Samaritan COLLEGE

BYOD

(Bring Your Own Device)

How-To Guides

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Joining the Wireless Network

1. Bring up the list of available wireless networks.

2. Select the network named "samaritan".

3. Enter Login Details.

Username: firstnamelastname (eg johnsmith)

Password: Password used to log in to the school computers.
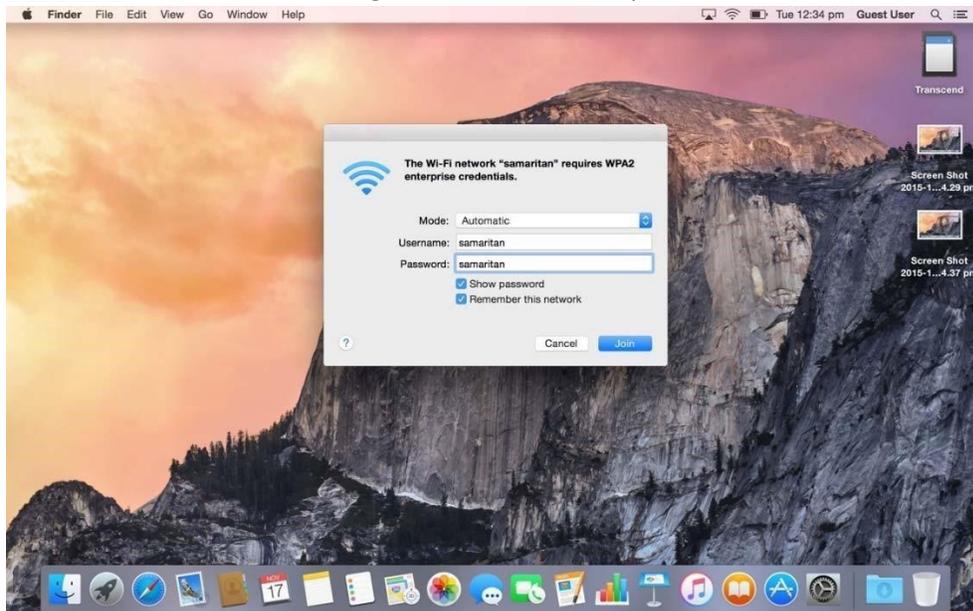
Installing Microsoft Office

1. On the device you would like to install Office go to https://login.microsoftonline.com/

2. Enter login details
   Username: firstname.lastname@samaritan.catholic.edu.au
   (e.g. john.smith@samaritan.catholic.edu.au)
   Password: Password used to log in to the school computers.

3. Click on the orange 'Install Now' button (highlighted in red) if you are using a Windows or OSX device. You may also download office to your smart devices. For help click the "Get office on your devices" (highlighted in green) and select the device type you wish to install on.
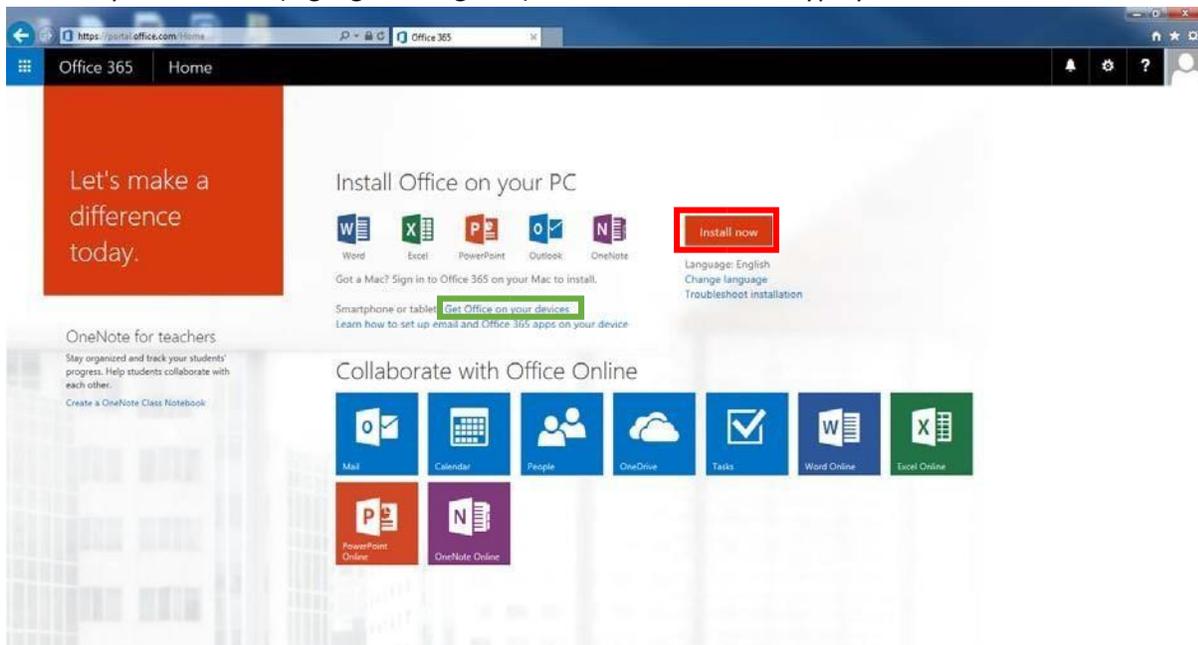
4. Click 'Run' and the Office installer will be launched.

How to Print on BYOD

1. Once you are connected to the school network, open your web browser and go to http://samawms.samaritansjc.internal/Login/

2. Enter your user name and password. These are the same as you used to connect to the wireless network with.

3. On the Left click on "Web Print".

4. Select the printer you wish to print to, then select how many copies you want and upload the file you wish to print.

Adding Email to a Personal Device

Android

1. Open Settings
2. Go to 'Accounts' and Select '+Add account'
3. From the list select 'Microsoft Exchange Active'
4. Type in School email address (firstname.lastname@samaritan.catholic.edu.au) and the password you use to log on to the computers.
5. Android should 'auto configure the rest'
6. Open the 'Mail' App and you may get a warning saying 'Update security settings' Hit 'OK'
7. The following pop up will have a bunch of information just hit 'Activate' at the bottom of the screen.
8. Your emails should now appear.

Apple

1. Tap Settings > Mail, Contacts, Calendars > Add Account > Exchange

2. Enter your School email address (firstname.lastname@samaritan.catholic.edu.au) and the password you use to log on to computers.

3. Add a description (Can be anything example 'Samaritan')

4. Hit 'Next' you will then see a 'Server' field enter 'outlook.office365.com'

5. Hit 'Next' and use the sliders to select what content you would like synced with your device.

6. Hit 'Save' Open Mail app and you should now have emails on your device.

Logging in to the JacarandaPlus Ebook system

1. Go to jacplus.com.au

2. For the username enter your school email e.g. firstname.lastname@samaritan.catholic.edu.au

3. For the password if you used Jacplus access last year it will be the same if you are a new student the password will be Samaritan5600 (Case sensitive)

If you have forgotten your Jacplus password it can be reset with the below highlighted link. Your school email will then be sent a link to reset your password.

Setting Fuji Photocopier Pin

1. Log in to the Fuji Portal: http://samawms.samaritansjc.internal/Login/
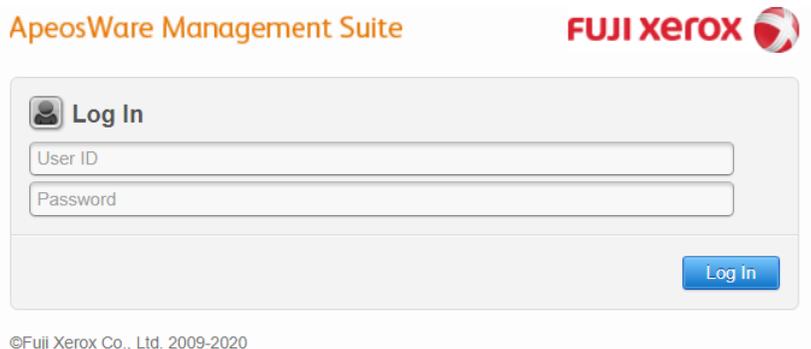
2. Mouse Over 'User/Service Settings' and Click 'User Properties' under 'User Management'
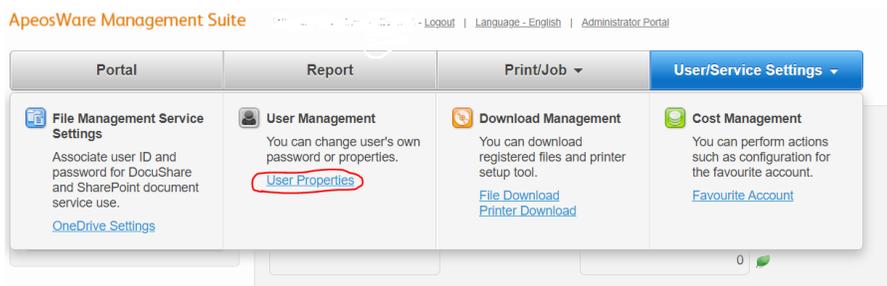
3. Under 'Change Password' Click 'Edit'
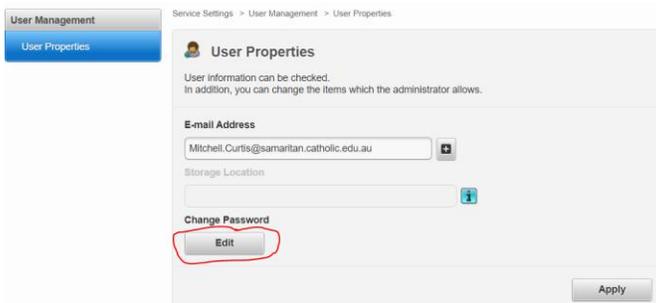
4. In the text boxes set a 'Numerical Pin' (This will **NOT** change your computer or email login password). Then Click 'Save' and 'Apply'