

## What you need to do to unlock your Laptop:

*“Logon to the School DER wireless network with your username@detnsw login details at least 1 week prior to having your laptop unlocked”*

If you have not brought your laptop to school for a while, it is highly recommended that you bring your laptop to school and log on to the school network using your normal login details “[username]@detnsw”. This will ensure that you have picked up all of the latest updates to unlock your DER-NSW laptop.

You will also be required to bring your laptop to school and present it so the BIOS can be unlocked and new software from Microsoft can be installed for your personal use.

*“Back up all Data / Media Files before presenting it for unlock”*

It is important that before you hand your laptop in, you should back up all data/media files off your laptop on to a separate storage device. The Department of Education is not responsible for the loss of any of these files during the unlocking process.

## What software will your laptop contain after being unlocked:

Microsoft is providing students graduating with DER-NSW laptops in 2015 and 2016 with their own transferable copies of:

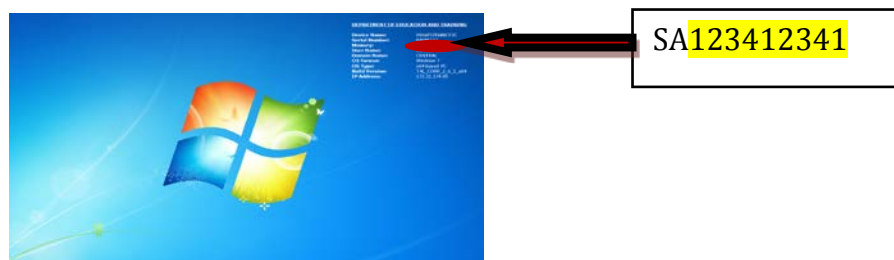
- Microsoft Win7 Ultimate Operating System (OS);
- Microsoft Office 2010 Professional (Student Edition); and
- Microsoft Anti-virus.

In addition to this new software, your laptop will have the BIOS unlocked. Once graduated, the BIOS password will be set to ‘password’.

## Microsoft Software Licence Agreements

Under the DEC Microsoft Enterprise Agreement, all graduating students are entitled to a transferable copy of this software. This means you can install this software on any other device should you upgrade from your DER-NSW laptop at any point in the future.

You will be able to authenticate and register on the Microsoft eAcademy software store website (<http://nsw.dec.onthehub.com>) using your Student Reference Number (SRN). You can locate this 9 digit number in the top right hand corner of your desktop screen:



Once registered with the Microsoft eAcademy store you will be able to access and download your own copy of the Win7 Ultimate Operating System and MS Office 2010 software (for PC/MAC). You will be asked to digitally sign the Microsoft Software Licence Agreement Terms & Conditions before downloading the software files. After downloading the software, you will be provided with your own individual license keys. Please make a note of these licenses as they are required during the setup of your unlocked laptop.

## *Instructions on using Microsoft eAcademy Website:*

1. Go to <http://nsw.dec.onthehub.com>
2. Select 'Sign In'
3. Enter your Student Reference Number (as noted earlier)
4. Complete the registration details page with your personal details (recommended to use a personal email address)
5. Choose the software you wish to add to your basket:
  - a. Microsoft Win7 Ultimate (32/64 bit) Operating System; and
  - b. Microsoft Office 2010 Professional Student Edition (PC or MAC version\*).  
*\*N.B. If you are intending to use this on your DER laptop, choose the PC version.*
6. Proceed to checkout
7. You can choose to purchase the additional time (24 months) that the website will store the media files/licence key details alternatively you can skip this step
8. Download and copy the files to an external USB Hard Disk Drive
9. eMail yourself a copy of the licence key details in case you need these in the future.

## Disposal of your Lenovo Laptop

### *eWaste*

Should you decide to dispose of this device after you have taken ownership, the Department of Education recommends that you investigate your Local Council eWaste program by checking your local councils website.

**It is imperative that you delete all licensed software, personal information and data files from your laptop prior to disposing of it for your own safety and security.**