

Make Sure to FOLLOW STEP BY STEP



Dorsey College Student Laptop Setup Guide

This guide will assist you in setting up your new computer. There are 4 major steps that must be done and should take about 5-10 minutes to complete.



1. Wi-Fi Setup.
2. Set up your Office 365 / Email Account / Authenticator.
3. Activate Office Apps.
4. Change your Computer Display name.

Password Requirements:

When changing the above password, it must:

1. Be a minimum of 10 characters long:
2. Use a combination of uppercase, lowercase, and numbers:
3. Cannot be something used the previous 3 times:
4. Must be changed every 45-90 days:

Student Help Desk:

<p><u>Email: Help@Dorsey.edu</u></p>  A large, dark gray icon of an open envelope, representing email.	<p><u>Call: 248-963-0018</u></p>  A large, dark gray icon of a telephone handset with three curved lines above it, representing a call.
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Step 1 – Connect to Student Wi-fi.

1. Turn On Computer. (Power Button is located on the right side of the laptop)

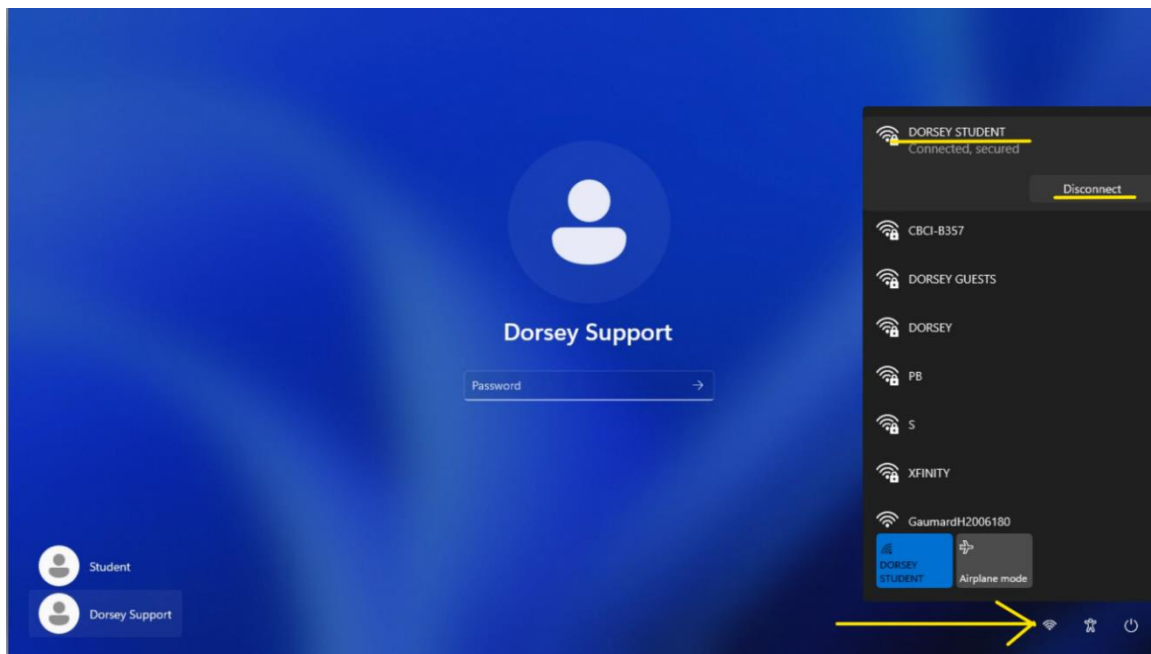


2. Select the Internet logo on bottom right of device.



3. Connect To the **DORSEY STUDENT** network

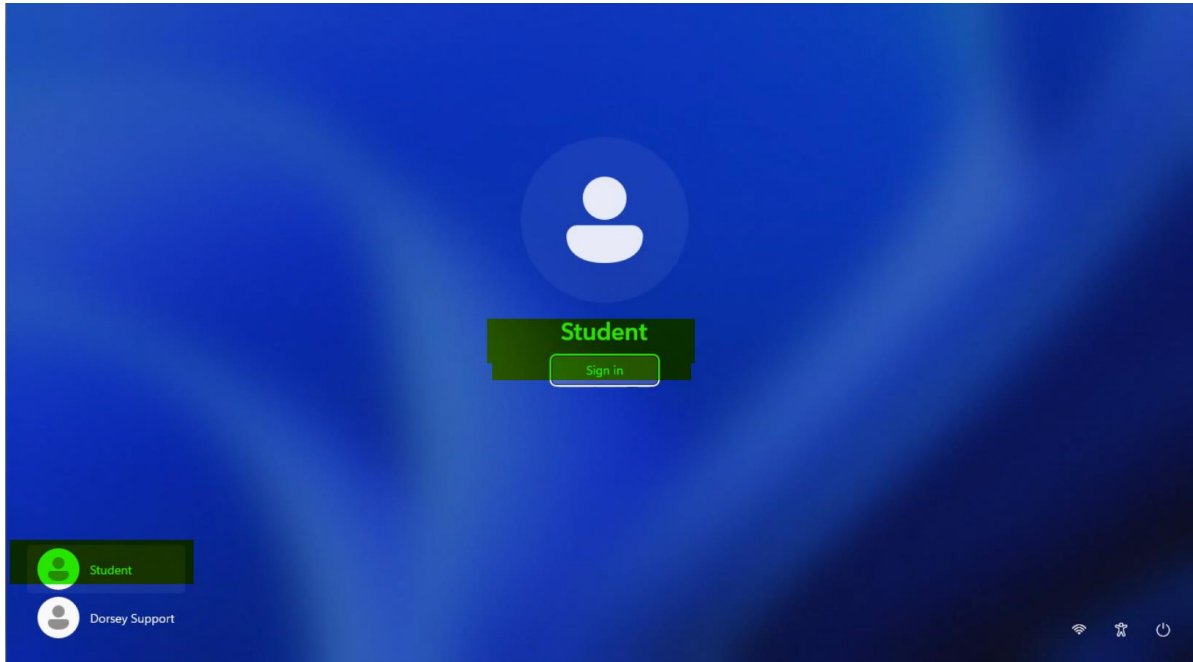
- a. Password is: **HigherEducation**



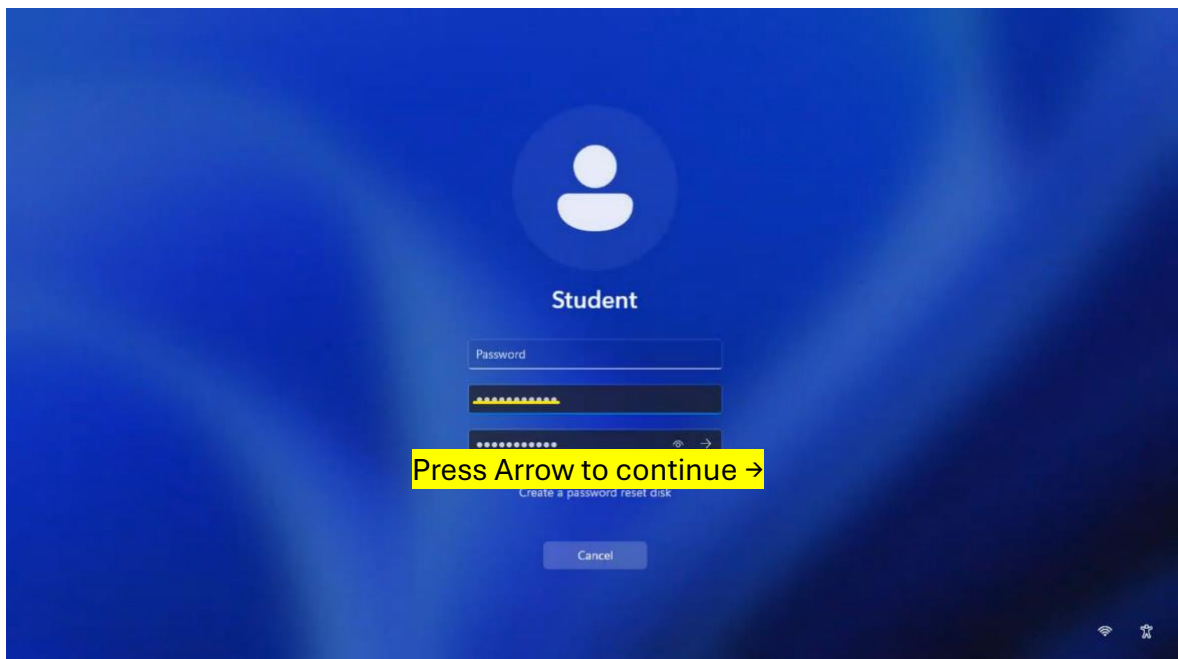
Please Read ALL INSTRUCTIONS

Step 2 – Set up your Office 365 / Email Account / Authenticator.

1. Click **Student** in the lower left and click the Sign In button.

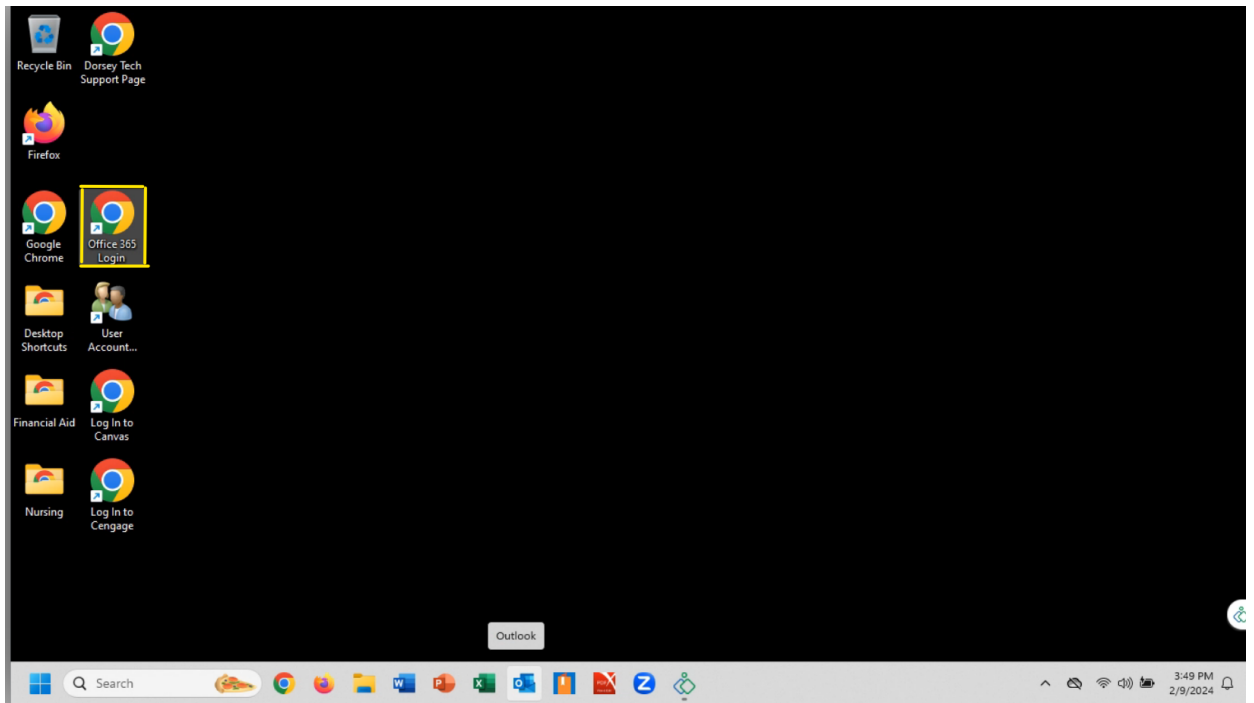


- a. You will be prompted to reset your password. It is recommended to match your password provided in your Technology Orientation Guide



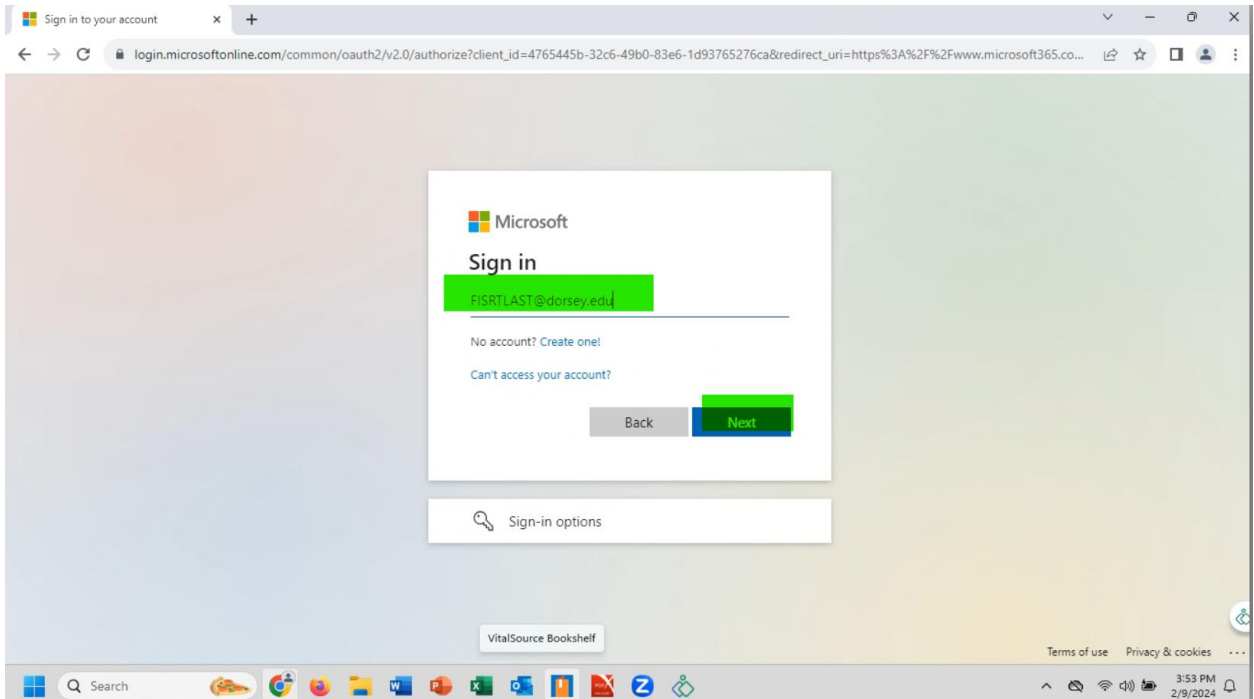
2. On your desktop double-click **Office 365 login**, which should open in Google Chrome.

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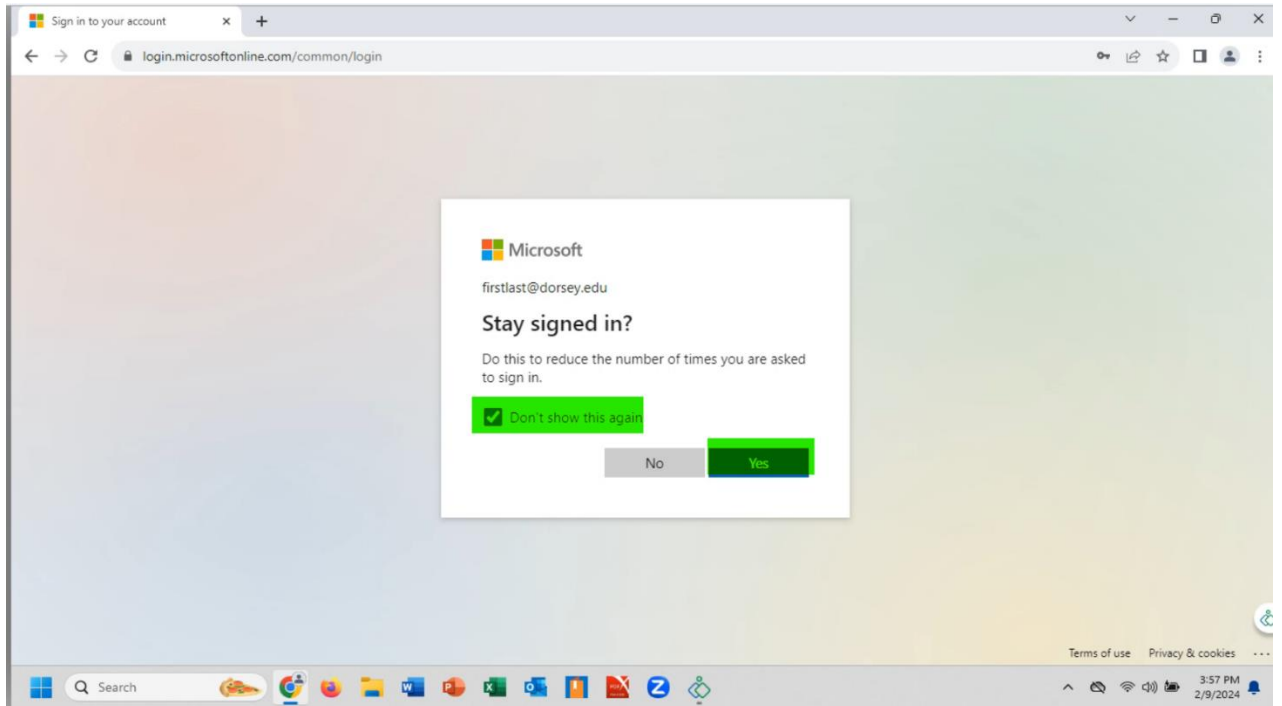
You may get a security warning to open the file... click **Open**.

3. Enter your Dorsey email, click next and enter your password provided on your Tech Orientation Guide.

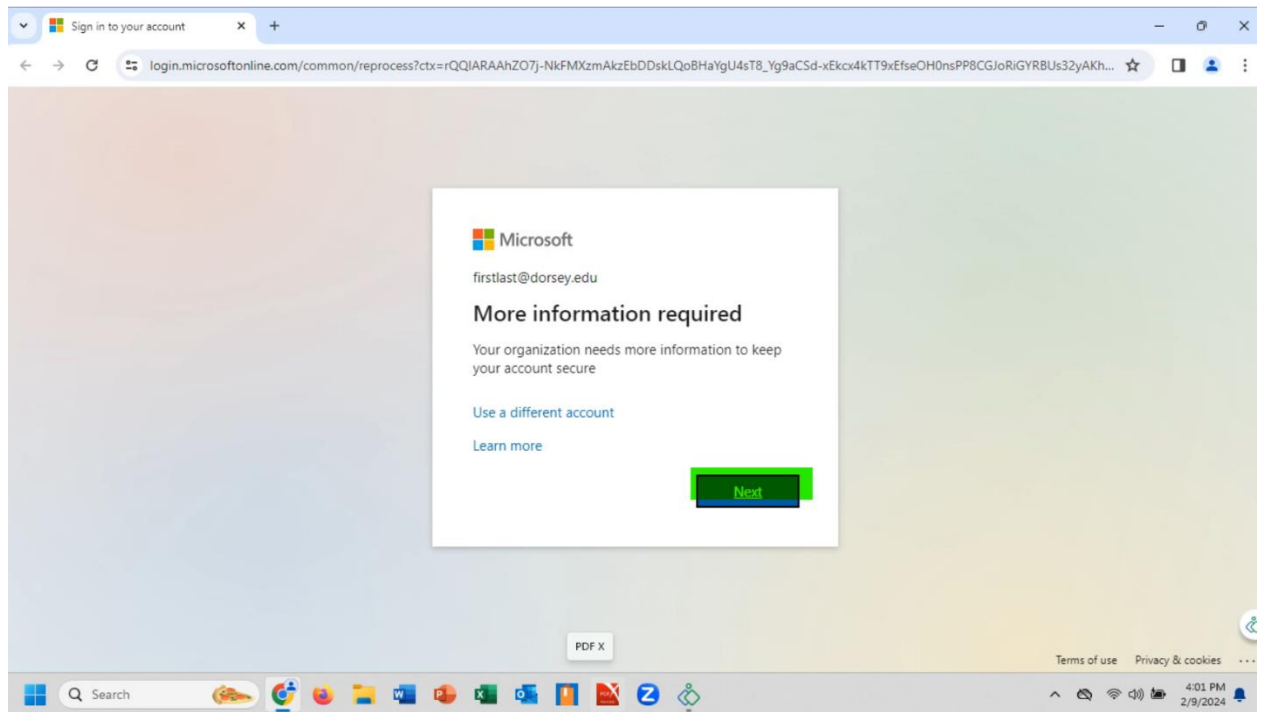


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Check Box and select yes to stay signed in



4. You will be promoted to set up Multi Factor Authentication. Click next and read all prompts.



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5. You will need to download **Microsoft Authenticator on your Cell Phone.**
 - a. **Scan QR code below to download from Google Play or Apple App Store**

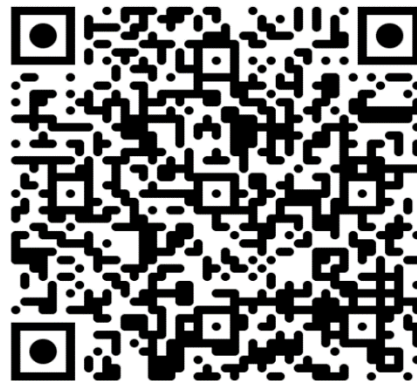
DO NOT DOWNLOAD ANY OTHER AUTHENTICATOR APP BESIDES **MICRSOFT**

Step 1: Download & Open App

iPhone App Download



Android App Download




AUTHENTICATOR

6. Select Next till you receive a QR Code

Keep your account secure

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)


After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

Keep your account secure

Microsoft Authenticator

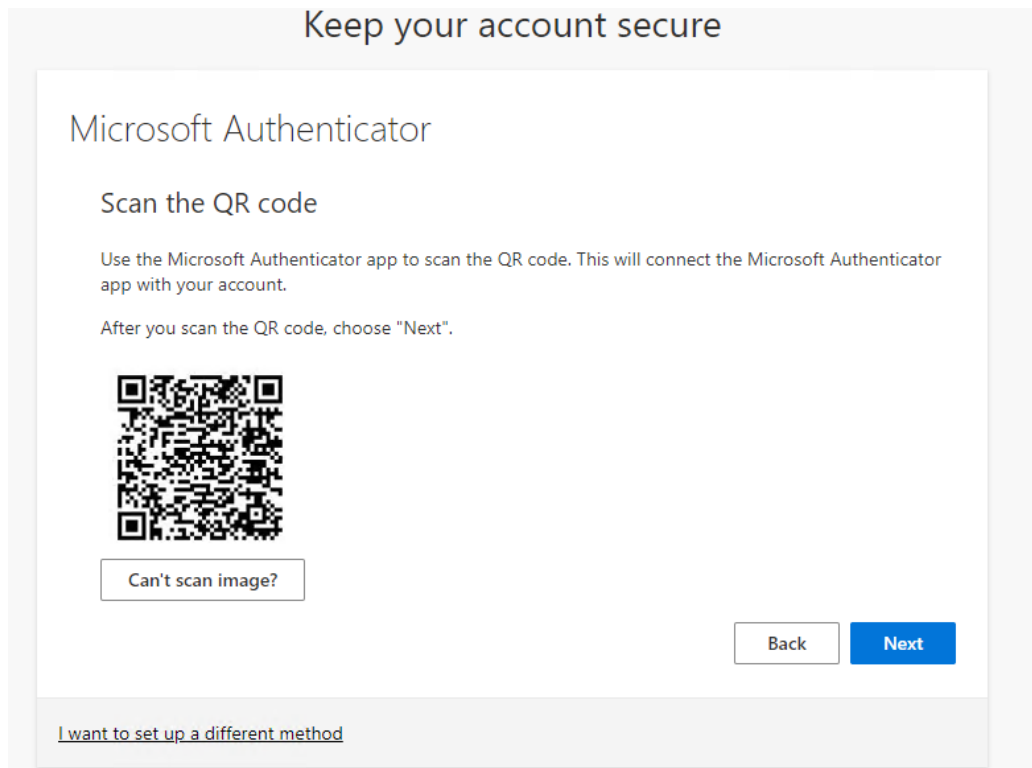


Set up your account

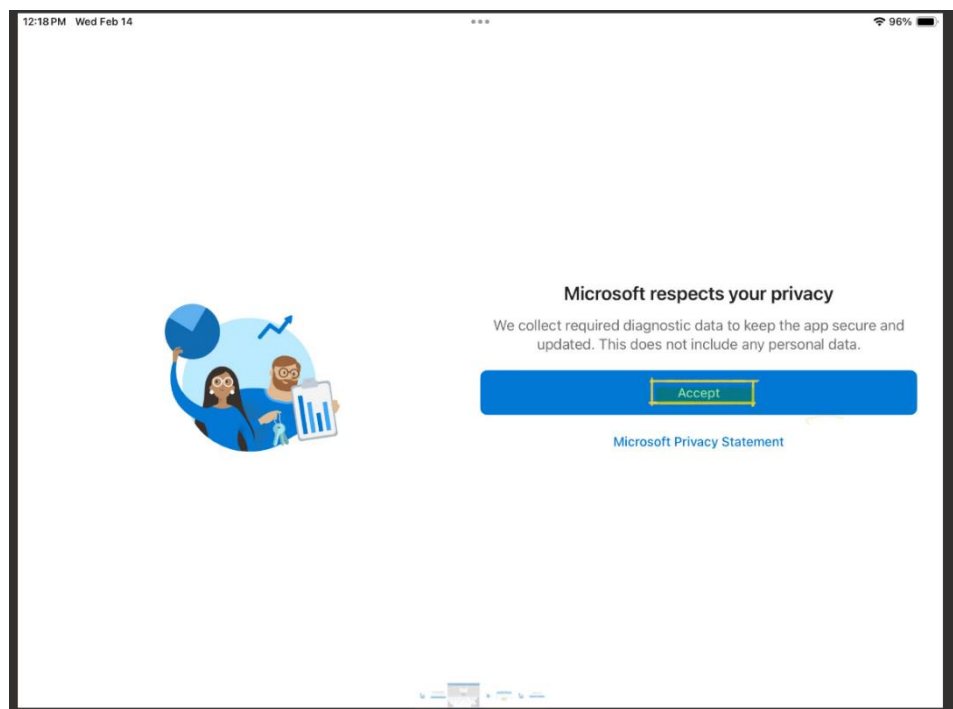
If prompted, allow notifications. Then add an account, and select "Work or school".

Back Next

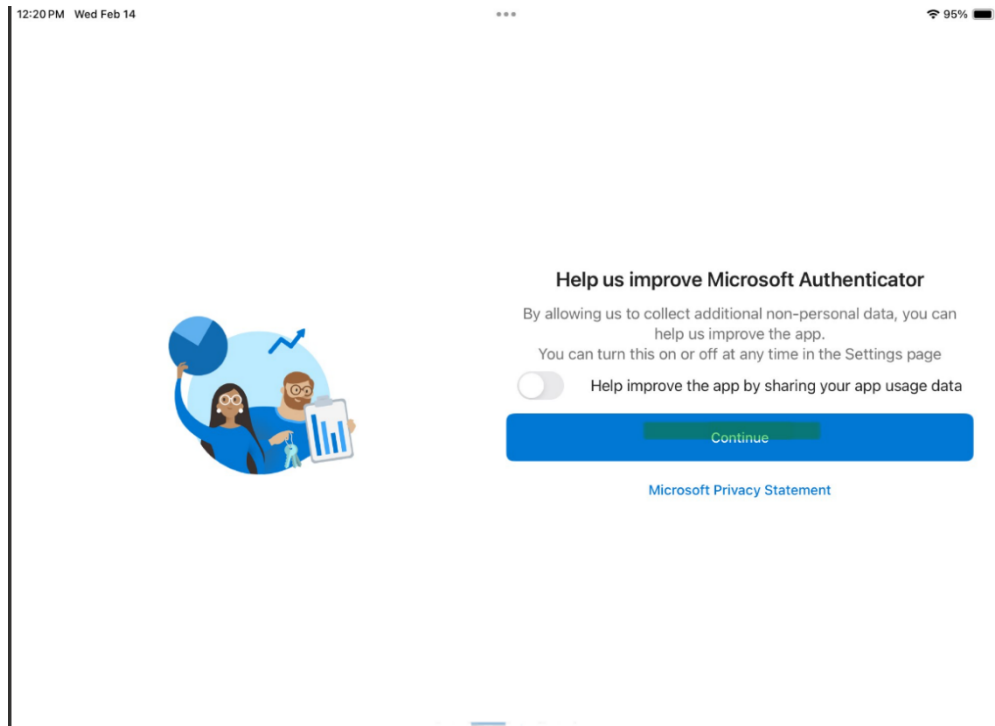
[I want to set up a different method](#)



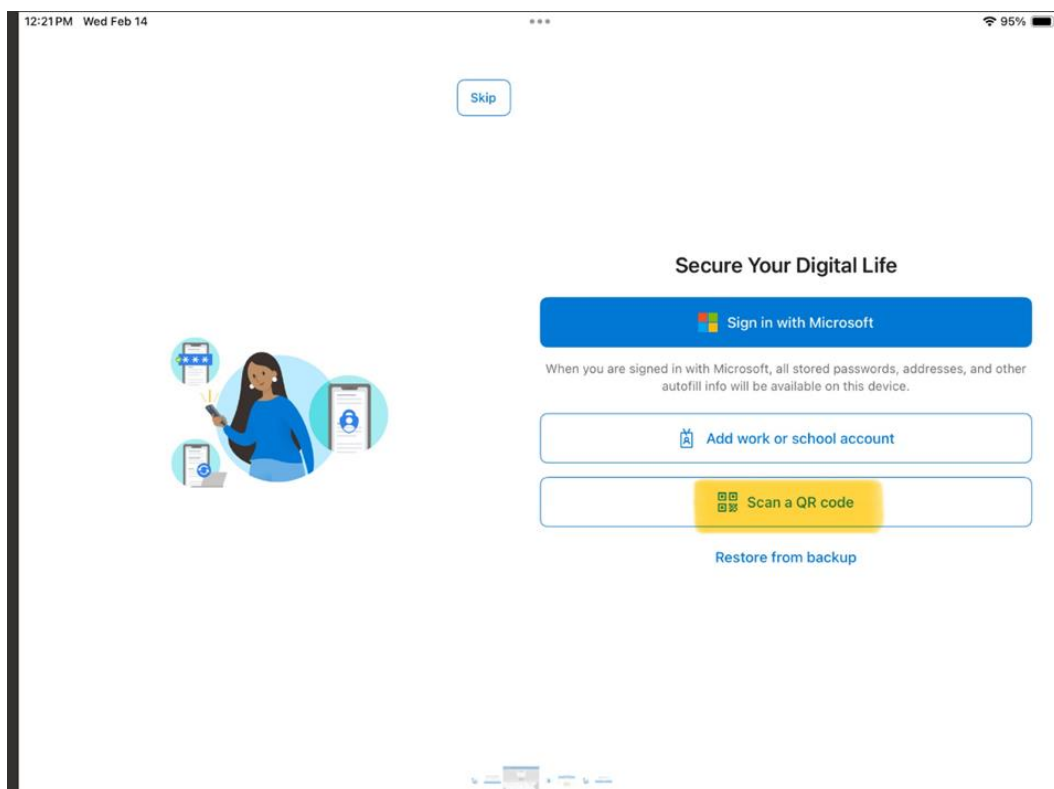
7. Open Microsoft Authenticator App on cell phone, follow prompts and accept all notifications.



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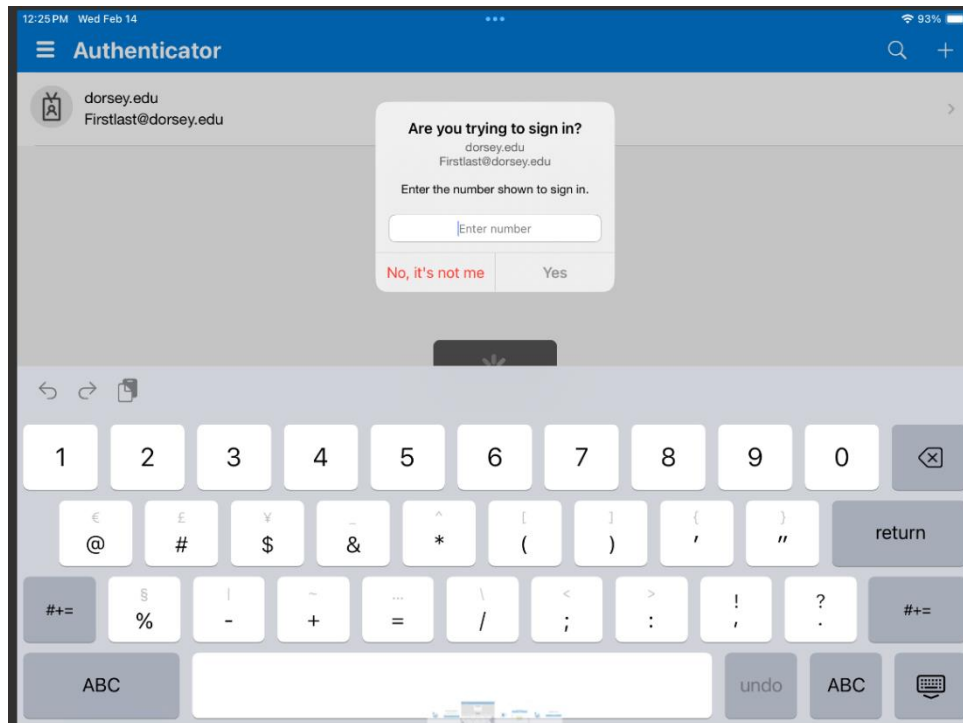


8. Select Scan QR code. (if the scan is not acceptable, please reboot both device and reattempt MFA process)



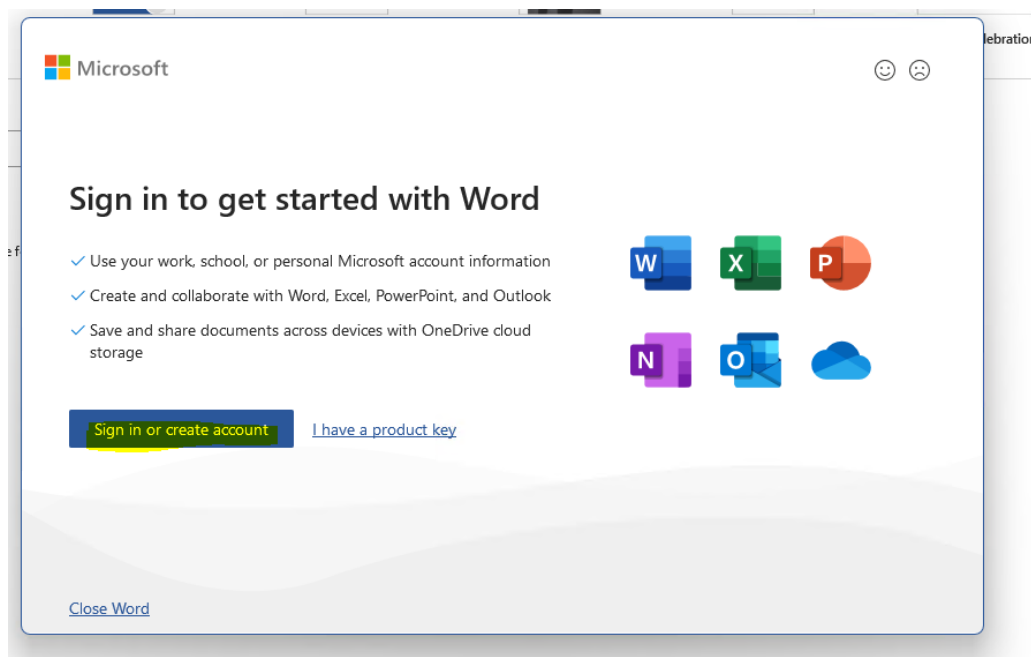
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9. A number will be displayed on your laptop screen, Enter the number, and approve sign it.



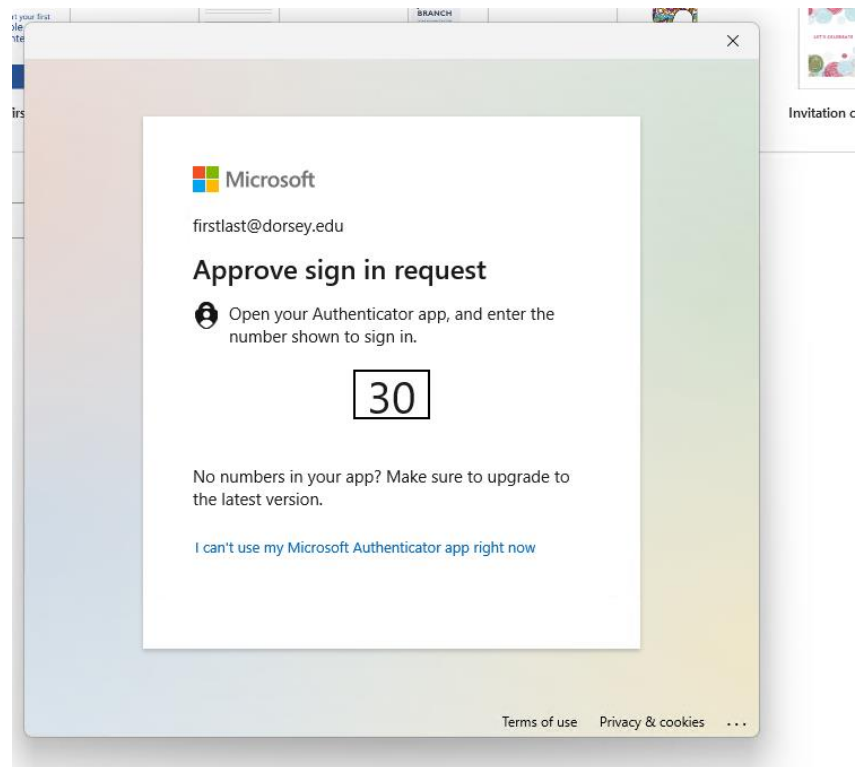
Step 3: Activate Office Apps

1. Launch Microsoft Word, it can be found on your taskbar or desktop.
2. Click Sign in or create Account.

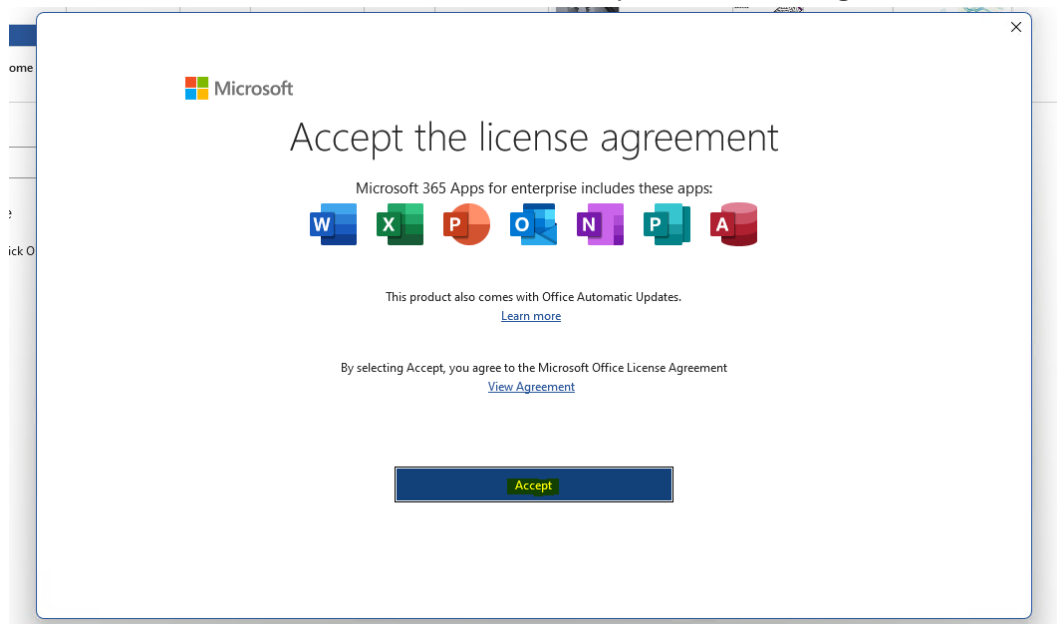


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3. Sign in with your Dorsey Email and password from provided Technology Guide.
4. Approve Log in from Cell Phone



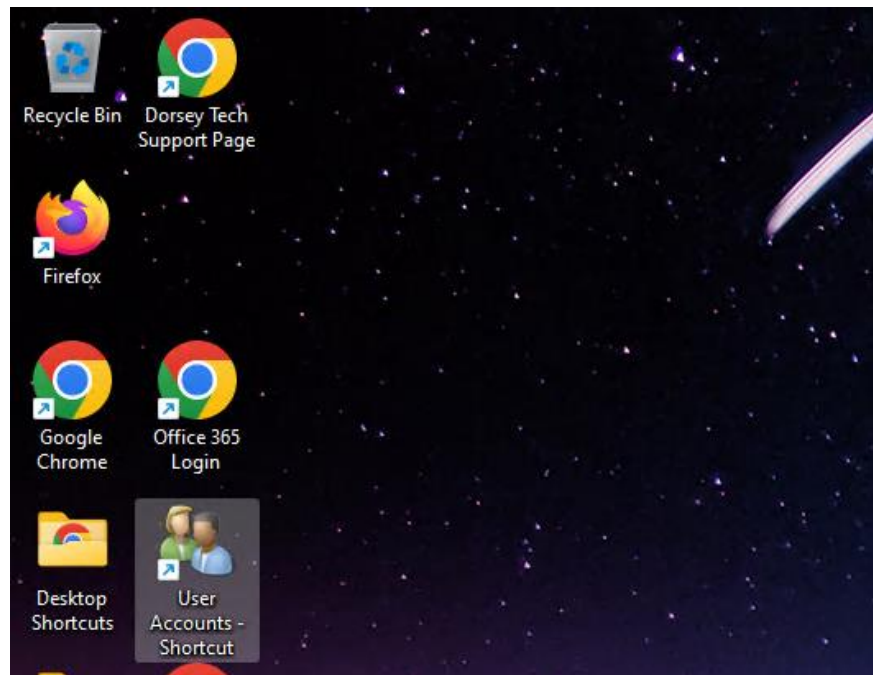
5. Press okay. (It will take a few minutes to set up_
 - a. Select done when available and accept the License Agreement.



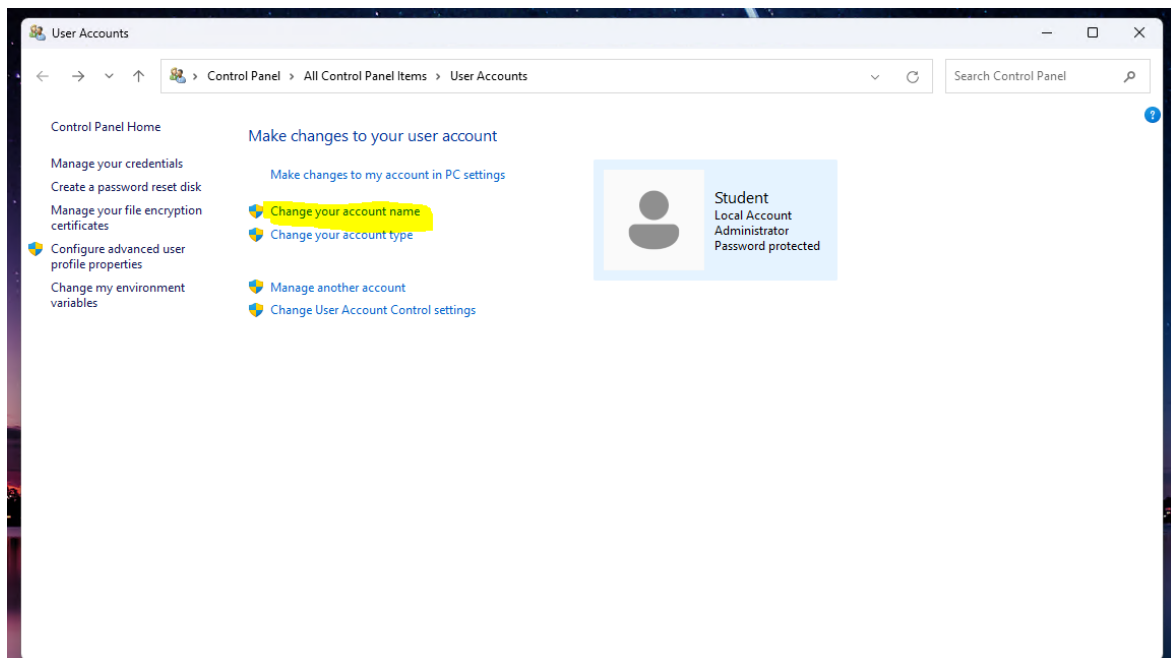
Please Read ALL INSTRUCTIONS

Step 4: Change your Computer Display name.

1. Launch **User Accounts -Shortcut** from Desktop

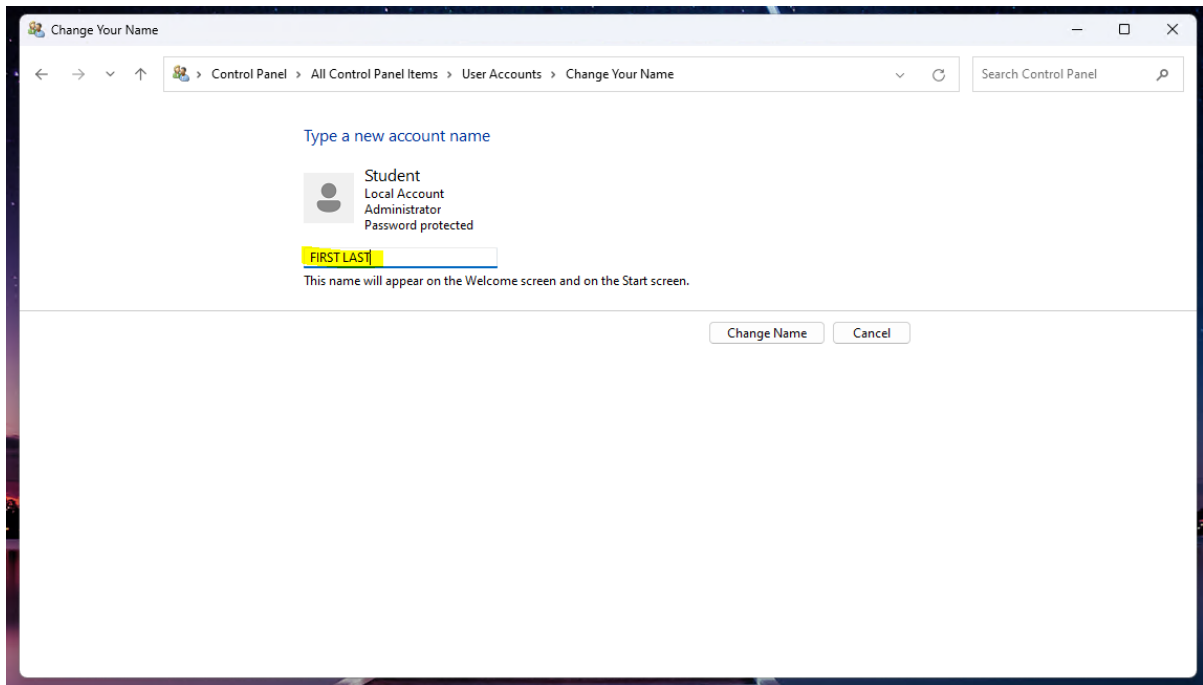


2. When the window opens, click on Change your account name.



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3. Enter new name and select Change Name



Congratulations! Your Laptop Setup is Complete, please remember to only charge Laptop with Provided charger.

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