

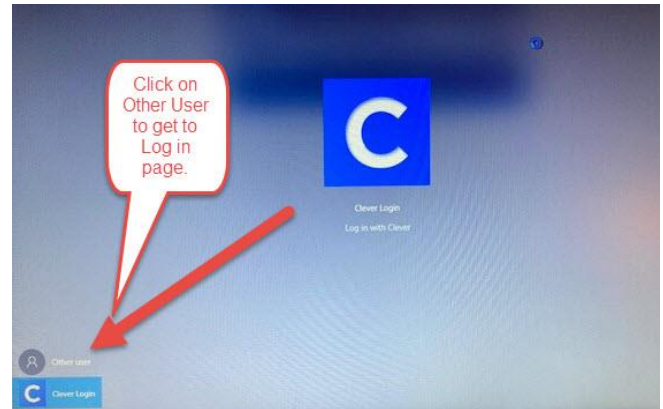
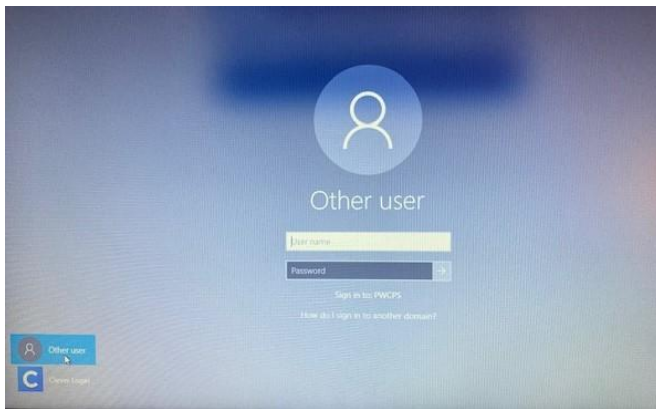
# Tip Sheet

Congratulations! You are taking a Haymarket School laptop home to use for your schoolwork. It is important to remember that you need to take care of it at home like you take care of our laptops at school.

1. Always use two hands when carrying it to the place you will be working.
2. Remember to RESTART everyday so that it will get the appropriate updates from PWCS.
3. Do not close the lid on the computer until you see the DATE/TIME.
4. Never put it on the floor. Always work at a table or desk.

Here are some helpful tips to get you started:

1. **Turn It On** – Find the power button. It might be at the top of the keyboard or on the side of the machine.
2. **Control + Alt + Delete** – Use these controls to get to the log on screen.
3. **Log On** – Most of the computers log on page will have the figure of a person, but a few might have a big “C” on it. If it has a “C”, click on Other User. If you wait too long to log on, it will go to a black screen. You will have to RESTART by holding down the Power button if this happens. Type in the username: `.\pwcstudent` and the password: `pwc$stud3nt`



4. **Connecting to Wifi** – look for the picture of the WORLD on the low right hand task bar. Click on the World, then click on Wifi. Find YOUR wifi or hot spot. Remember, Airplane mode will turn off the Wifi. Don't use this.
5. **Use Chrome Browser** – Click on Google Chrome on the toolbar at the bottom or on the desktop.
6. **Find the Haymarket Webpage** - Type in Haymarket Elementary into the space for the URL. Once you get to the Haymarket page, click on the “star” to make it a favorite.
7. **Bookmark Bar** – YOU MUST DO THIS STEP. In Chrome, click on the 3 dots in the upper right-hand corner and go to Bookmarks. Select Show Bookmarks. When you do this, you will see important bookmarks that you may use. See red marks below.
8. **Book Marks** – you should have a bookmark to the Haymarket Elementary so you can get to the Technology@HMES page AND you show see the PWCS Favorite Folder.

