Arts Academy Charter Middle School (AACMS)
Student Laptop Setup Instructions

Do not remove any physical parts, stickers or otherwise, from the laptop.
Use the information found within the stickers, located on the top of your student's laptop, for all setup and support so that we may assist you in supporting your student.

If you are, at any time, in need of assistance or asked to reset your Office 365 password please stop immediately and contact our IT Department at (484) 232-9492. If you need to leave a voicemail please include the issue and your name, phone number, and Student ID.

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Initial System Access

1. Lift the screen to open your student's laptop and press the power button to access Windows 10.
    a. The power button is located just beyond the keyboard, above the "Insert" key found in the top right corner. The button has is labeled with the ⏻ image on it.

2. Once booted you will generally see an image of a landscape, probably a beach cave, please press the space bar to show your Student's login screen.

3. You should see your student's name and have a box to fill in labeled "Password."

4. Select the text field box labeled "Password" and type in their Windows 10 Password, found on the large sticker, left side.

Setting up Microsoft Edge Browser

1. Open Edge Browser. The Icon is a Blue Green Swirl on your student's desktop and taskbar. The taskbar is found on the lowest portion of the screen.
   a. Click the Blue Button "Get Started"
   b. Click the Blue Button "Confirm"
   c. Click the Blue Button "Sign In to sync data"
      i. If you do not see your student's email address listed as the top most option then select the "work or school account" option and click the "Continue" button.
         1. Enter your students Office 365 email address for the username/sign-in Address. This email address is found on the large sticker, right side, and sign-in / continue.
            a. The email address should look like S####@arts-cs.org
         2. Click the "OK" button
         3. Click the "Confirm" Button"
      ii. If you see your student's email address as the top most option, please select that email address.
         1. Click "continue"
         2. Click "Confirm"
         3. If needed, although it shouldn't be, please enter your students Office 365 email address for the username/sign-in Address. This email address is found on the large sticker, right side, and sign-in / continue.
            a. Fill in the Username & Click Next
            b. Fill In the Password & Click "Sign In"
            c. Click Ok
            d. Once the system completes logging in Click the Blue Button "Confirm"

2. Turn on your favorites bar by clicking the star with three lines in the top right of your Edge browser. Once the favorites menu is opened click the three dots along the top and once that menu opens, hover your mouse over "show favorites bar", and click always.

3. Your student's Edge browser should now be setup, don't close it so we can set up Office and Schoology.

Logging into Microsoft Office 365

1. You should not have to do anything to use Schoology within Microsoft Edge browser. Go to the address https://portal.office.com by clicking the previous link or by copying and pasting the address into the browser's address bar. You should automatically be logged in if you followed the previous steps, in order, and completed each of them.

2. Please contact the IT department if you have issues accessing Microsoft Office 365.

Logging into Schoology

1. You should not have to do anything to use Schoology within Microsoft Edge browser. Go to the address https://arts-cs.schoology.com by clicking the previous link or by copying and pasting the address into the browser's address bar. You should automatically be logged in if you followed the previous steps, in order, and completed each of them.

2. Please contact the IT department if you have issues accessing Schoology.

Logging into Adobe Creative Cloud

1. Open the Adobe Creative Cloud Desktop by double clicking its icon found on your desktop. Alternatively, you can find any application by searching the laptop using the search box found on the bottom left of your screen, next to the start menu icon. It should be labeled "Type here to search." Typing "Adobe Creative Cloud" within this search box should bring the app up quickly, once available left click the icon to open your app.
   a. Log into Creative Cloud using the Office 365 Username & Password.
      i. Enter your students Office 365 email address for the username/sign-in Address. This email address is found on the large sticker, right side, and sign-in / continue.
         1. The email address should look like S####@arts-cs.org
         2. Click "Continue"
      ii. Enter your students Office 365 password. This password is found on the large sticker, right side.
         1. Click "Sign in"
   b. Check the box "Don't show this again"
   c. Click "Yes"

2. Last please setup Acrobat DC as your student's default app for reading PDF files.

Assigning Acrobat DC as the Default PDF app

1. If needed, open the Adobe Creative Cloud Desktop by double clicking its icon found on your desktop. Alternatively, you can find any application by searching the laptop using the search box found on the bottom left of your screen, next to the start menu icon. It should be labeled "Type here to search." Typing "Adobe Creative Cloud" within this search box should bring the app up quickly, once available left click the icon to open your app.

2. Locate and open the app Acrobat DC (*on Right Side*)
   a. Once Loaded, wait 20 seconds and it should present you with an option for PDF defaults
      i. If so, check the box labeled "Do not show this message again"
      ii. Click the "Yes" button
      iii. Click the "Continue" button to open the default PDF handler window
         1. Follow onscreen instructions:
            a. Click the "Change" button
            b. Select Acrobat DC from the list
            c. Click OK button
         2. Click the "Apply" button at the bottom of the PDF handler window
         3. Click the "OK" button
         4. Click the Blue Button "Continue"
         5. This has been completed.
      iv. If you were not presented with a message to setup PDF defaults please contact IT for support.