Marymount College MacBook Program 2025

Setup Instruction for your New MacBook Air

This document will outline the steps required to set up your new laptop issued by the College.

What's included in your bag!
- Apple MacBook Air M2 Laptop
- USB-C to MagSafe 3 Cable (2 m)
- 30W USB-C Power Adapter
- Marymount College STM Laptop Bag
- Marymount College Protective STM Laptop Cover

Requirements:

BCE Credentials:
When BCE credentials are mentioned, these are the credentials you use to log into the portal.

(NOTE: This is extremely important, and the entire process will not work if you do not know your BCE username and password).
Your username is the first part of your email address.
For example: jsmith45@mybce.catholic.edu.au. Therefore, the username in this case **jsmith45**.

Home Wi-Fi:
You will need to know your home Wi-Fi and the password for it.

Laptop Charged:
Make sure your laptop is plugged in an on charger before starting setup

The Process

For proper set up of your new device, it is handy for you to understand the setup process. The process is divided up into three stages where different things happen.

STAGE 1
Follow the instructions below which associate you with the device. This will take 10 to 15 mins.
Note: hook your laptop up to power if you haven't already. It will need a full charge anyway before you go back to school as chargers don't come to school.

STAGE 2
After completing the above step, the required applications and utilities will be installed on your device. The time for this will vary depending on how fast your internet is at home. You do not need to do anything whilst these are installing. Feel free to come back from time to time to check on its progress.

STAGE 3
This will be part of the out of the box session held at school.

IMPORTANT – Take your time with the instructions. If the process isn't working, don't panic. You may want to hold the power button down for 5 seconds or so and start again. For any issues, time will be allocated to see the IT department before the Out of the Box session at school.

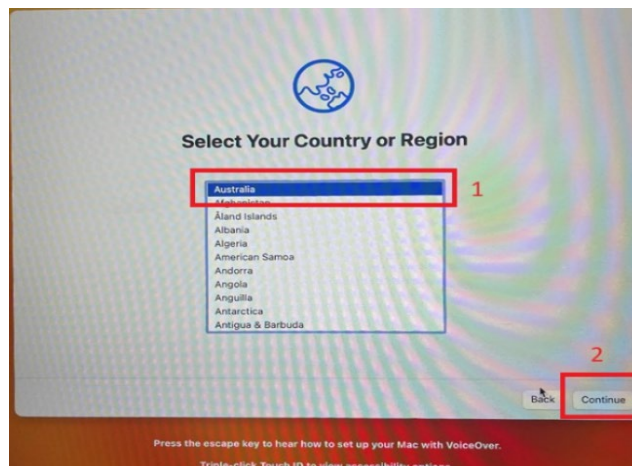---

Let's Get Started

STAGE 1

Turn on your laptop, this will happen when you first open your laptop, if it does not press the power button at the very top right of the keyboard.

Connect the power adaptor to charge the device during set up.
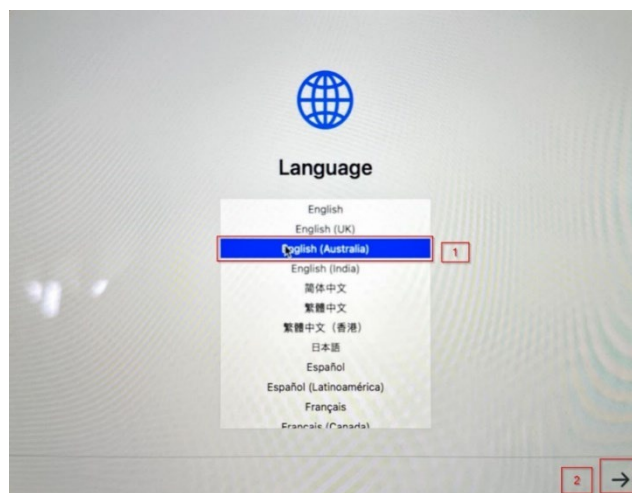Press the enter key to start the set up.

Language:
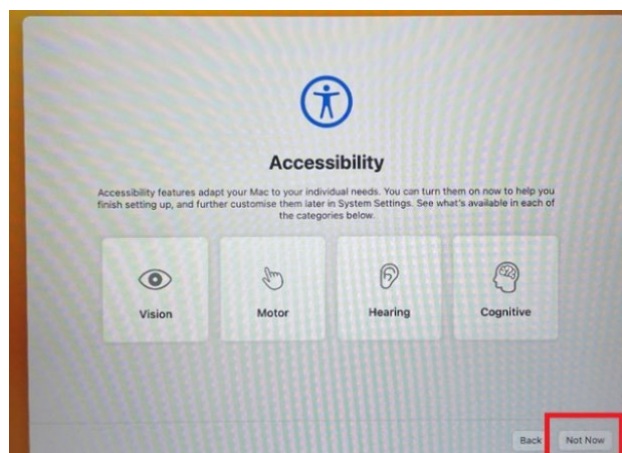Select "English (Australia)"
then select the arrow.

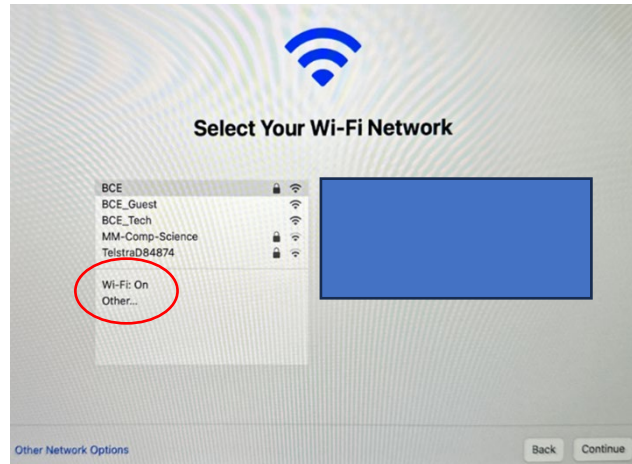**Country or Region:**
Select "Australia" then select "Continue".
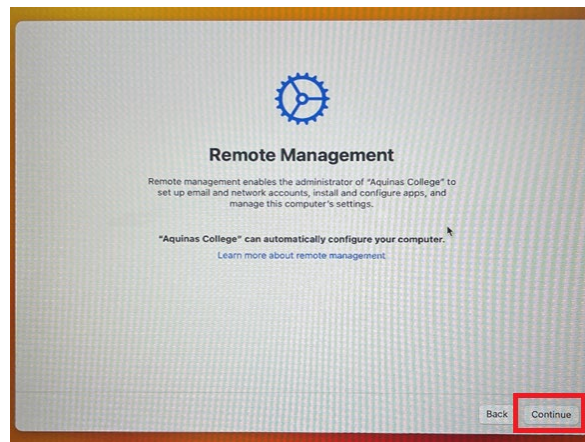

Accessibility options:
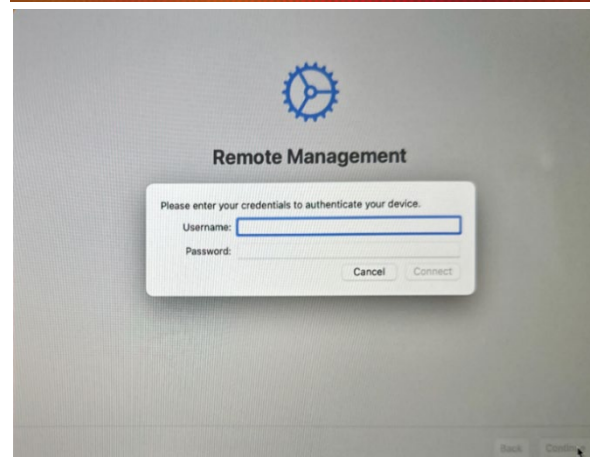
Select "Not Now".
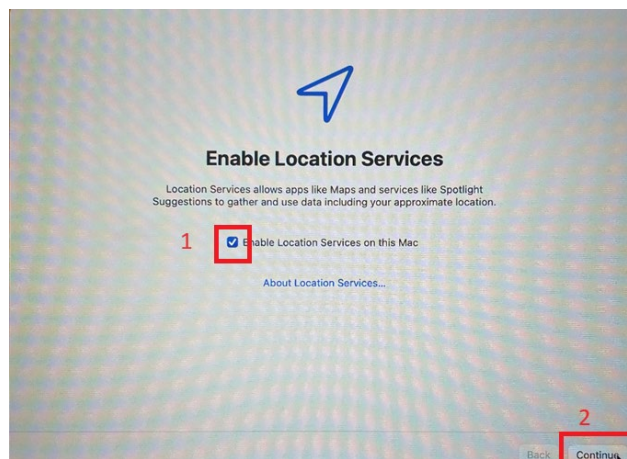
4. Connect to your home network Wi-Fi.

5. Remote Management: Select "Continue".

You will be prompted for your BCE credentials. Enter your BCE credentials.

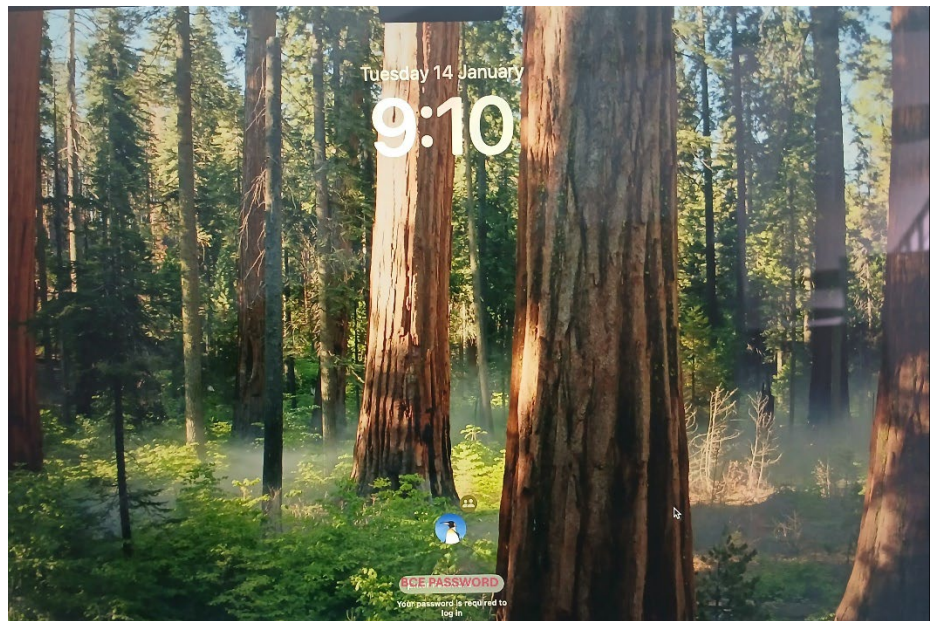6. Location Services: Tick the box

   Select "Continue"

STAGE 2

1. Log into your mac with your BCE password.

   Note: Your Name will appear above the password field.

2. A window will appear showing you the progress of application installation.

   WAIT UNTIL ALL APPLICATIONS HAVE INSTALLED.

   This will be dependent on how fast your Wi-Fi and internet connection is at home.

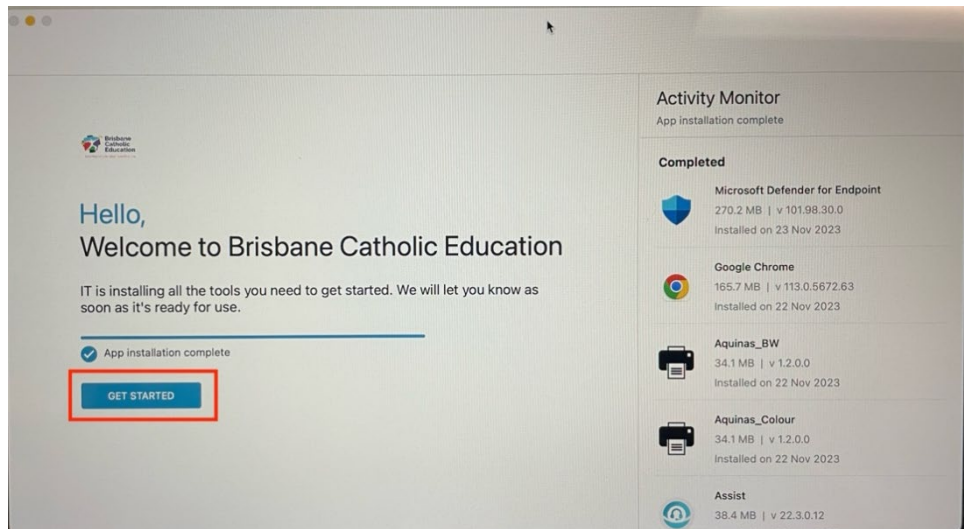   It may take some time to complete the downloads.

   It is ok to leave your laptop to finish downloading and go and do something else while waiting.
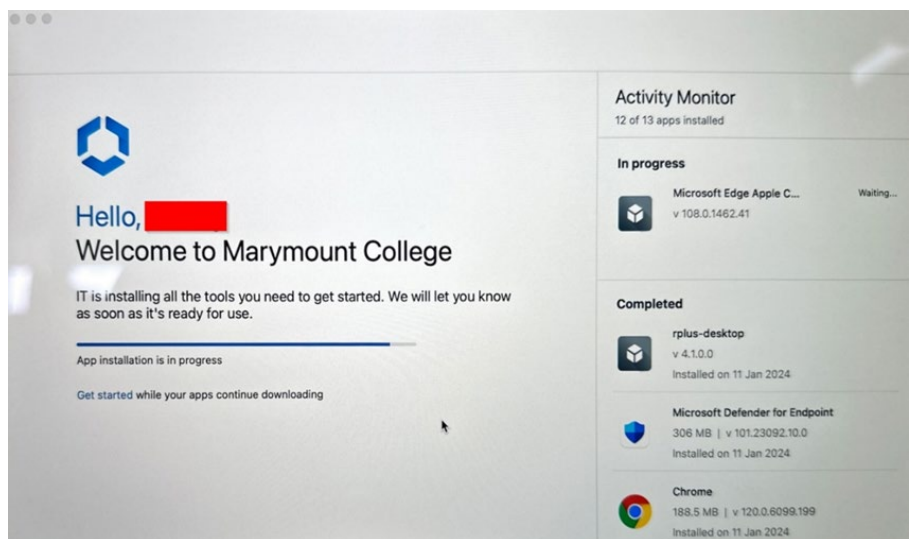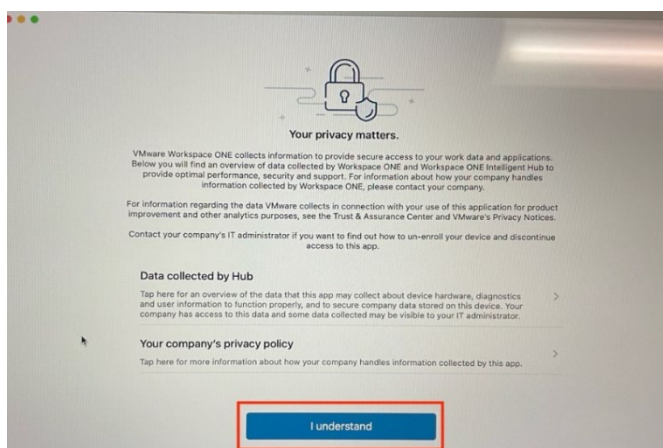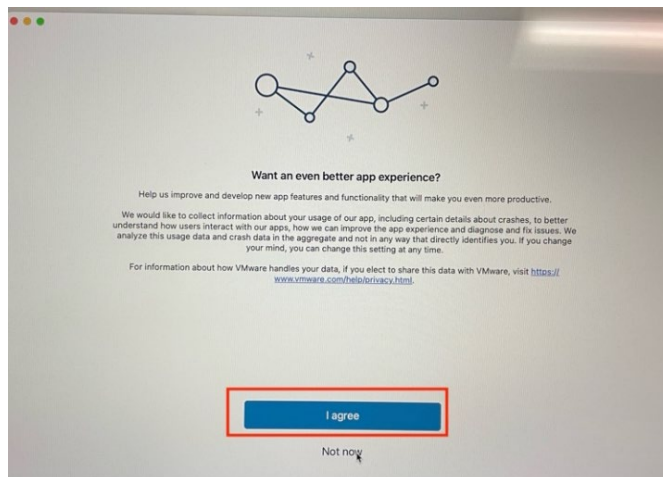
3. Once all applications are installed

   Select "Get Started"

   Continue through any additional prompts to allow applications

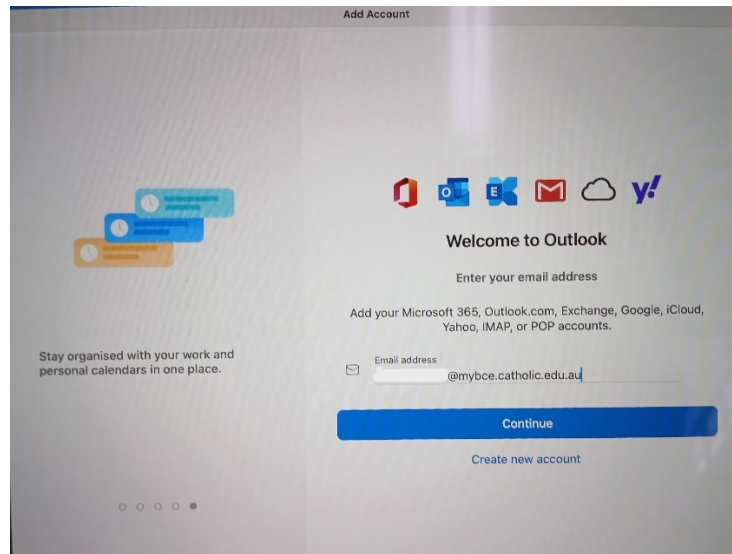4. Agree and accept all terms and conditions

5.

RESTART YOUR DEVICE

6. Log back into your device.

   Open Outlook and follow the instructions.

7. Open OneDrive and follow the prompts to sign into your BCE account.

8. Open Google Chrome and follow the prompts to set as the default browser

Congratulations! Your laptop is ready to use.
These next steps are to be done when are at school during the Out of the Box Session.

STUCK?

Don't worry! We will check in with students during the "Out of the Box" sessions.

After these sessions, if you have any more problems, please come see us in IT!