

# Bring your own device (BYOx) at Trinity Bay SHS – Checklist

Before handing in your device to the IT department to have it connected to the school network you need to prepare it in order to comply with the BYOx process. Please make sure to read the whole checklist and ***mark*** all items as done. ***No marks, no onboarding***.

***Failing to prepare the device might cause significant delays as we will have to give it back for preparations to be completed.***

Abbreviations in use: **A**=All, **W**=Windows, **M**=Mac, **D**=Android

* **A**: You have a copy of following documents:
  + **A**: Responsible use agreement
  + **A**: BRING YOUR OWN DEVICE (BYOX) AT TRINITY BAY SHS - CHECKLIST
* **A**: A copy of Document “Responsible use agreement” has been signed
* **A**: Device meets specifications – see Device Specifications document on school website
* **W**: If it is a device running Windows, please make sure all latest updates have been applied and the device has been restarted. ***Please make also sure that your device is not running in “S” mode, as*** ***Windows S is not supported by schools BYOx solution****.*
* **A**: Device is operating normally, does not usually freeze, halt or shutdown on its own
* **W,M**: Operating system is a genuine licenced copy (Windows/Mac)
* **D**: ***If the device is running Android please download and install “Cisco Network Setup Assistant” from Google Play. Do not run it. It will be used during the connection process***
* **A**: Time zone is set to UTC+10 Brisbane (Windows) or Australian Eastern Standard Time – Brisbane (Mac OS X)
* **A**: Time and date is correct
* **A**: We need to run a small application on the device for which an administrator is necessary. Make sure the user is administrator. The device ***cannot*** be onboarded when the user is not administrator. The administrator privileges can be removed after onboarding. Please provide Username and Password:

***Admin Username:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / ***Admin Password:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please underline capital letters)

* **A**: Provide username and password to login to Trinity Bay SHS network here:

***School Username:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ */* ***School Password:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please underline capital letters)

* **A**: Battery is fully charged and will last for at least 3hrs
* **A**: Device may need to be at the IT department the whole day depending on our work load. Please make sure you don’t need this device that day.