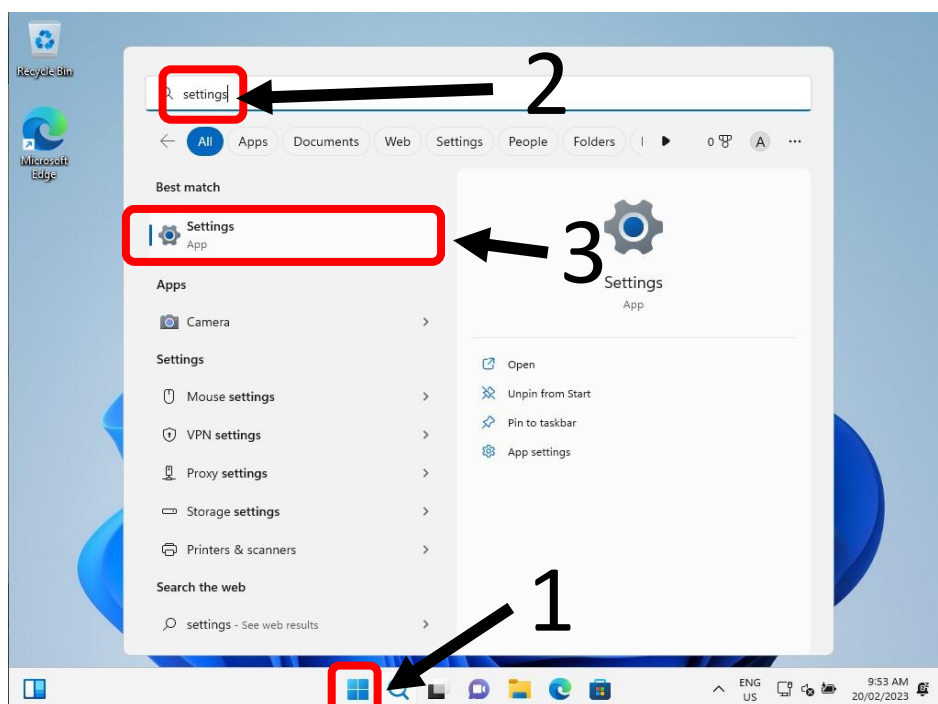
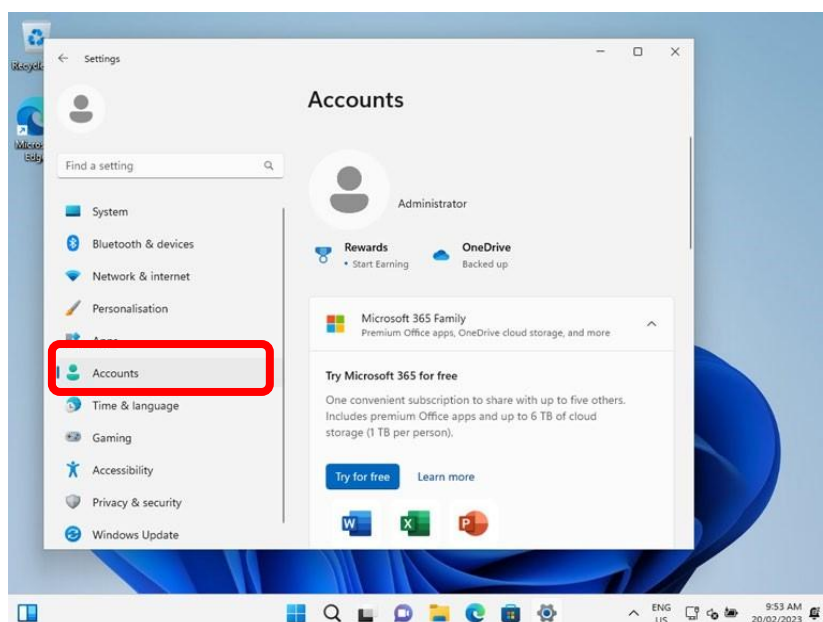


Setting up a Windows 11 Laptop – “Create a student account” guide 2 of 3 (v1.0)

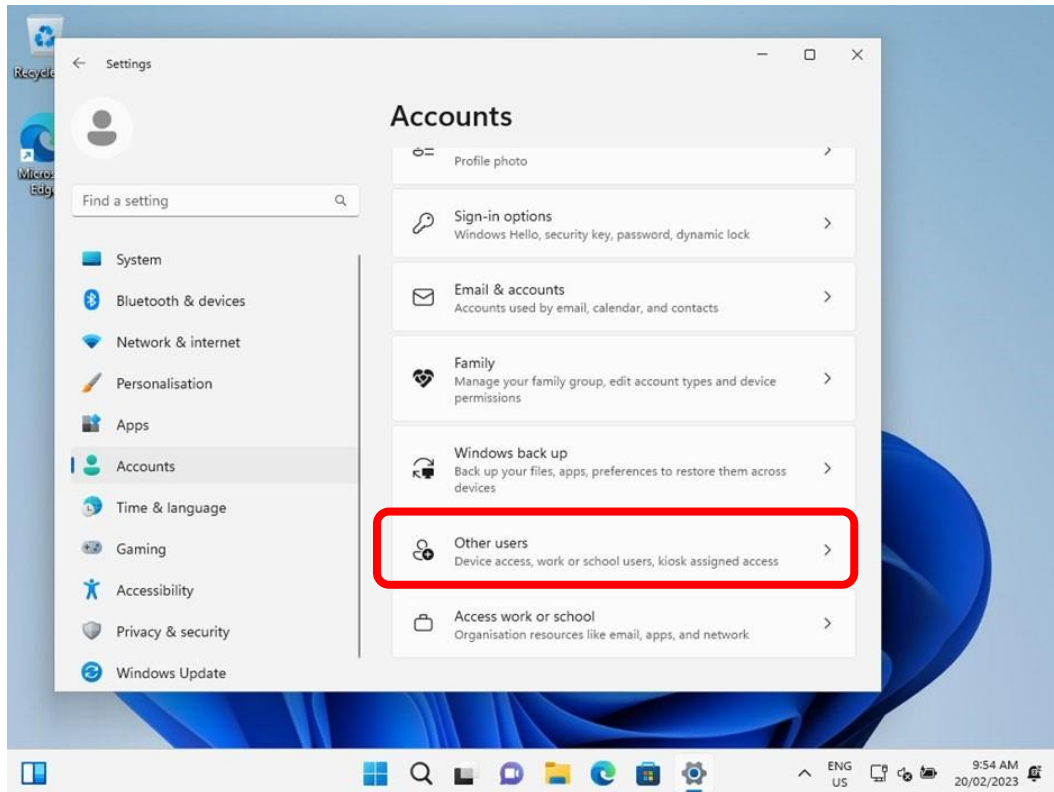
Step 1: Go to settings – 1. Press the “Start” button. 2. Type “Settings” (No need to click anything, just start typing). 3. Click on the “Settings” app when it appears.



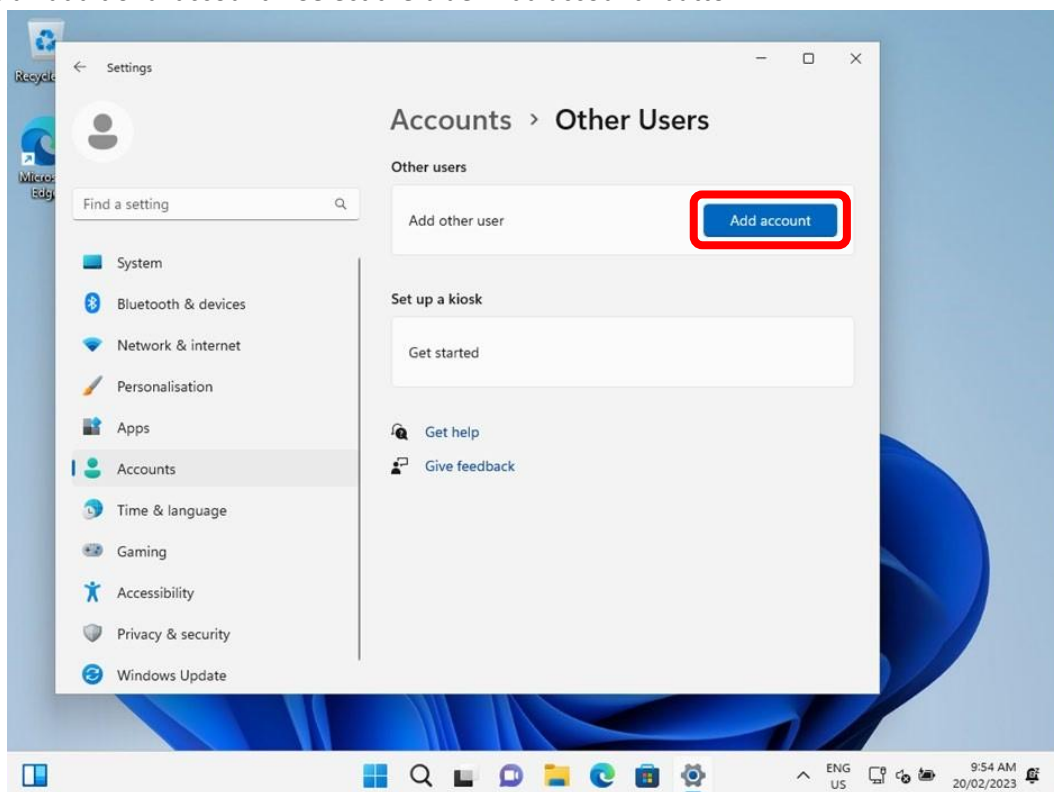
Step 2: Go to Accounts – Select “Accounts” on the left-hand side of the page



Step 3: Go to “Other users” – Scroll down and select “Other users”

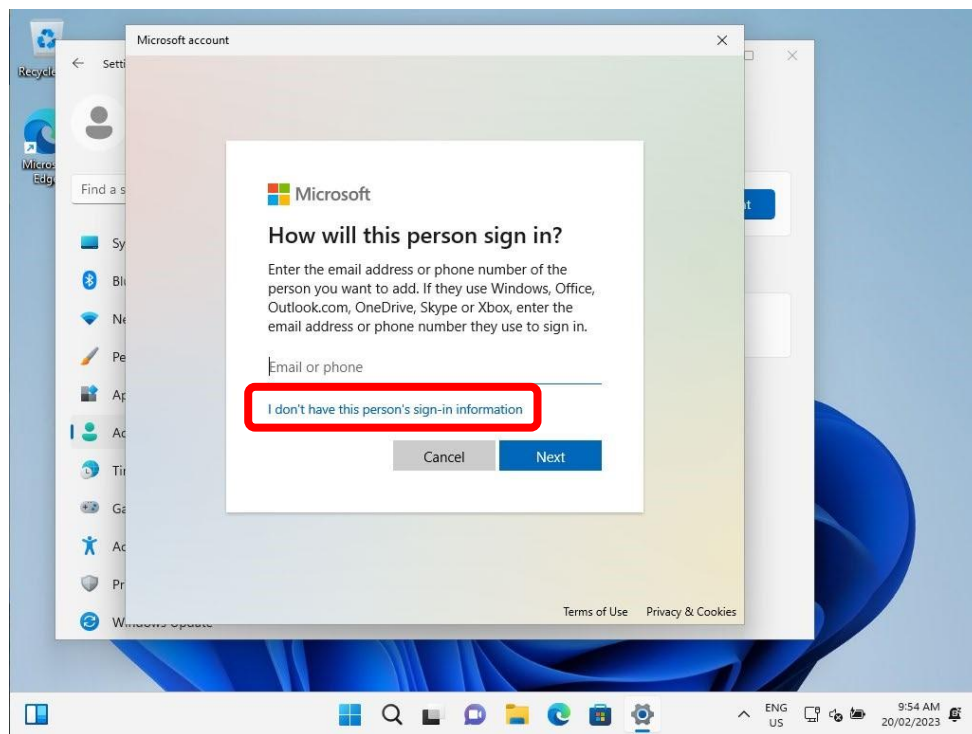


Step 4: Create an additional account – Select the blue “Add account” button

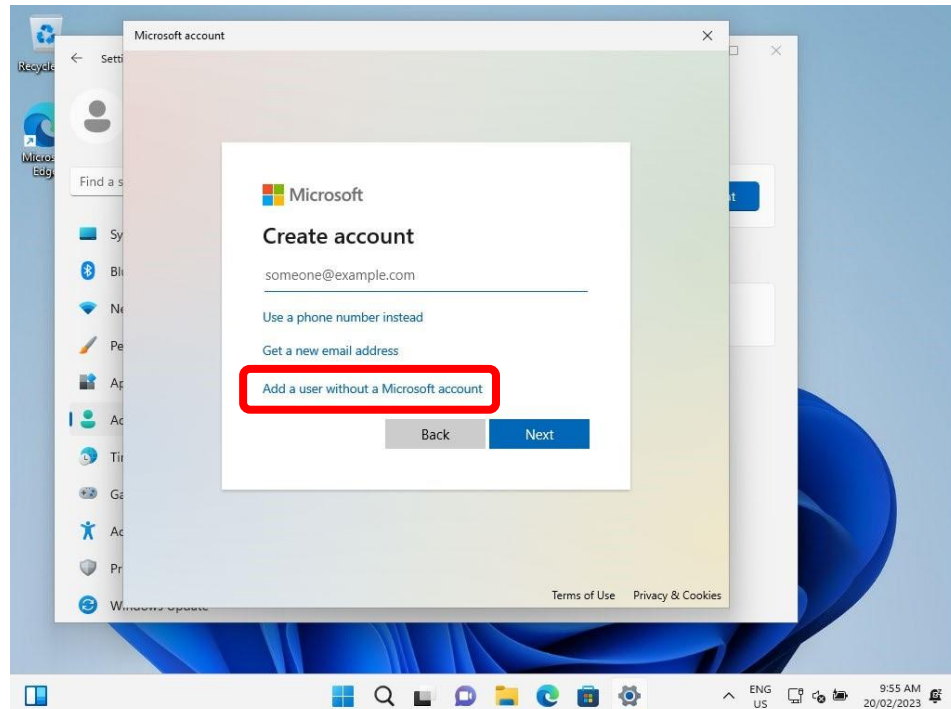


Step 5: Create the additional account. If you have a Microsoft Account for your student, you can sign in as them here. Skip to step 8 once signed in. If you do not have a Microsoft account for your student, or do not wish to use/create one we can create a local account for your student to use. Select “I don’t have this person’s sign-in Information. **Note: If you wish to use Microsoft Family Safety for content filtering and restrictions whilst at home, a Microsoft account for your student is required. More information can be found out about Microsoft Family safety here: <https://www.microsoft.com/en-us/microsoft-365/family-safety>**

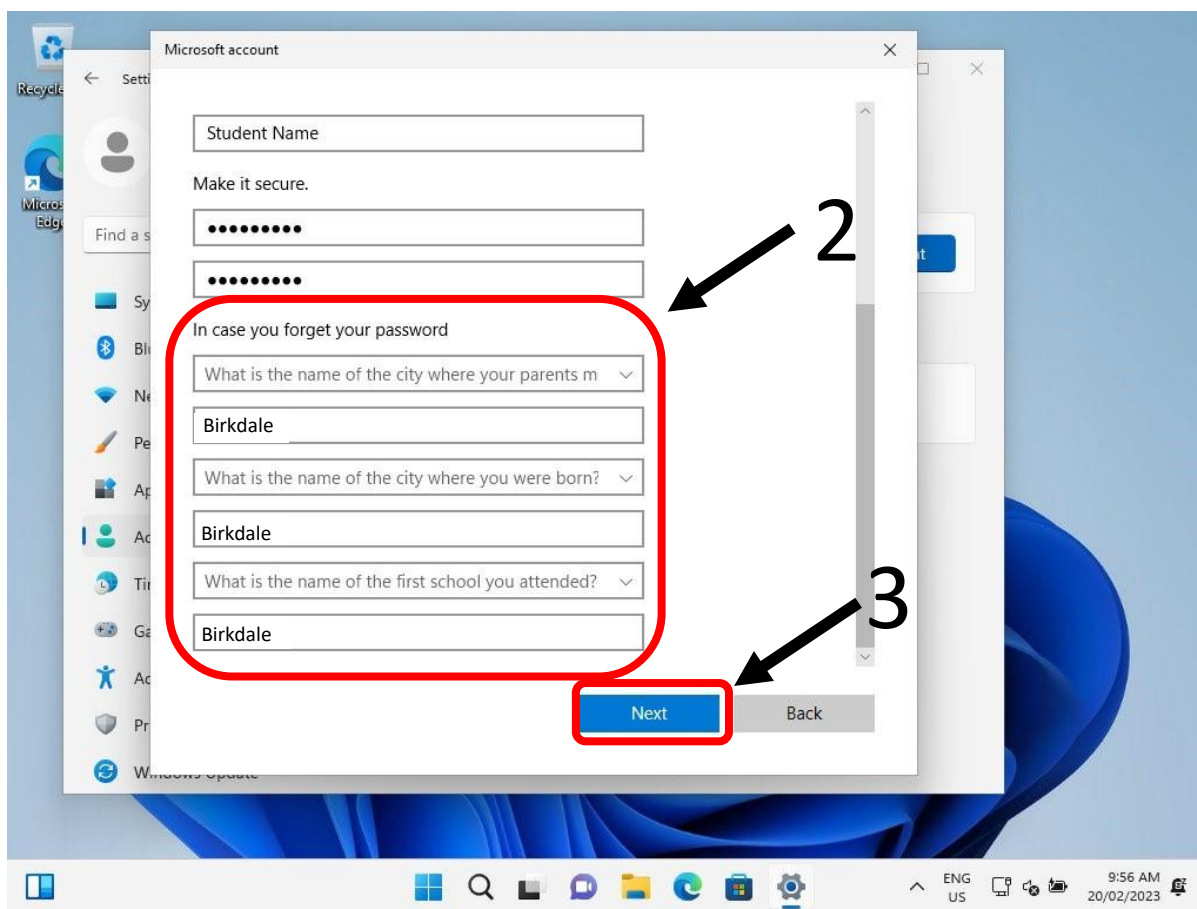
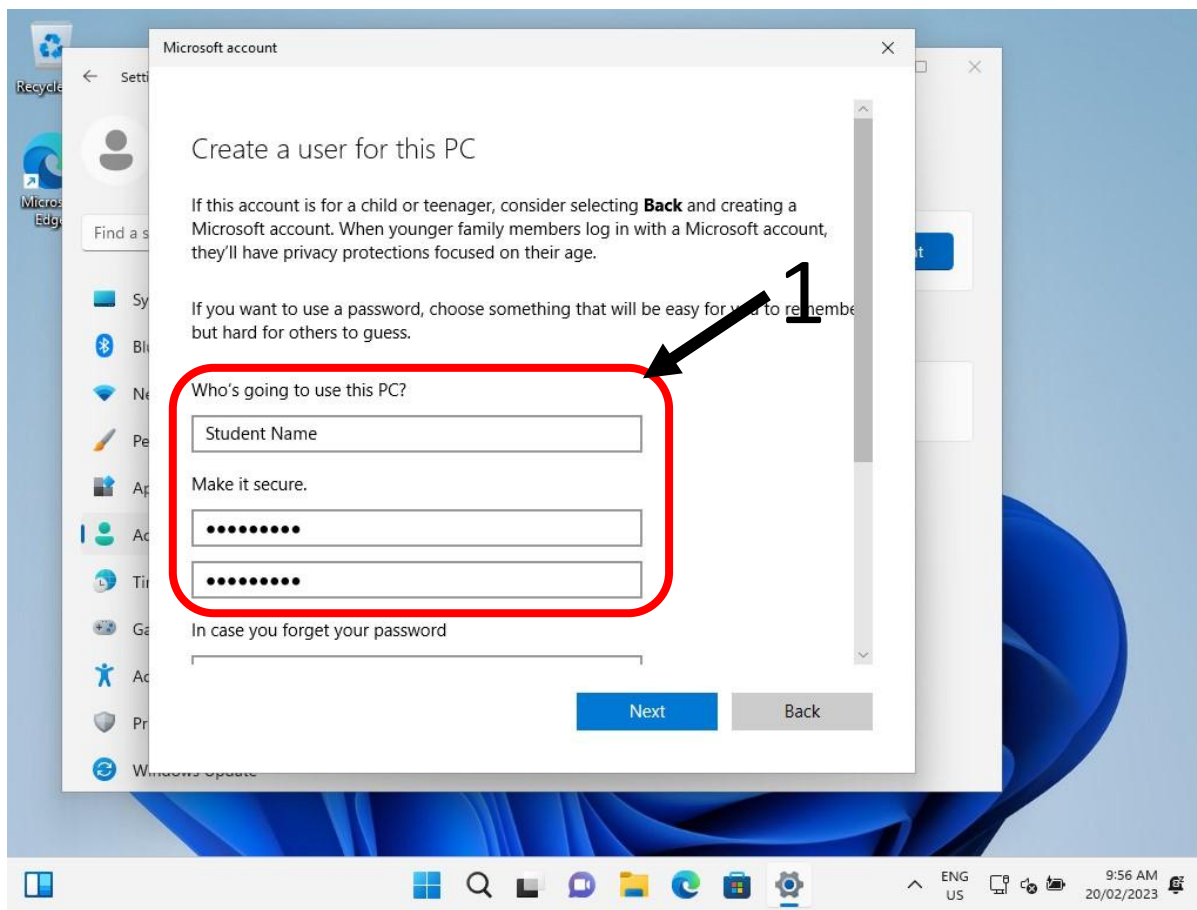
Whilst your student's device is at school and connected to our network, our school filter will manage what your students can see/do on the internet. When connected to your home network, this filter does not apply. Microsoft's Family Safety is a good tool to be able to add content filters to ensure what your students are doing



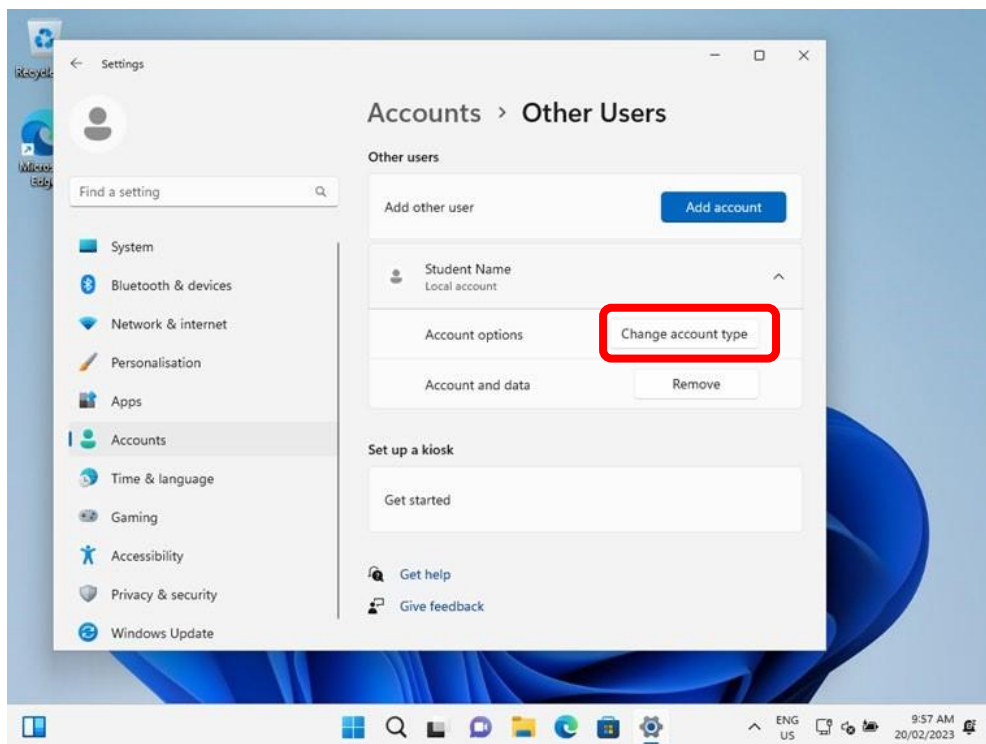
Step 6: Select “Add a user without a Microsoft account”.



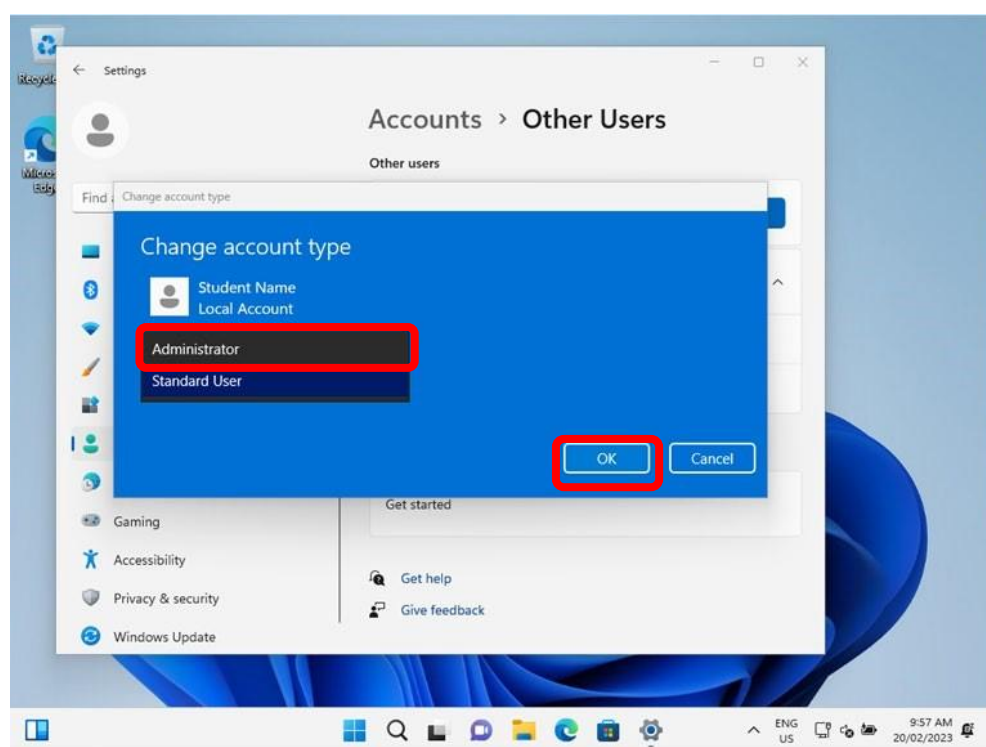
Step 7: Enter your students name, create a password that they can easily remember, and add security questions and answers. Select “Next” when done



Step 8: Make the new user account an Administrator of the device. (This step is vital to ensure the device can connect correctly to the Education Queensland computer network. Without administrator access your student will not be able to access the internet or install applications required for day to day learning activities) – Under the new account you have just created, select “Change account type”.



Step 9: From the drop-down box, select “Administrator” followed by “OK”



Your child’s device is now setup and ready to be connected to their account for access at school! Proceed to [Guide 3: How to Onboard the device.](#)