

Middle School 1:1 Device Setup

Signing into the Surface Go 2

1. Power the computer on by pressing the power button on the **top left** of the device. (This is located next to the volume up and down buttons). **Click** anywhere using the track pad, or **swipe** with your finger, to reveal the Windows 10 sign-in screen. **IF YOU DO NOT SEE THE SCREEN TO THE RIGHT, STOP IMMEDIATELY & CONTACT THE HELPDESK! (913) 780-8058**
2. **Click** or **tap** on the network connection icon (circled in red). Select from the available wireless options in order to connect to the Internet. If you are using a mobile hot spot device, make sure it is powered on prior to this step.
3. Click or tap in the **Username** field. Type your student username. (This value is the last 3 digits of the student's ID, followed by the student's initials, followed by the day of birth. Ex. 123abc12).
4. Click or tap in the **Password** field. Type your student password and press **Enter**.

**IF YOU DO NOT KNOW YOUR STUDENT PASSWORD,
PLEASE CONTACT THE HELPDESK: (913) 708-8058.**

5. It will take a few minutes for the computer to sign in for the first time. **DO NOT** turn the computer off at any point during this process.
6. After successful sign in, you will see the screen to the right. **Leave your computer on and connected to the Internet.** Feel free to browse around your new computer while things finish setting up. This process can take up to **60 minutes** depending on your Internet connection. **Please leave your device on and plugged in for this 60 minutes.**

