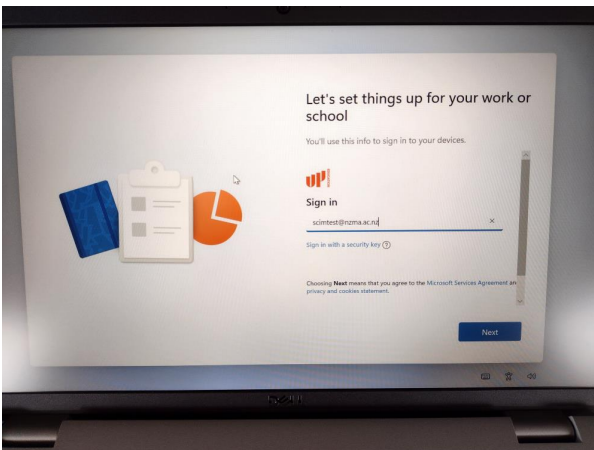


How to Login for the 1st Time Using a Company Device

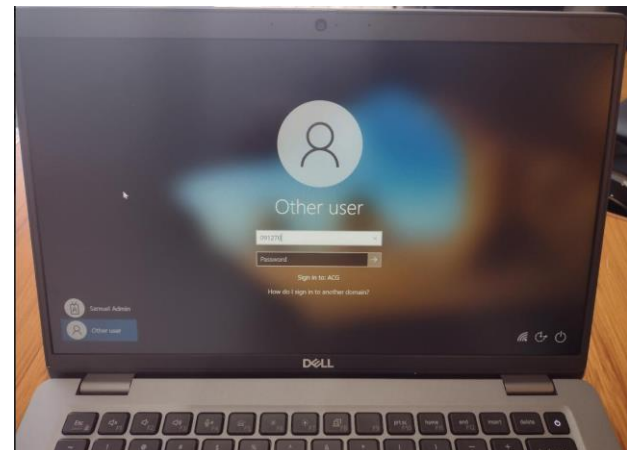
If you have been issued a company device (in most cases, it's a DELL branded laptop) and you are about to login for the first time, then please follow the below steps.

When you turn on your company device you may be presented with either one of the below screens. Its important to know what type of network connected device you have so you can follow the correct steps for your device type in this document.

Australian users or offsite users in New Zealand



Onsite user (office or campus in New Zealand)



Contents

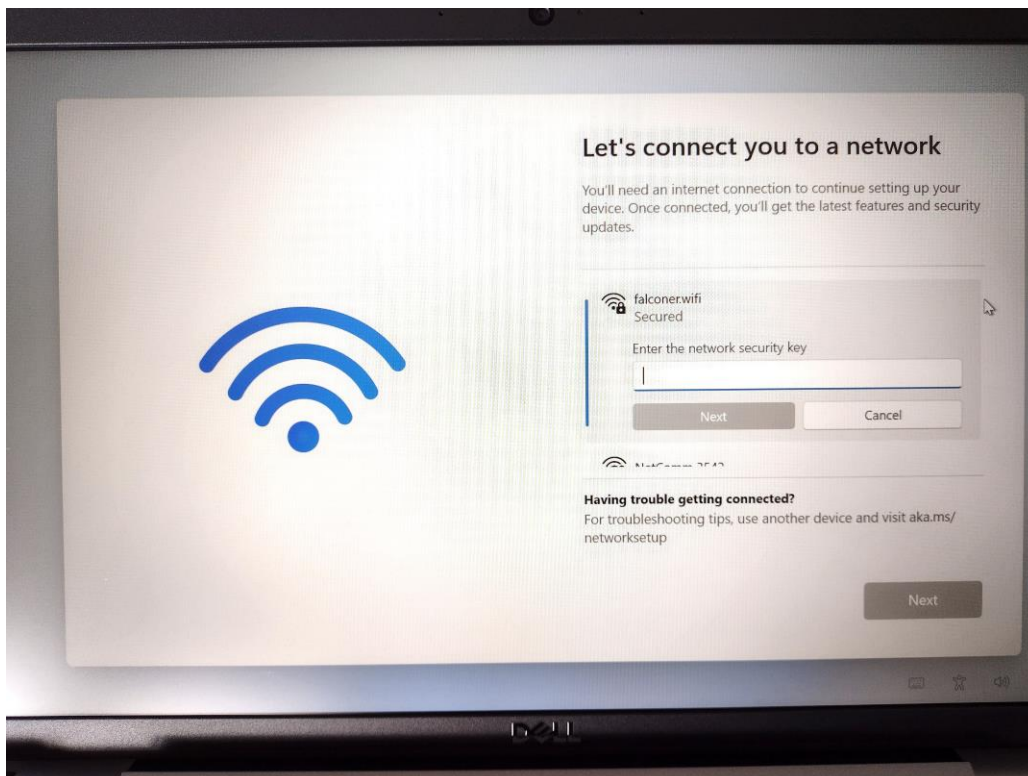
Australian or offsite users in New Zealand	2
Onsite user (office or campus in New Zealand)	14

Australian or offsite users in New Zealand

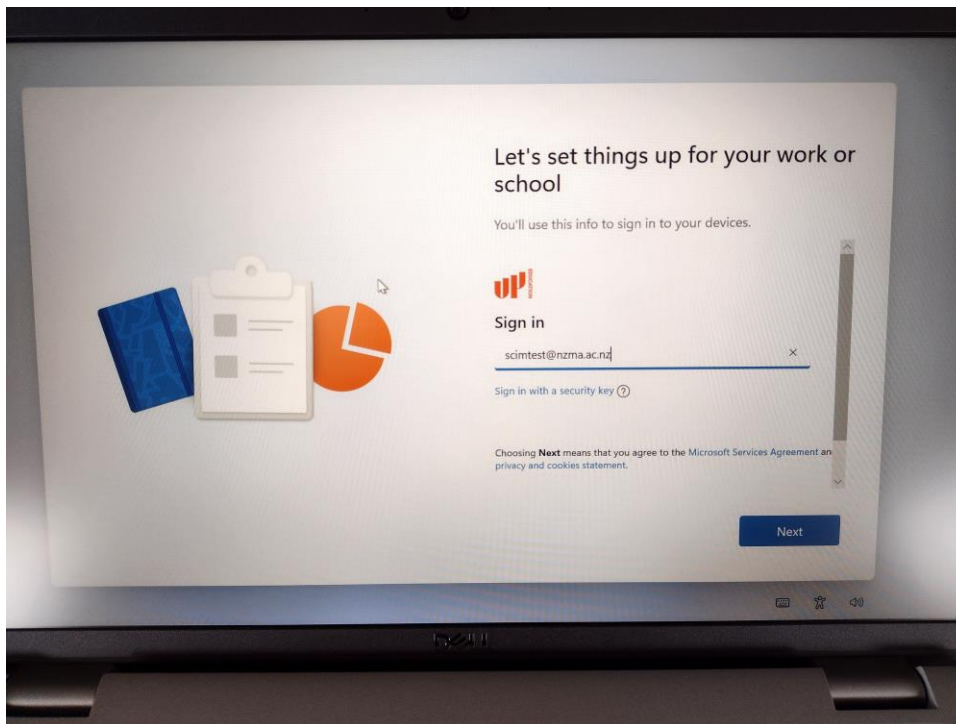
Step 1: Turn on your device



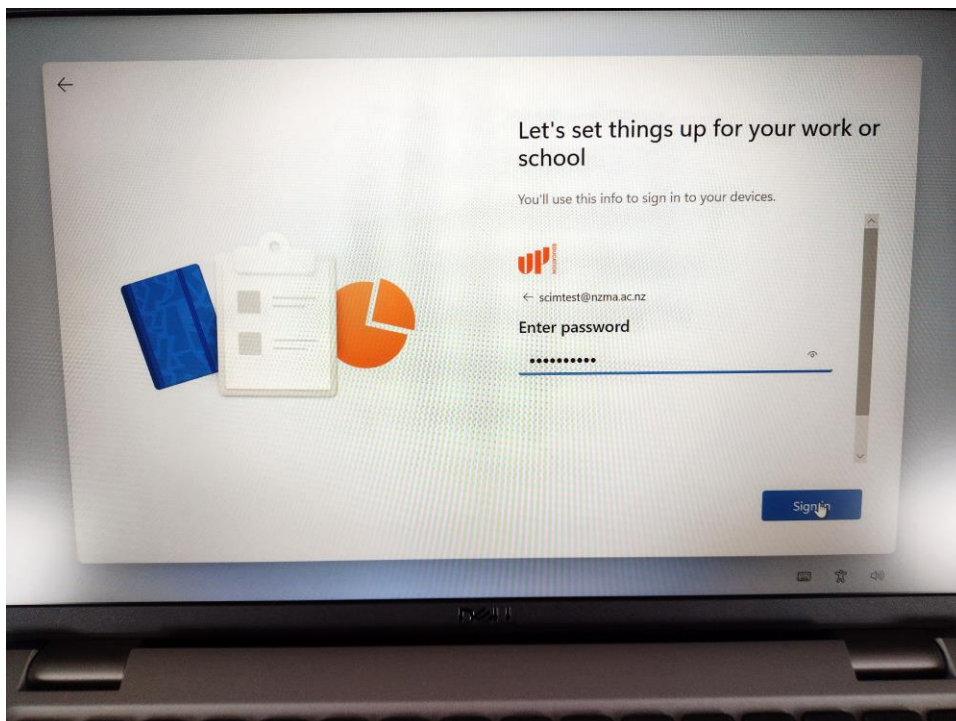
Step 2: If you are working at an UP-Education office or campus, then you don't need to connect the device to Wi-Fi, it should automatically connect to Up Education. If you are working home or some other non-workplace environment, then connect to an available **trusted** Wi-Fi network.



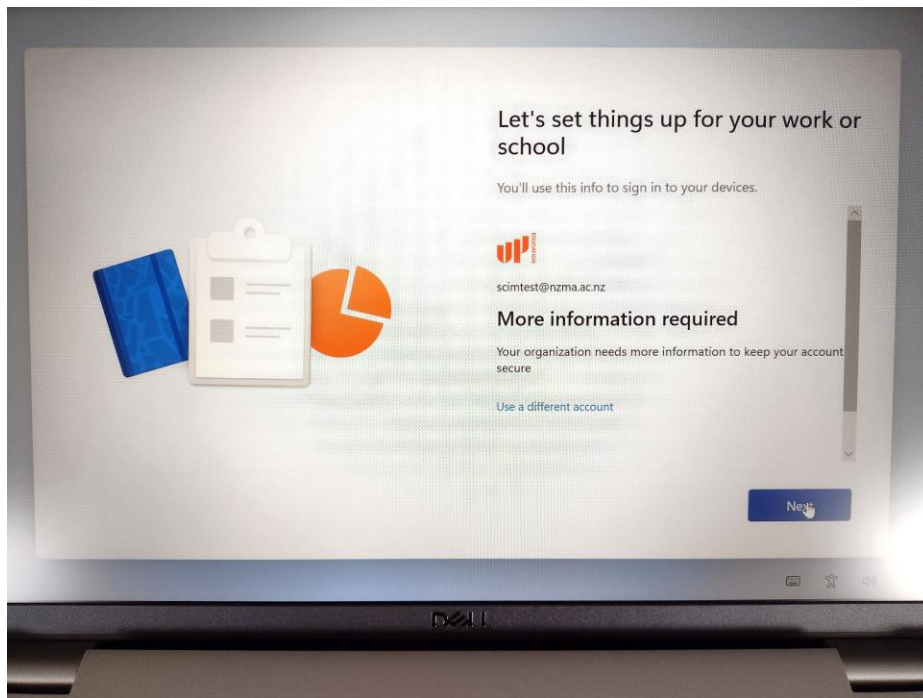
Step 3: When you are presented with the following screen, input your username which will be your work email address. E.g., mark.bellhouse@ae.edu.au and then click **Next**.



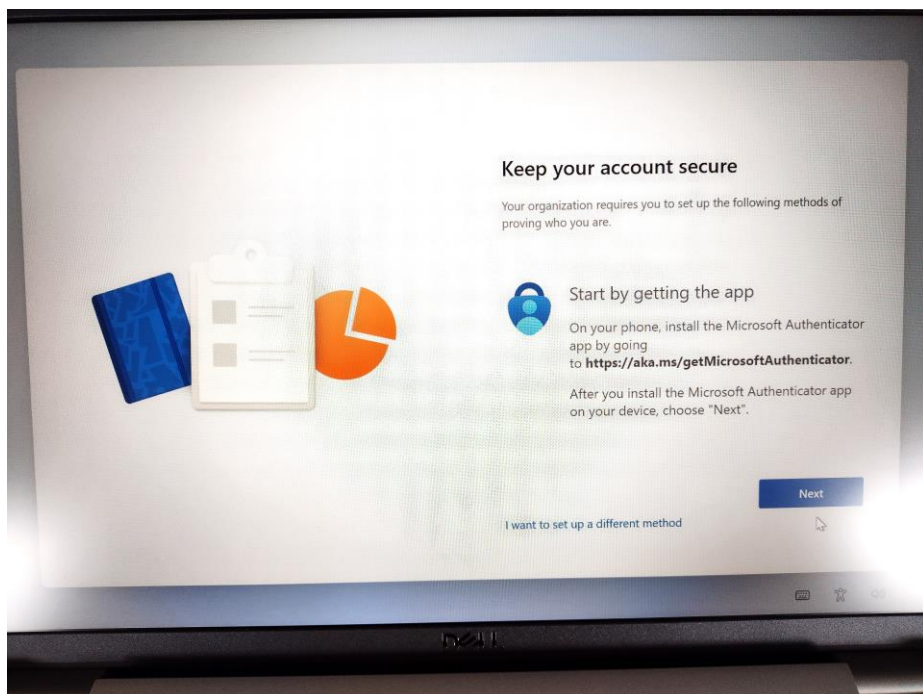
Step 4: Input your password, this would have been supplied to you by your reporting manager. After you have inputted your password click **Sign in**.



Step 5: The instructions will now guide you through the process to set up Multi Factor Authentication. Click on **Next**.



Multi Factor Authentication is an added layer of security for when you access a website/app (that uses your work account) on a non-work device or when you access things for the first time.

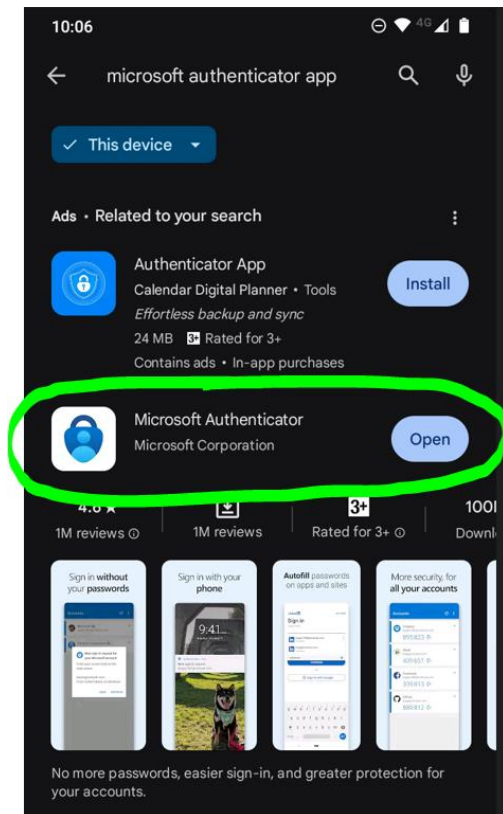


Step 6: You are now required to download the Microsoft Authenticator app to your personal phone, or if you have a work phone you can install it on that.

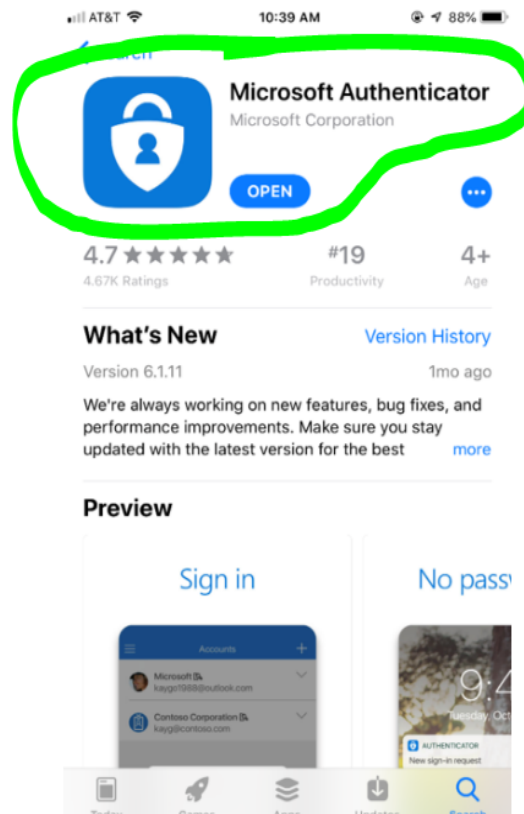
You can download the Microsoft Authenticator app on both Google Play for Android and the App Store for iPhone.



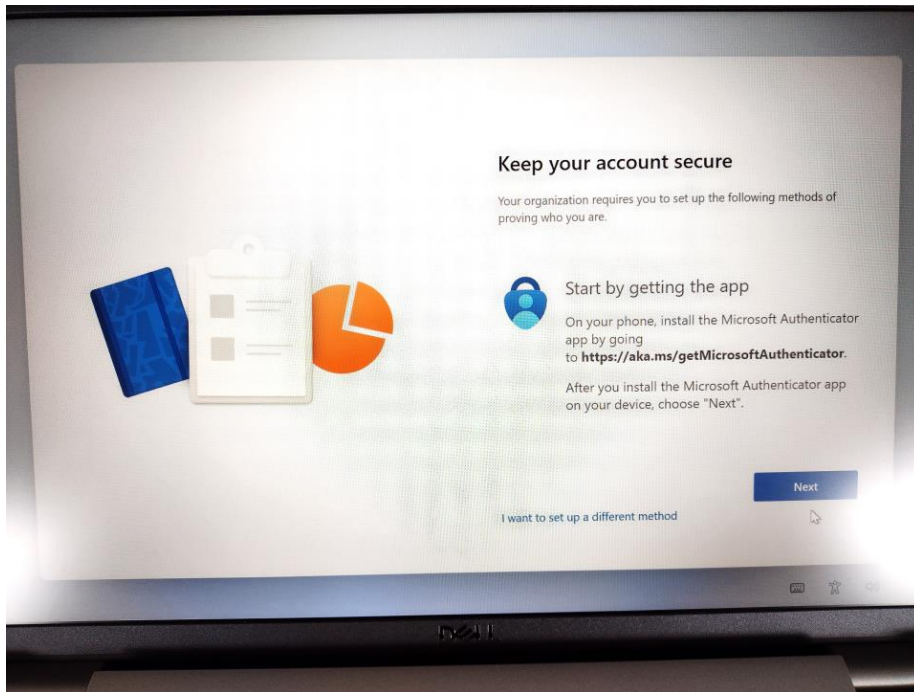
Google Play – Android



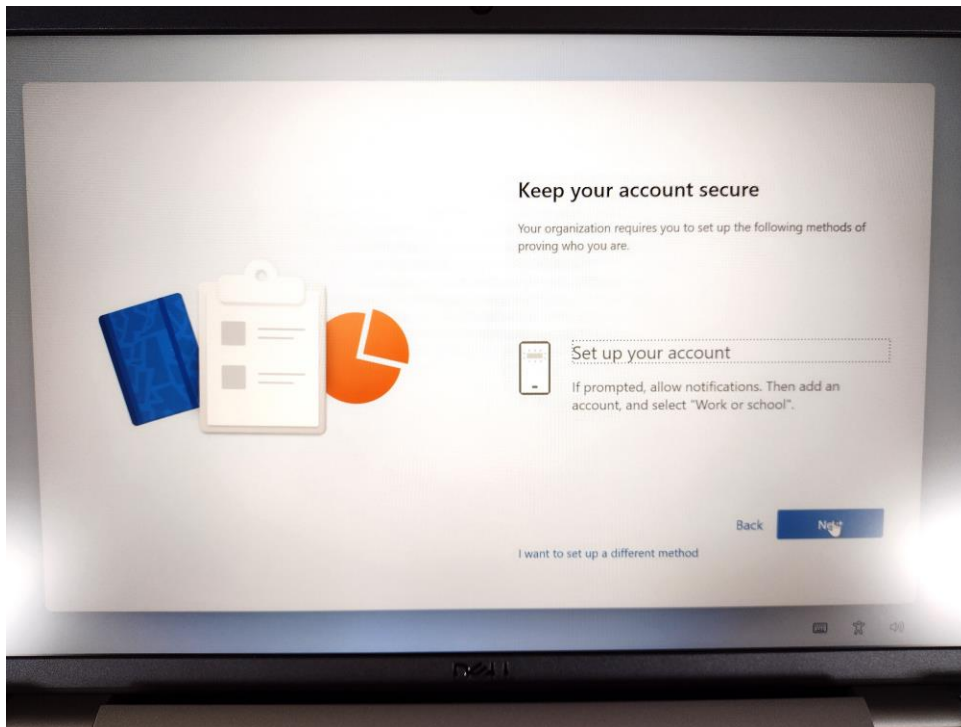
App Store – iPhone



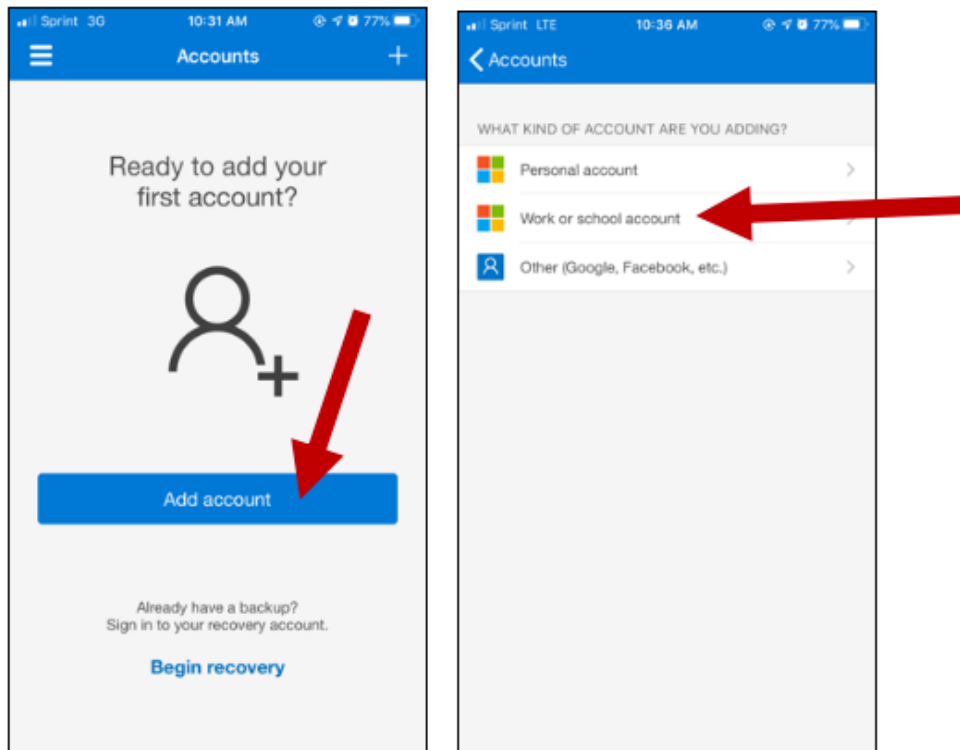
Step 7: Once you have downloaded the Microsoft Authenticator app on your phone then click **Next**.



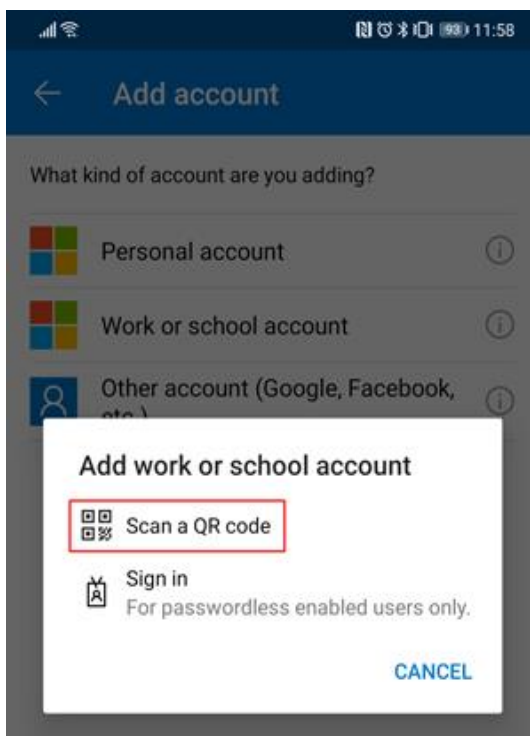
Step 8: Click on **Next**



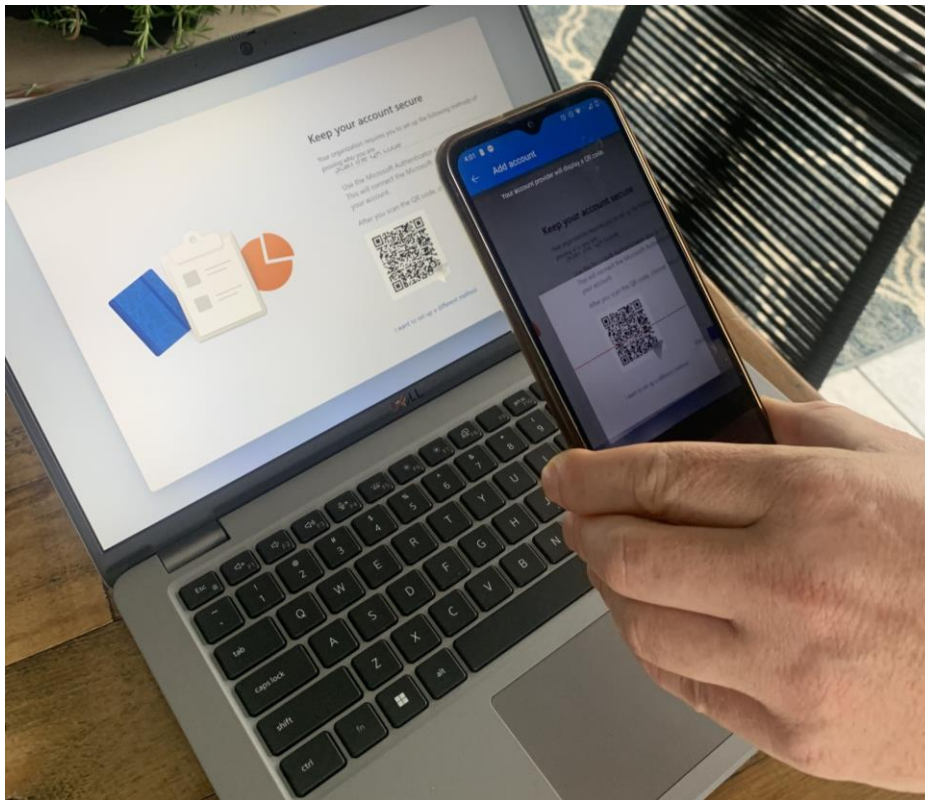
Step 9: Open the Microsoft Authenticator app on your phone and tap **Add account**. Then choose **Work or school account**



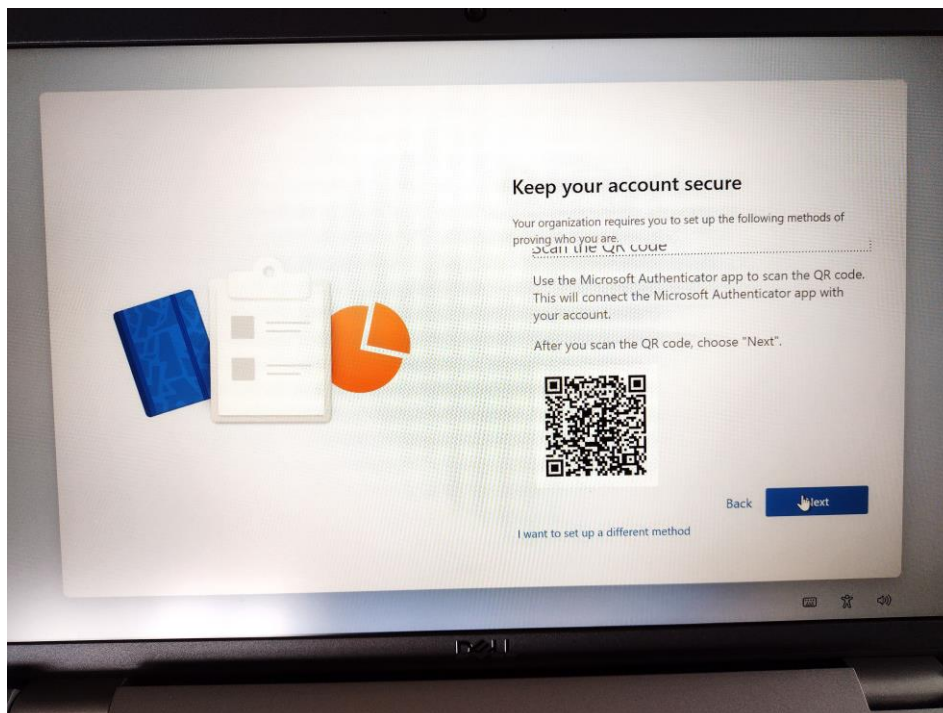
Step 10: Select the **Scan a QR code** option



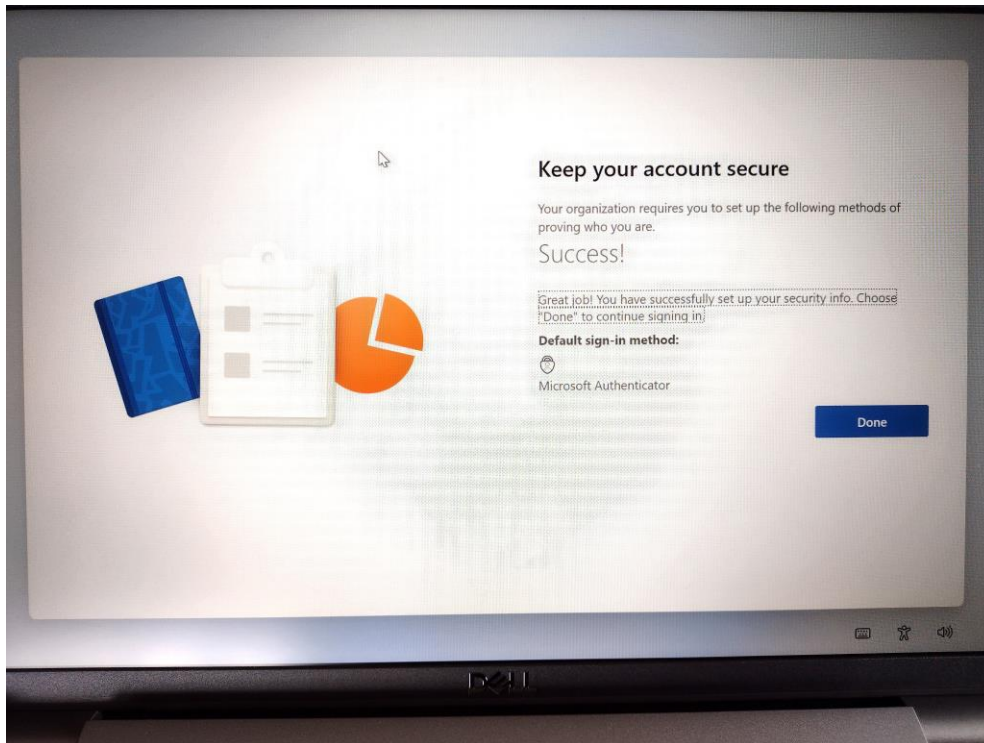
Step 11: Using your phone, scan the QR code on the screen. This will set you your MFA account on your phone.



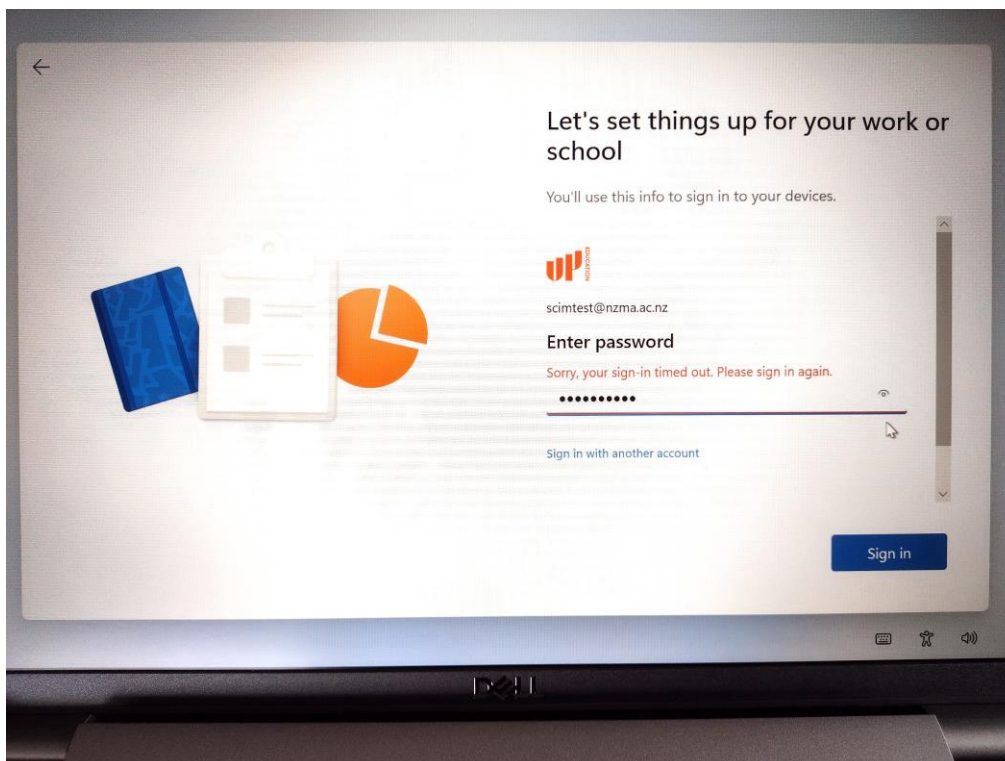
Step 12: Click Next.



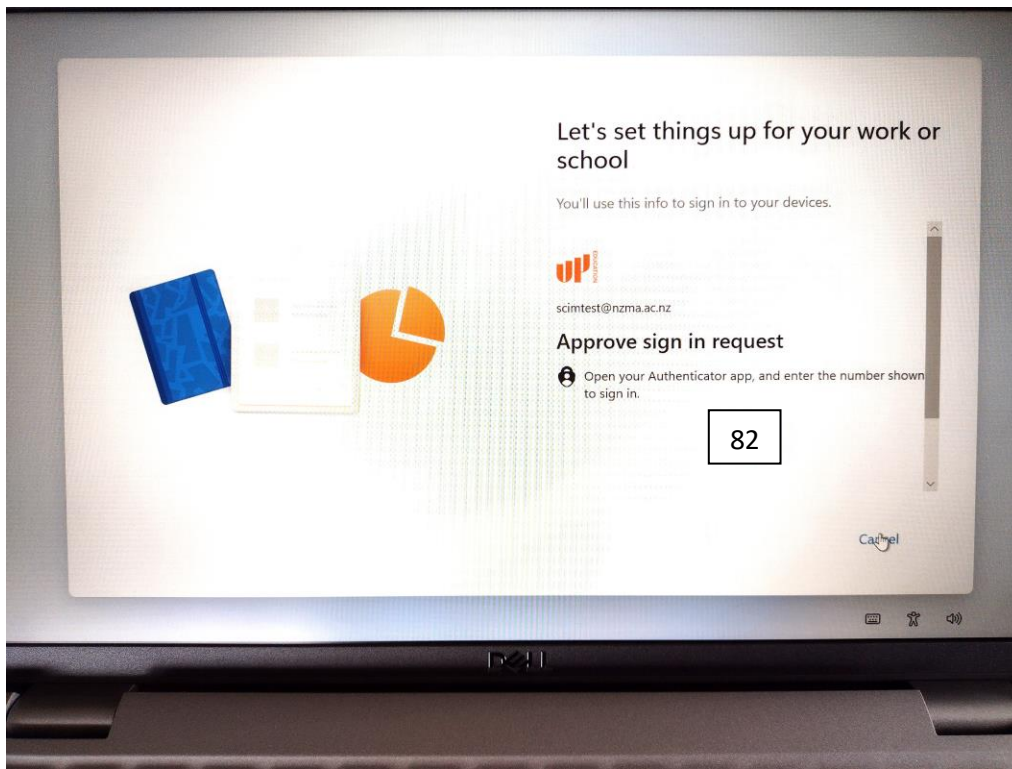
Step 13: Click Done



Step 14: Enter your password again and Click Sign in



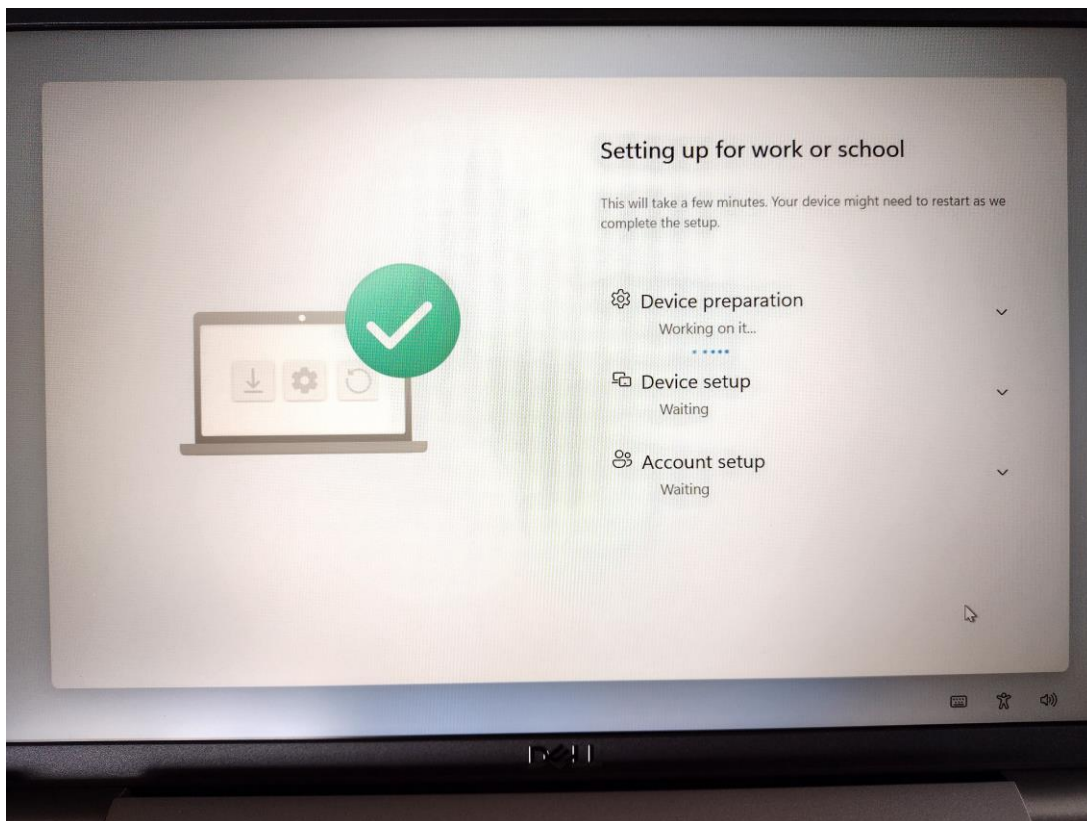
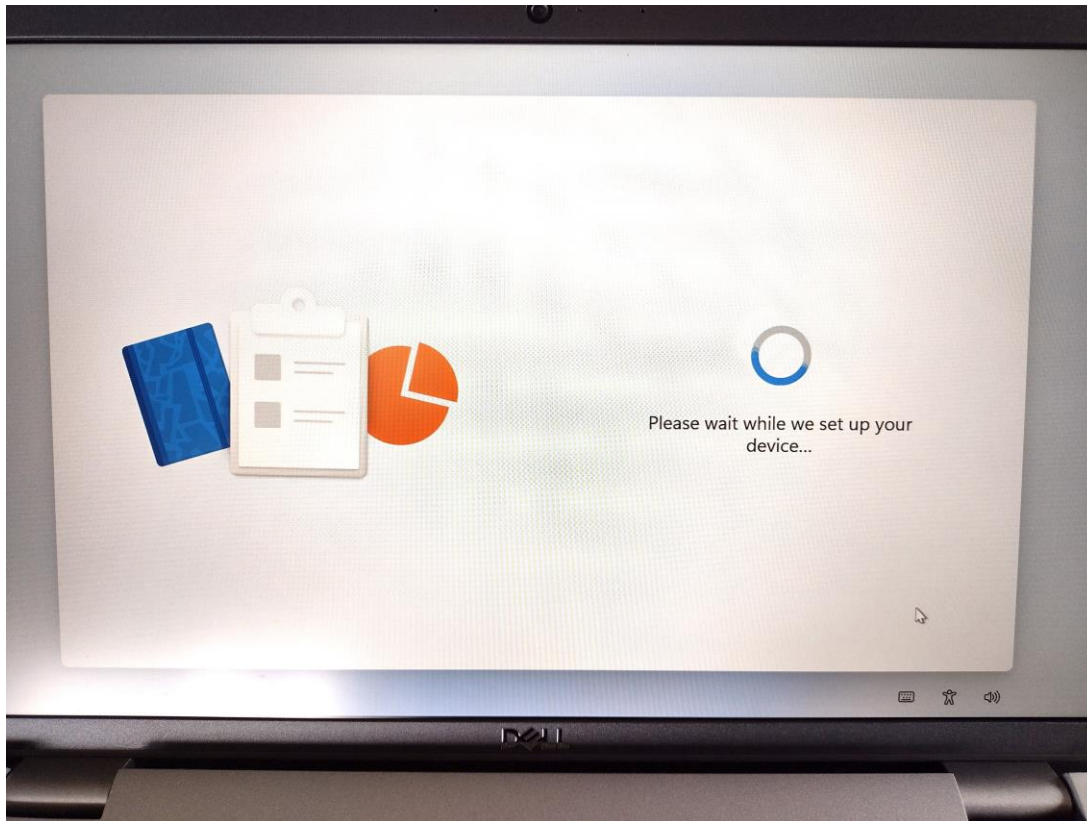
Step 15: Take note of the number provided to you on the screen and open the Microsoft Authenticator App on your Phone.



Step 16: Enter in the number given on your laptop screen and enter it into MS Authenticator and tap **Yes**.

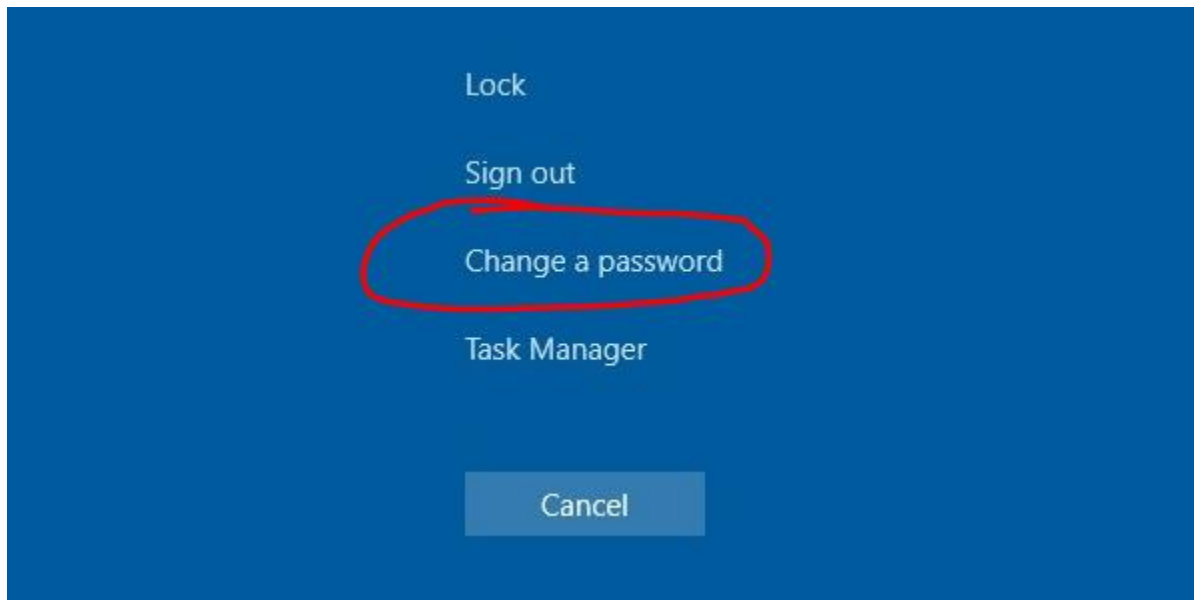


Step 17: Wait while the laptop sets up your device and logs you in for the first time.



Once successfully signed in, it'll set up Windows for you and then take you to the desktop. Once at the desktop you want to leave the laptop alone for 30-60 minutes while it installs apps (e.g., Office 365, Creative Cloud). Make sure it is connected to the network e.g., Wi-Fi so it can complete this process.

Step 18: Once logged in, press the **Ctrl + Alt + Delete** key. Click '**Change a password**' to change your password.

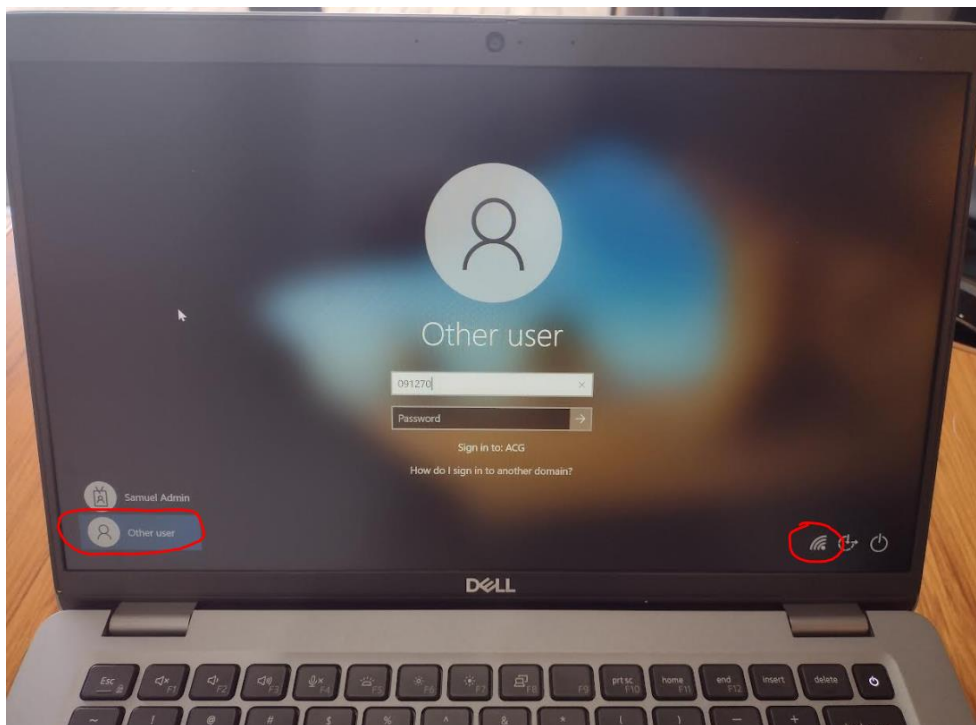


Onsite user (office or campus in New Zealand)

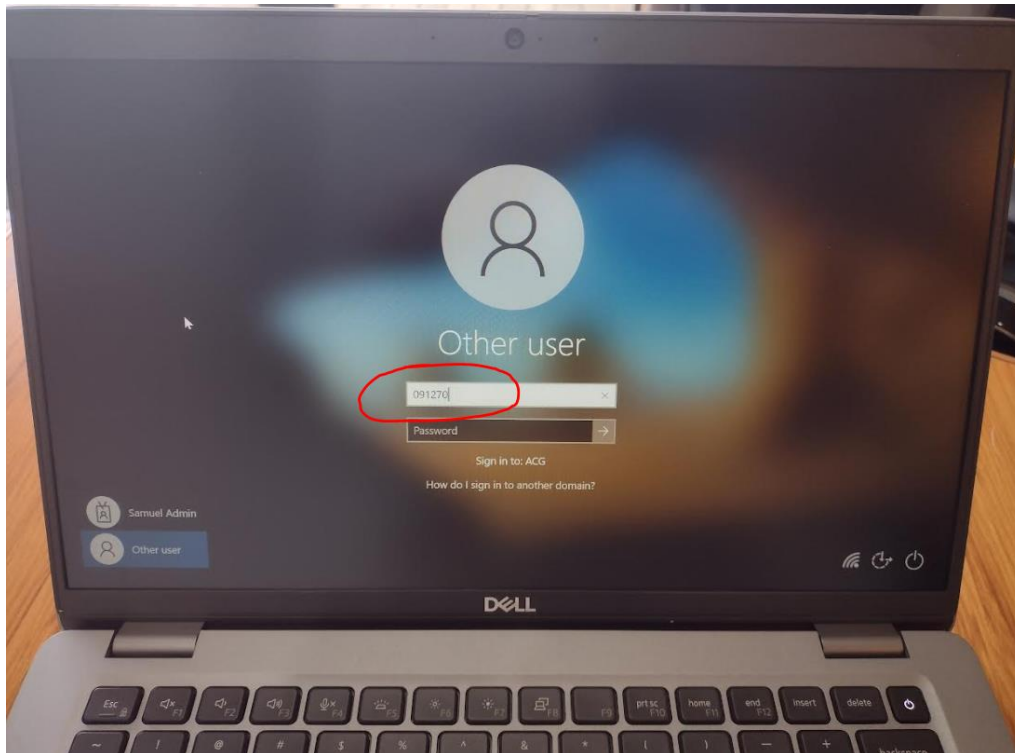
Step 1: Turn on your device



Step 2: After Windows boots, up you should see the following screen. Select 'Other user' and make sure you are connected to a network e.g., connected to Wi-Fi



Step 3: Type in your username and password. Your username can either be your staff ID number or your email address. These should have been supplied to your manager. It is recommended that you change your password after logging in for the first time.



Step 4: Once logged in, press the **Ctrl + Alt + Delete** key. Click 'Change a password' to change your password.

