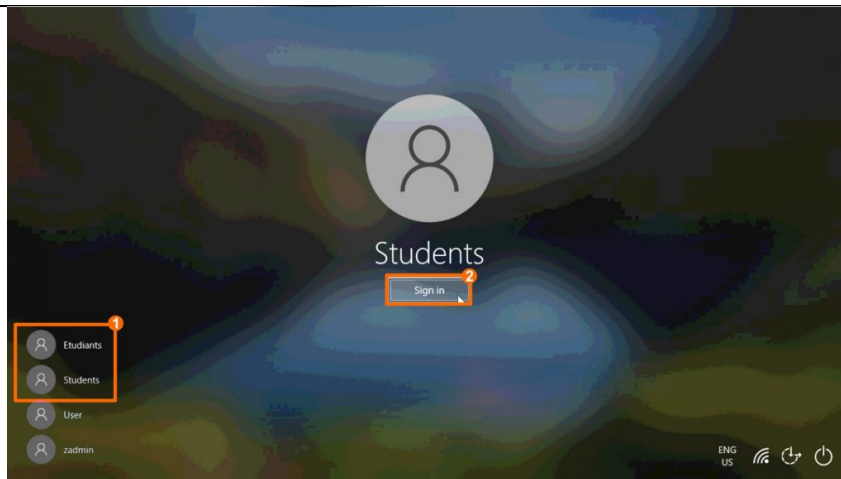
If you have this computer, and you are a teacher, use the KI teacher computer document instead.



## 2. Signing In and Out

When you turn your computer ON, it will land on the sessions sign in page. KI computers come in different configurations. Depending on this configuration, the sessions available will vary. As a student, you must use the *Student* or *Étudiant* session.

### Signing In to the *Student* or *Étudiant* session



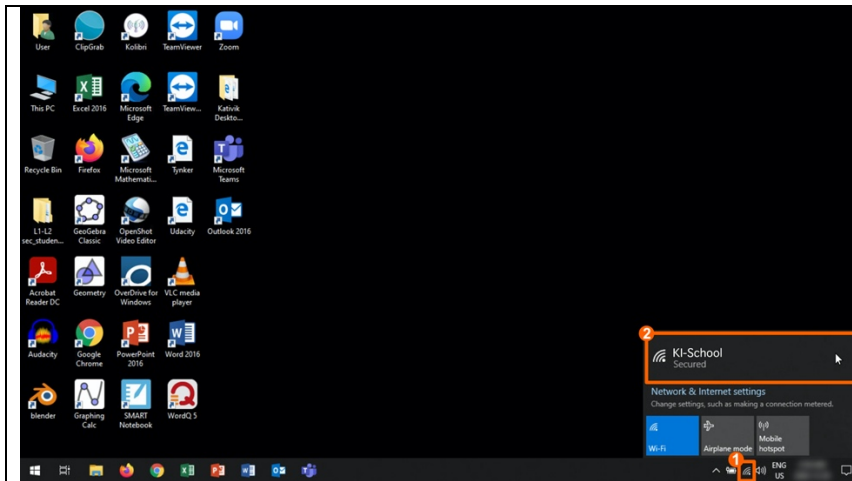
No password is required to sign in to the *Student* or *Étudiant* sessions.

1. Select the *Student* or *Étudiant* session, in the lower left corner of the screen.
2. Click on Sign In.



### 3. Accessing your school's Wi-Fi network

The first time you turn your computer ON, it should automatically connect to your school Wi-Fi Internet network. This network should be identified as *KI-School*.

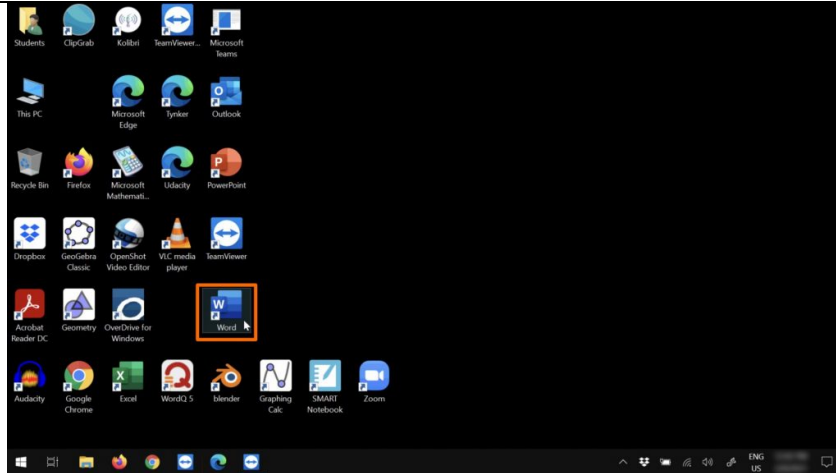


1. Click on the Wi-Fi icon, located in the lower right corner of the screen.
2. Make sure the selected network is *KI-School*.

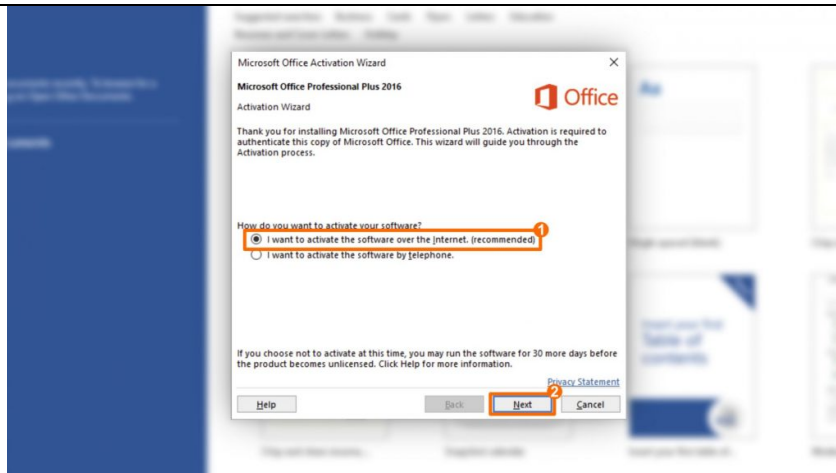


## 4. Using Microsoft Software

The first time an Office Application is launched on the new KI Computer, the user will be required to activate the Microsoft Office licence. This procedure is performed only once. **In order for this activation to be successful, the computer must be connected to the internet.** The following steps will guide you through this process. In this example, the user is launching Microsoft Word for the first time.

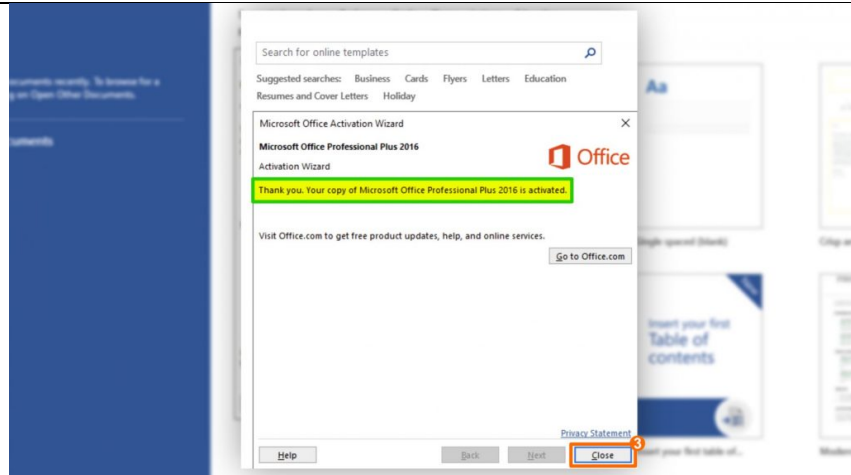


From the desktop, double click on the Word icon.



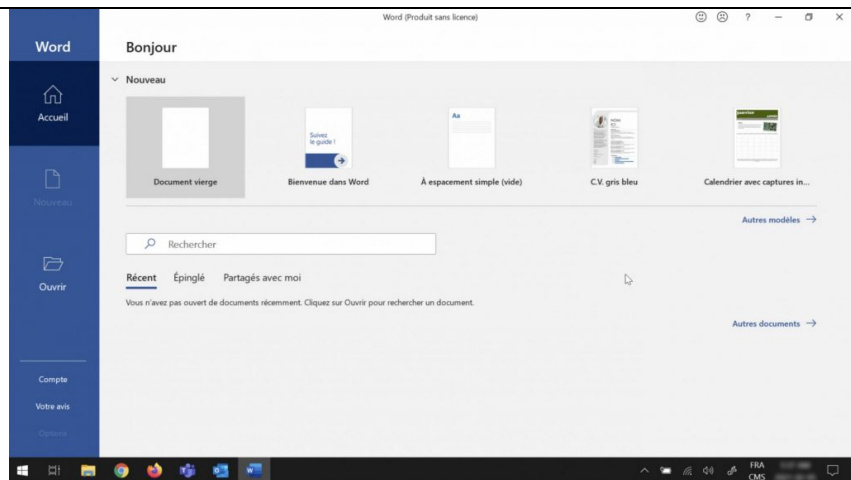
The Microsoft Activation Wizard will be launched automatically.

1. Ensure that the following is selected: *I want to activate the software over the Internet.*
2. Click on *Next*.



The licence activation is confirmed.

3. Complete the activation process by clicking on Close.

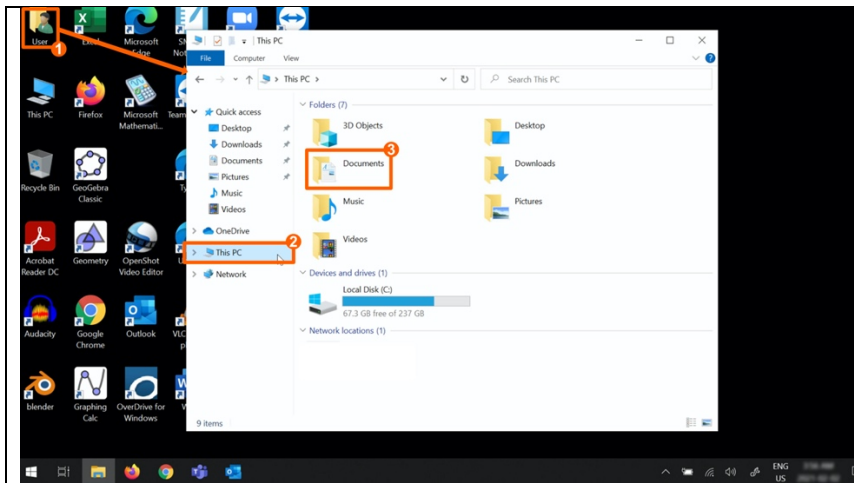


You are now ready to use your Microsoft 2016 Software.

## 5. Where to Store your Files

We suggest storing your files on the computer, in the *Documents* folder. You might also want to store files on a USB drive as a backup or to share files.

### Accessing the Documents folder, where you should store your files

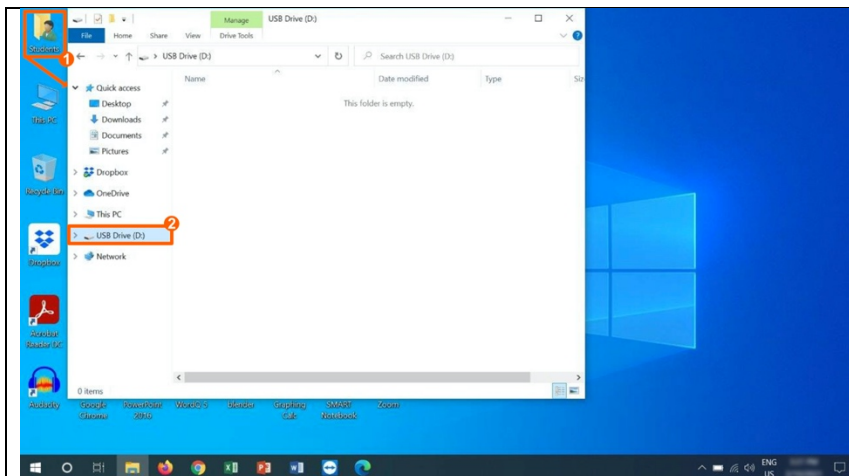


To access the *Documents* folder:

1. Double click on the *Student* or *Étudiant* icon on your desktop.
2. In the left hand side menu, select *This PC*.
3. Click on *Documents*.

\*The files you store in the Documents folder are only accessible through the session you used to sign-in. For example, if you signed in using the *Student* session and create files, the *Étudiant* sessions will not allow you to see these files.

### Storing files on a USB Drive



Once a USB Drive is connected to your computer:

1. Double click on the *Student* or *Étudiant* icon on your desktop.
2. In the left hand side menu, select *USB Drive (D:)*.

Copy and paste, save, or drag and drop your files in this location to store them on the USB Drive.