



Setting up a Windows 11 Laptop

Guide 2: Create a student account

Before you begin

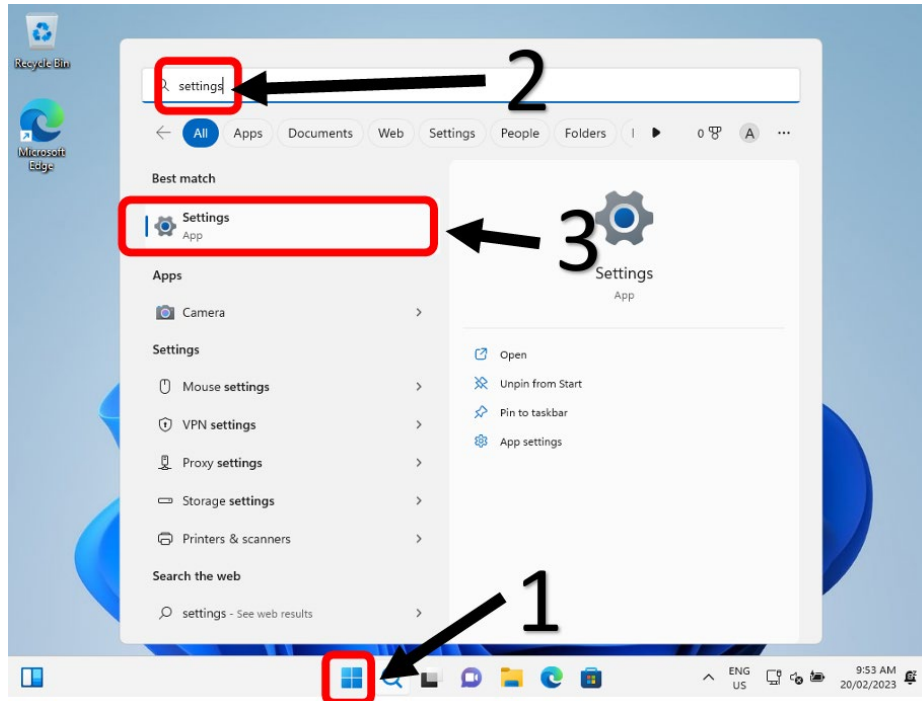
Make sure the laptop is already set up from **Guide 1: The Out-of-Box Setup** and **connected to the internet**.



Let's Get Started!

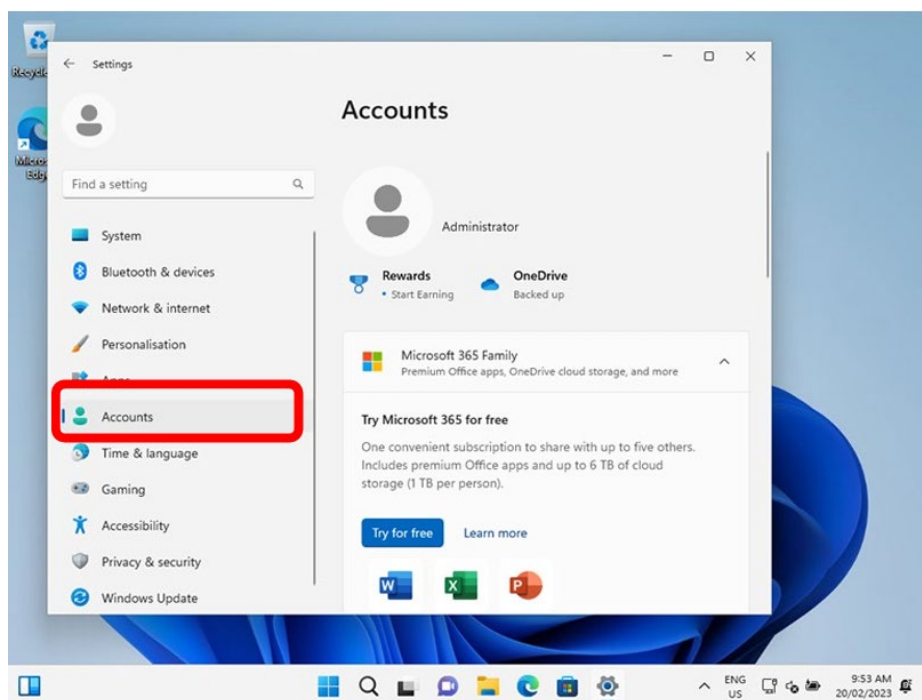
Step 1: Open Settings

1. Click the **Start** button (bottom-left corner of the screen).
2. Begin typing **Settings** — you don't need to click anything first.
3. Click on the **Settings app** when it appears in the list.



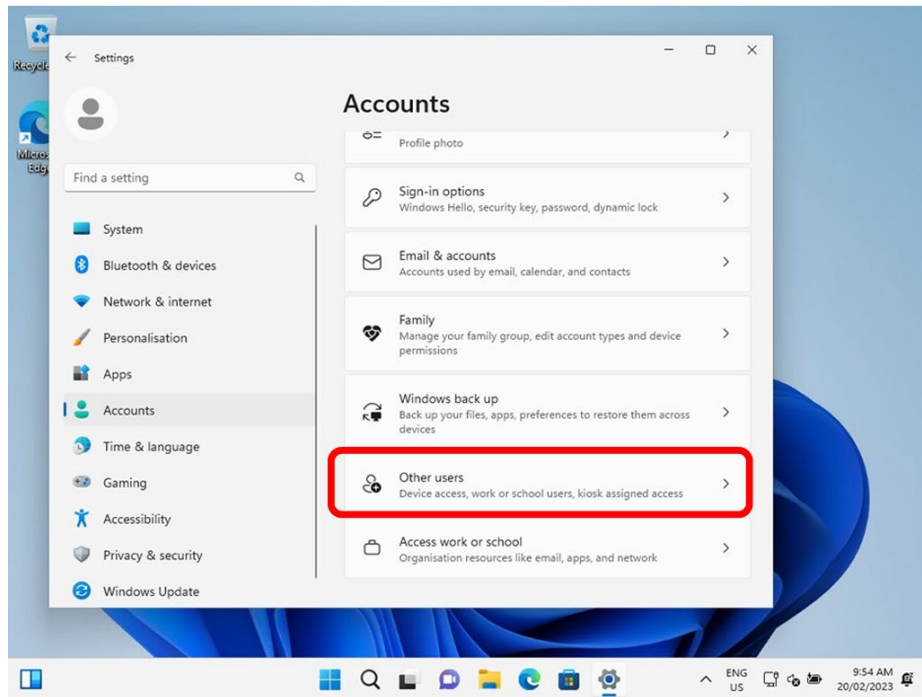
Step 2: Open the Accounts section

- In the Settings window, select **Accounts** from the menu on the left-hand side.



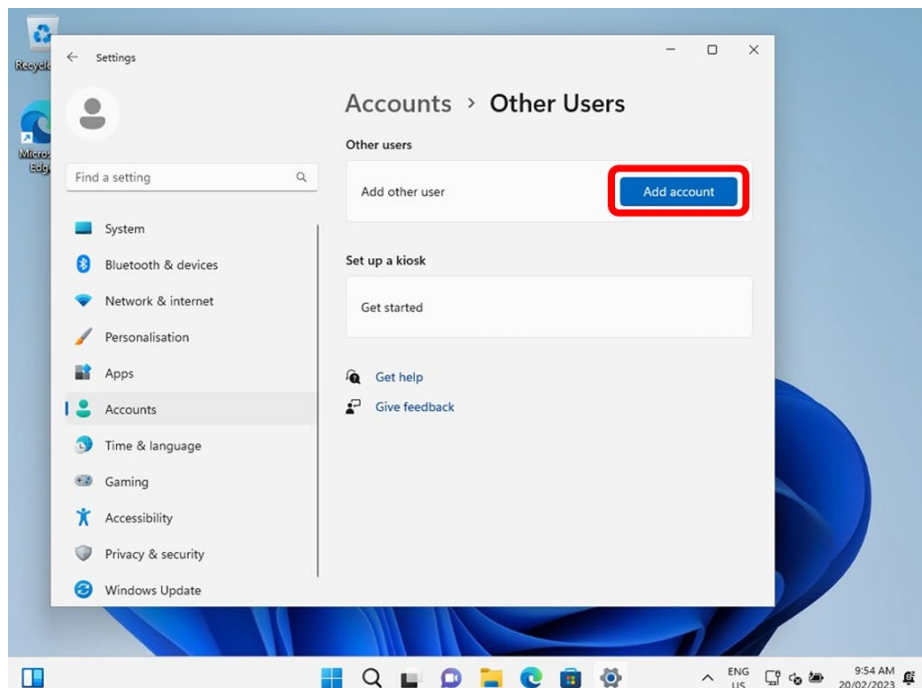
Step 3: Go to “Other users”

- Scroll down and click on **Other users**.



Step 4: Add a new account

- Under *Other users*, click the blue **Add account** button.

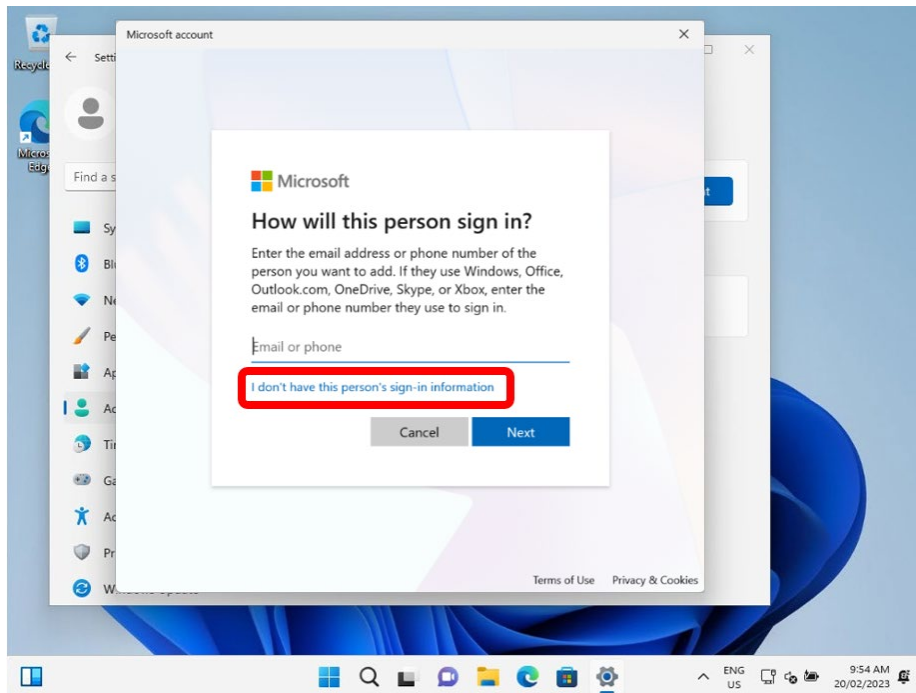


Step 5: Choose how to set up your student's account

If your student already has a **Microsoft account**, you can sign in with it here.

→ Once signed in, **skip to Step 8**.

1. Click **I don't have this person's sign-in information**.



For the next steps, decide which of the below two options you wish to use.

→ If your student does not have a Microsoft account and you wish to create one, **Continue to Step 6**.

→ If you don't wish to use a Microsoft account for your student, **Continue to Step 7**.

Tip:

If you'd like to manage your Student's screen time, app use, and content filters at home, a Microsoft account allows you to use **Microsoft Family Safety**.

You can learn more about it here: [Microsoft Family Safety](#)

While your student is connected to the **school network**, our school's web filters control what they can access online.

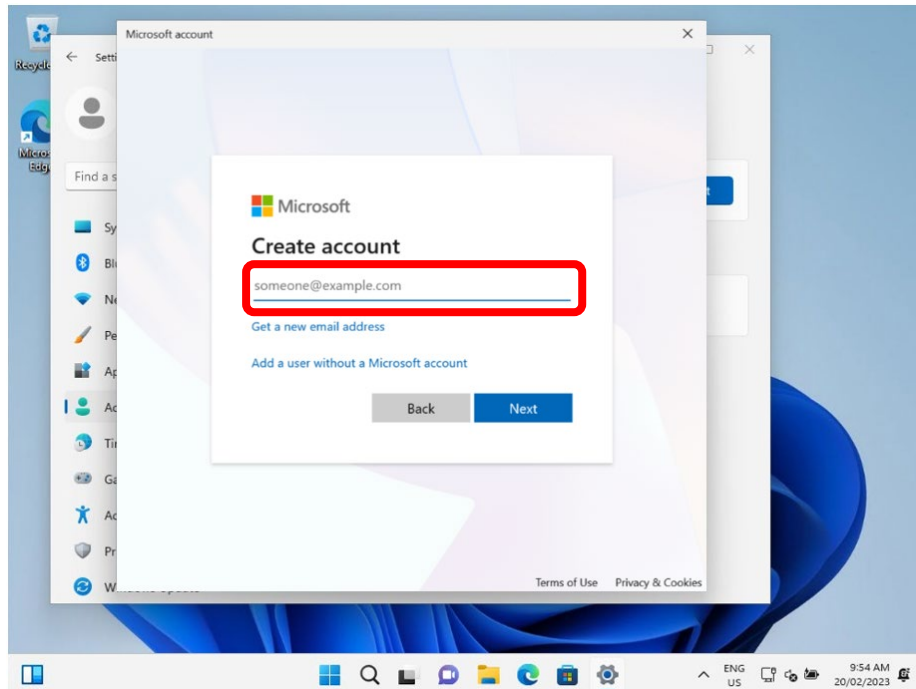
At home, Microsoft Family Safety can help maintain those protections.



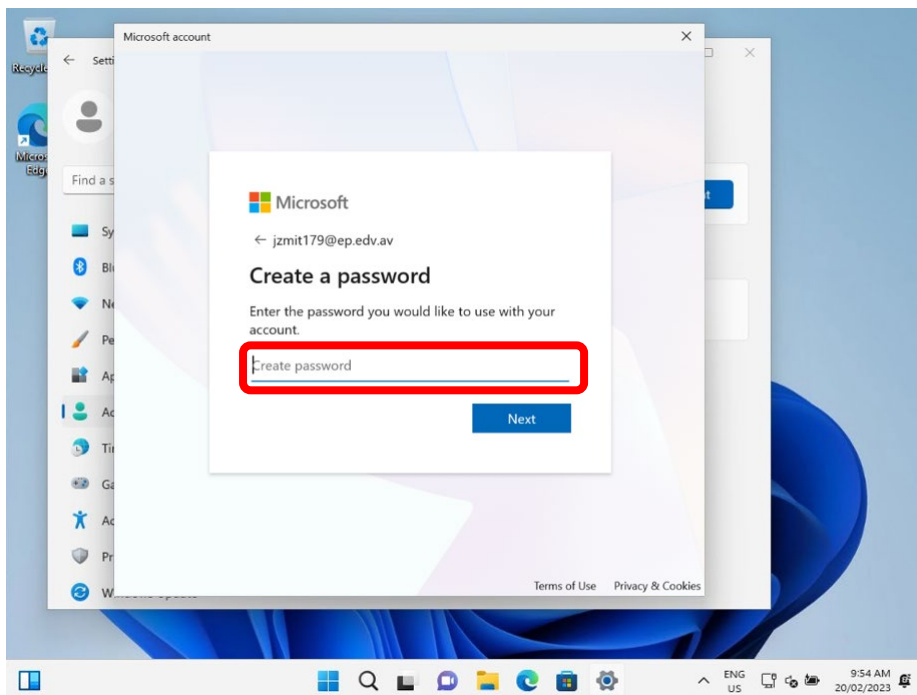
Step 6: Create the Microsoft account

1. On the next page, to create a Microsoft Account enter a personal email address for your student then click **Next**.

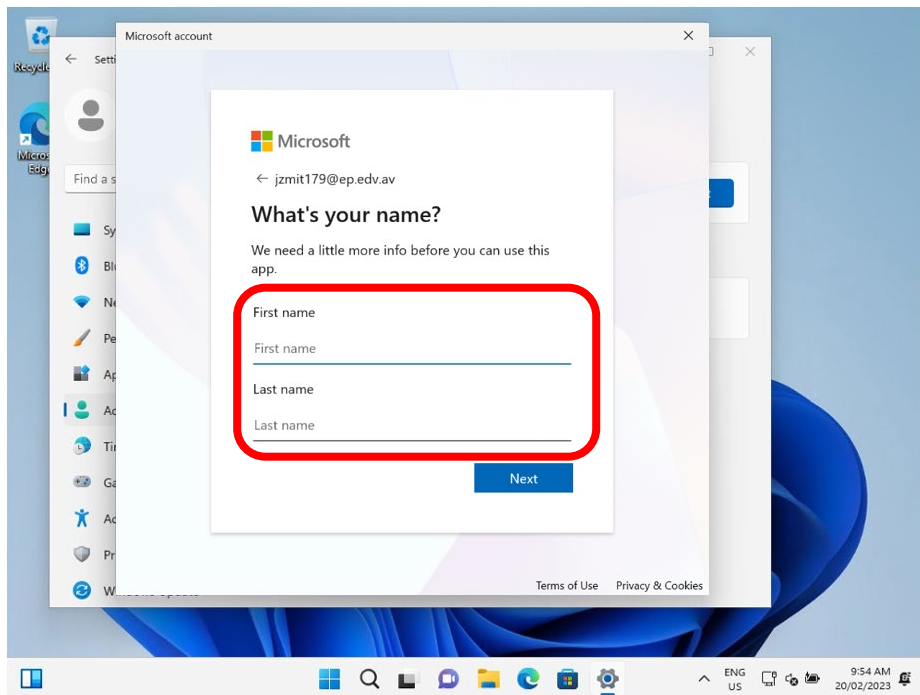
⚠ Do **not** use a school-issued email (ending in **@eq.edu.au**) — this can cause problems signing in or syncing later.



2. Create a **password** for the account and then click **Next**.
Your Microsoft account password must be **at least 8 characters long** and include **at least two of the following**: uppercase letters, lowercase letters, numbers, or symbols.

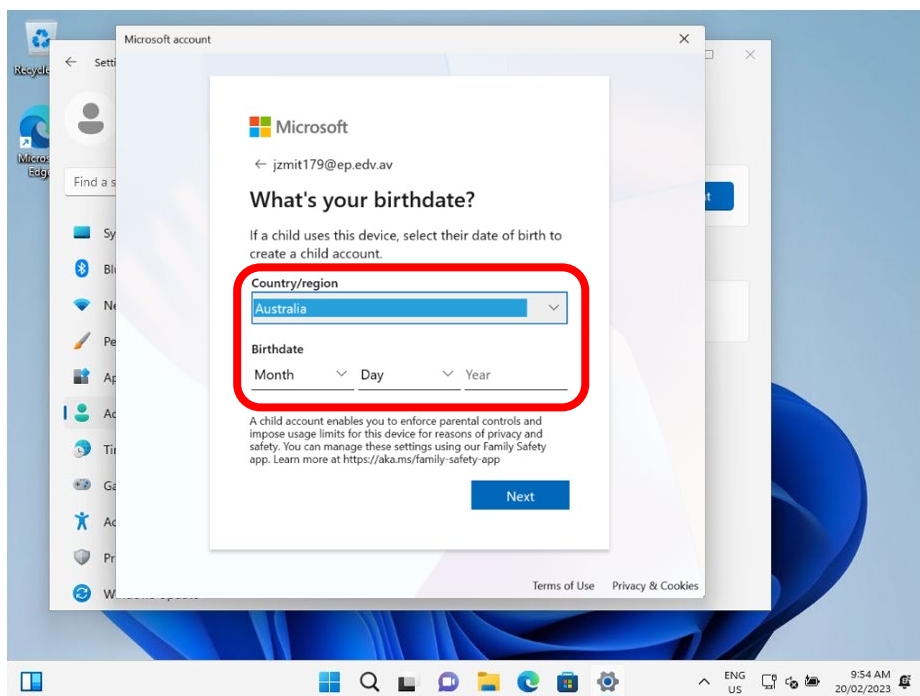


3. Enter your student's first and last name in the fields and then click **Next**.



4. Select **Australia** for the country and enter your **student's birthday**.

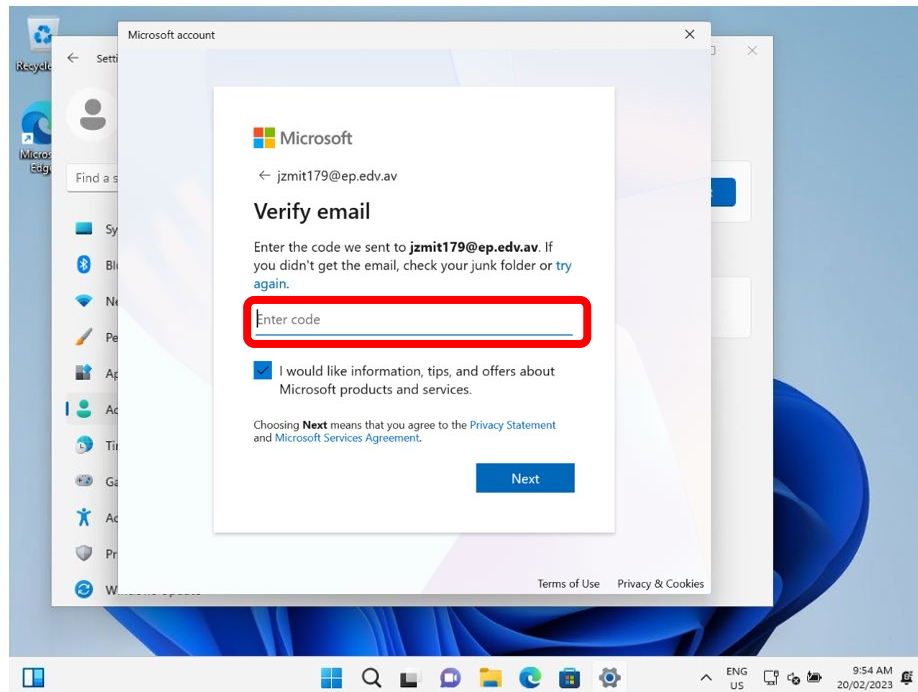
These fields use drop-down menus — click the small arrow on the right side of each box and select the correct options, then click **Next**.



5. You will receive an email from Microsoft with a verification code.

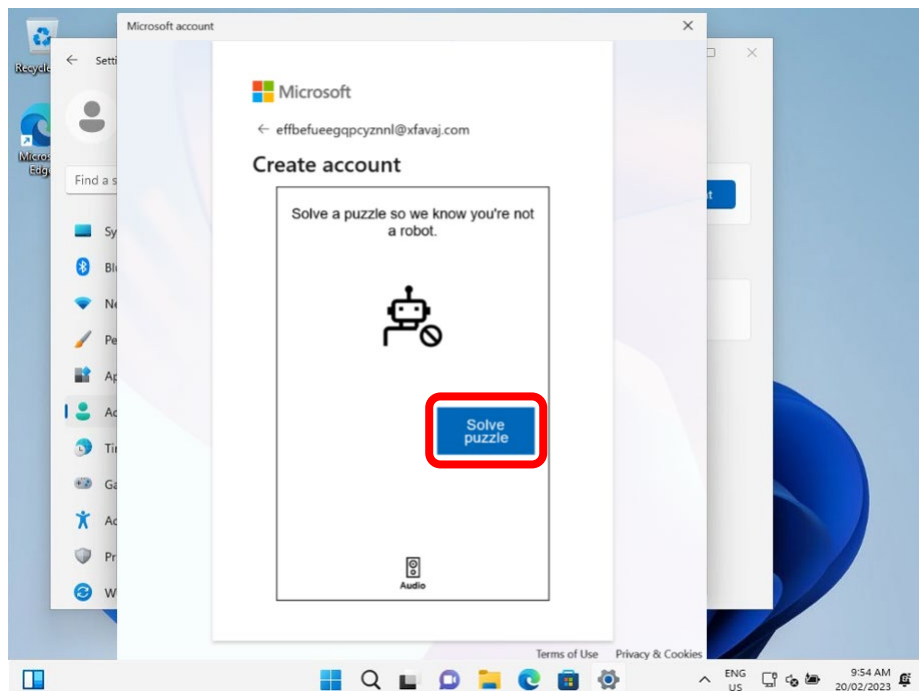
Open the mailbox of the email address you entered earlier, find the message from Microsoft, and type the code into the box provided.

If you do not wish to receive advertising from Microsoft, untick the checkbox before clicking **Next**



6. Complete the "I'm not a robot" step.

Click Solve puzzle, then follow the on-screen instructions to finish the puzzle.

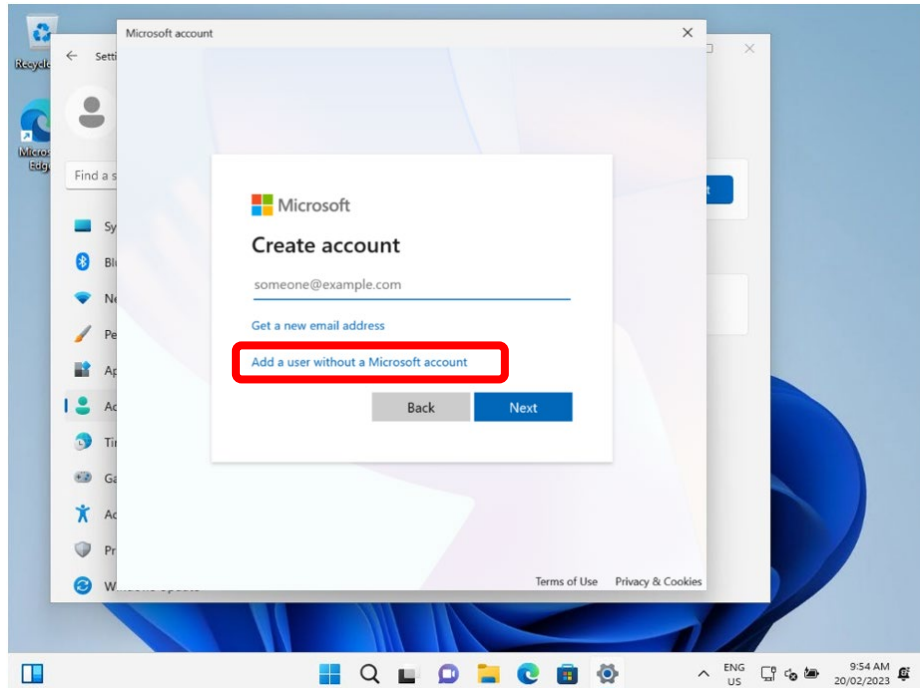


✓ Once complete, the Microsoft account has been created successfully, **skip to Step 8.**



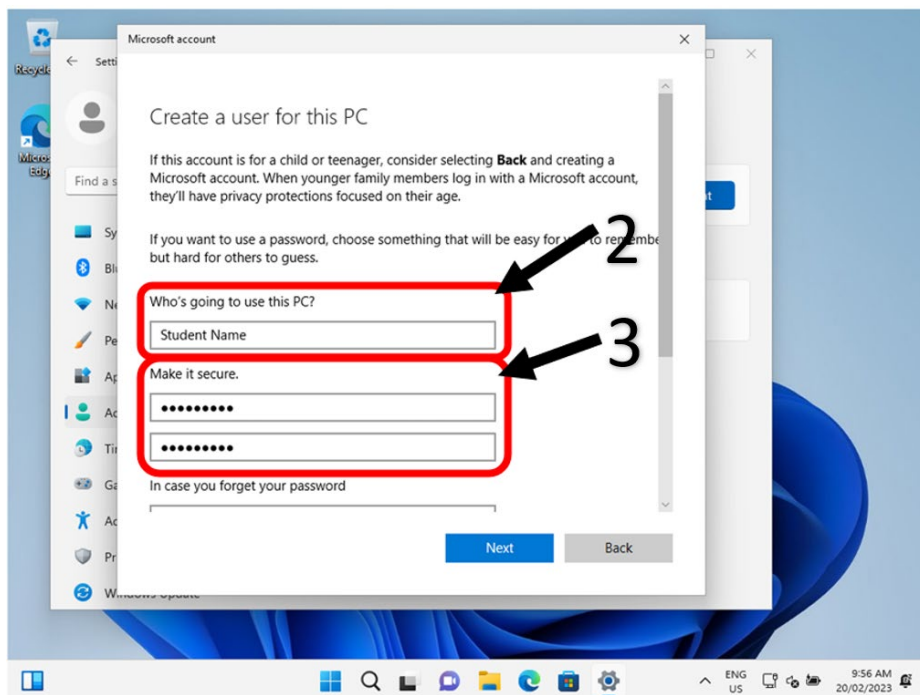
Step 7: Create the local account

1. Click on **Add a user without a Microsoft account.**

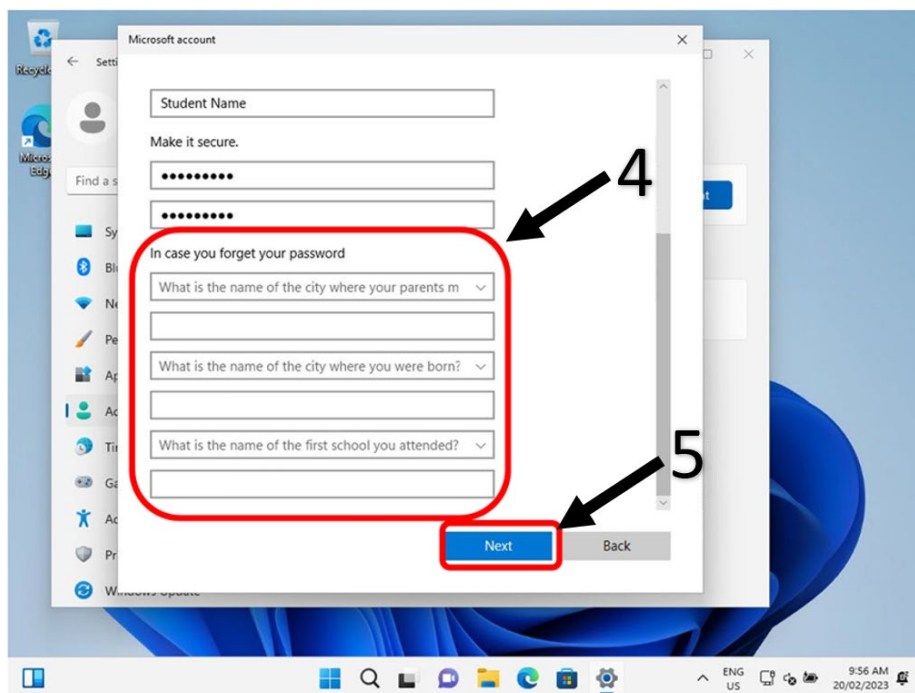


2. Enter your student's **name**.
3. Create a **password** they can remember easily.

Your account password must be **at least 8 characters long** and include **at least two of the following**: uppercase letters, lowercase letters, numbers, or symbols.



4. Complete the **security questions** to help recover the account if needed.
5. Click **Next** when finished.

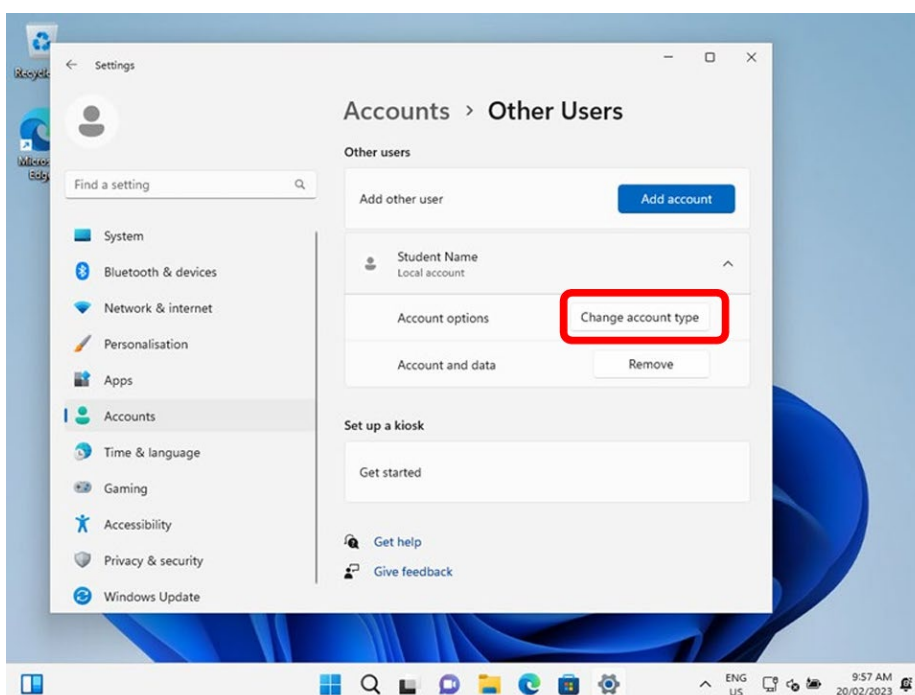


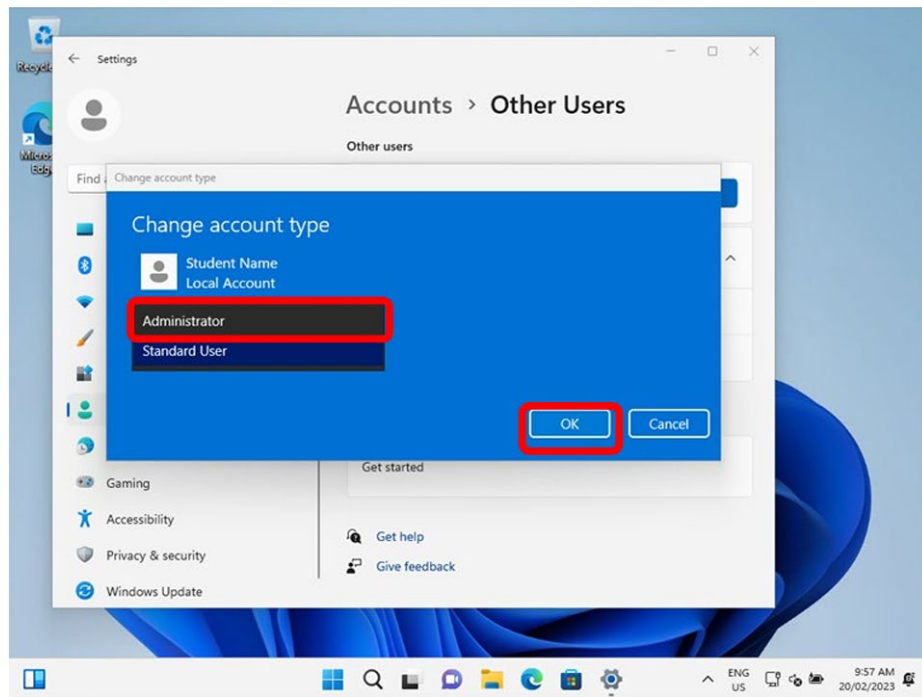
✓ Once complete, the local account has been created successfully, **continue to Step 8**.

Step 8: Give the new account Administrator access

This step is **very important** — without administrator access, your student won't be able to connect to the Education Queensland network or install learning tools.

1. Under the new account you just created, click **Change account type**.
2. In the drop-down menu, select **Administrator**.
3. Click **OK**.





✅ You're all done!

Your Student's laptop now has a student account that's ready to connect to the school network. Continue to **Guide 3: Onboarding with Intune** to complete setup.

? Need Help?

If you experience any issues or have questions:

✉ **Email:** ithelp@fernygroveshs.eq.edu.au

🏠 **Visit:** IT Helpdesk (located in **E Block**)

🕒 **Hours:** 8:00 AM – 4:00 PM, Monday to Friday

