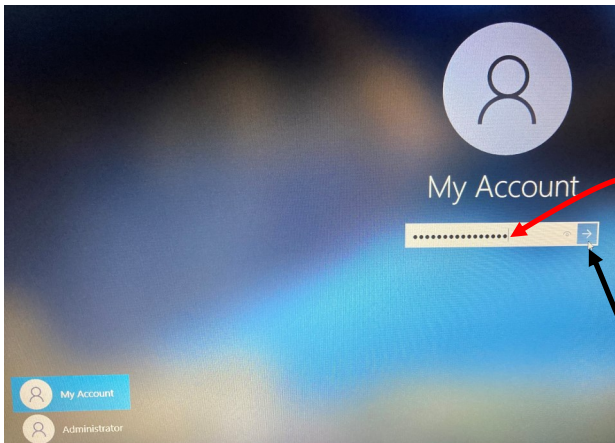
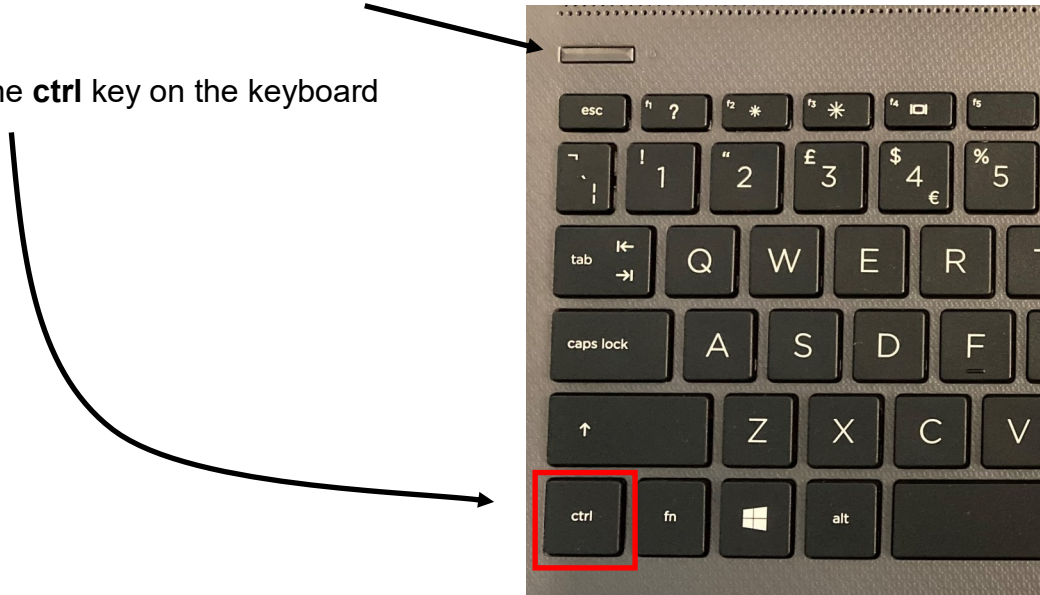


Getting started with your Microsoft Windows device

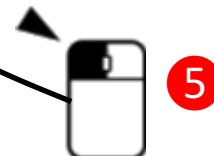
- 1 Plug in your device to the mains, using the power supply and charger in the box
- 2 Press the 'On' button and wait for the device to power up
- 3 Press the **ctrl** key on the keyboard



- 4 Enter your initial password

The password is:
mydevicepassword

Note it is all lower case with no spaces



You are now signed into your Windows laptop

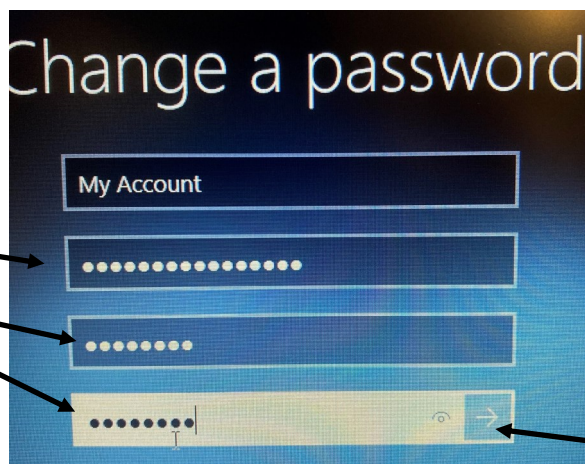
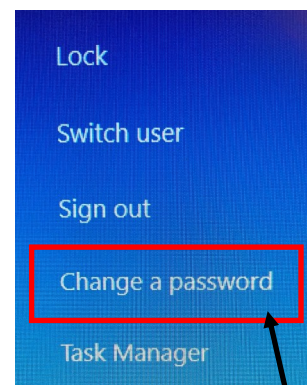
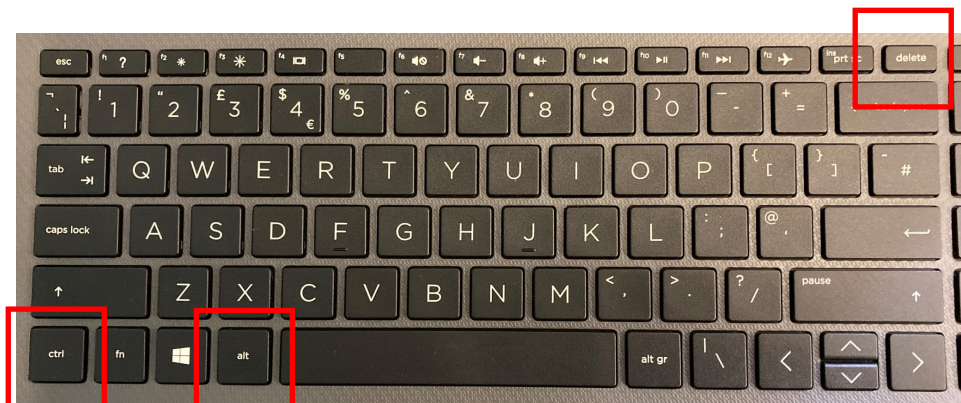
It is important to change the default password at your earliest opportunity See reverse for guidance on this process

Getting support with your device If you have any problems with your Laptop you should contact **Your Appointed Social Worker**

Changing the default password

Ensure you are logged on

Press the **ctrl**, **alt** and **delete** buttons at the same time and select 'Change a password'



Enter the current password

Enter your new password twice

Please create a strong password

At least 8 characters, with a mixture of upper case letters, lower case letters and numbers

Staying safe online

Important information for the responsible adult if the person using the device is under 18

If you're worried that your child is accessing harmful content on any device, visit this web page to see support and advice:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronaviruscovid19#communicating-with-parents-carers-and-pupils>

If a child is worried or needs support, they can call Childline (0800 1111), download their 'For Me' app or visit the website: <https://www.childline.org.uk/>

An electronic version of this guide along with other useful information on using your device can be found at: <https://www.nottinghamshire.gov.uk/deviceuserguides>