



SAINT FRANCIS

UNIVERSITY

become that someone

Thank you for opting into the Saint Francis University Laptop Program! Please follow along with these instructions to get your laptop set up and ready for class. Some steps require resources that are only available on the SFU campus network. Please ensure that you are on campus and connected to the campus Wi-Fi when indicated.

If you need help with any of these steps or more, please stop by the IT Helpdesk in the Library on campus during business hours, or call our 24/7 support line at 814-472-2800.

- ☐ **Renaming Your Computer**
- ☐ **Connect to SFU Wi-Fi (on-campus only)**
- ☐ **Microsoft Office Sign-in**
- ☐ **Microsoft OneDrive Setup**
- ☐ **Install SFU Printers (on-campus only)**

Note: If you are prompted to pay for subscriptions to Microsoft Office or OneDrive during this step, please decline. Licenses for these services are included with your SFU Microsoft account.

This is your laptop! You will keep this laptop when you leave SFU, whether you leave after graduating or otherwise.

Renaming Your Laptop

To rename your laptop, please double click the **Rename** icon on the desktop. When prompted, please enter your username. Your username is the first part of your SFU email address before the @. (Example, email is abc123@francis.edu, you will enter abc123 for your username.) and press Enter. Your laptop will restart. This is import so that if your laptop is ever lost or stolen, we have means to track it and attempt to recover it. It also works as a backup inventory.

Connecting to the SFU Wi-Fi network:

The SFU Wi-Fi network is only available on campus. When connecting to the SFU Wi-Fi, please choose SFU-Secure. It will require you to login with your username (the letters and numbers before the @francis.edu part of your email) and your SFU password.

Signing into Office Apps:

Upon opening any of your Microsoft Apps (Word, PowerPoint, Excel, etc.), please sign in with your SFU email, password, and authentication to edit and create documents. This is included with your SFU Microsoft account and will give you full access to the applications you need for class.

Microsoft OneDrive:

Please add your SFU account by right clicking the gray cloud icon in the lower right by the clock, then Sign In. Once you are signed in, you will find a new folder on the left side of File Explorer with the blue cloud icon, your name, and “Saint Francis University.” Please save your schoolwork here. Should anything disastrous happen to your laptop, this will prevent you from losing your work as the files will be stored in the cloud on OneDrive and accessible online at office.com. SFU OneDrive accounts come with 1000 GB (1TB) of storage, whereas a free personal Microsoft account only includes 5 GB of storage.

Installing SFU Printers*:

Installing and printing to SFU printers is only available on campus. Please go to the following link when connected to the SFU Wi-Fi network for instructions on installing the PaperCut Mobility software and printers. <https://asklibrarians.francis.edu/techhelp/faq/339863>

Remember to select both the Student Printers and Help Desk Printer.

You will login using the same username and password that you used to connect to the SFU-Secure Wi-Fi. Sending to Student Printers will send to the queue of black & white student printers. You will need to use either your username and password, or Student ID number to retrieve your print job. The Help Desk Copier is the color printer located in the Scholars Break Room in the main entrance of the Library & Learning Commons.

* Links in this document can also be found on the “Students” tab of my.francis.edu.