



**Freshman and New Student
Technology Orientation
2023-2024**





WELCOME TO MATER DEI CATHOLIC HIGH SCHOOL!

First and foremost, welcome to Mater Dei Catholic High School. We are excited to be a part of your journey! Mater Dei Technology welcomes you with the utmost excitement and is here to prepare you for success.



Agenda

- Laptop Requirements and Recommendations
- Connecting to Wi-Fi
- Mater Dei Email Account
- Preferred Browser
- Accessing your Microsoft Portal
- Installing Office 365 Apps
- Schoology Access
- FACTS Family Portal
- Lockdown Browser Install
- College Board BlueBook install for PSAT
- Anti-Virus
- Crusader Digital Lounge
- Technology Homework



Laptop Specifications



Laptops that meet requirement

- Any Apple MacBook: 8GB of RAM, 128gb Hard Drive with MacOS 10.15 Catalina or newer
- Any Microsoft Windows Laptop: 8GB RAM, 128GB Hard Drive with Microsoft Windows 10 or newer

Devices that DO NOT meet requirement

- Tablets (Kindle Fire, Samsung Galaxy, etc.)
- Google Chromebook

Apple and Windows Recommendations

Apple

Windows

OS	MacOS 10.15 Catalina or newer	Windows 10 or newer
RAM	8GB	
Hard Drive	128GB SSD	
Camera & Mic	Built In	
Wireless	Yes, MUST be compatible with 5GHz : 802.11ac	
Backup Services	iCloud and Time Machine	Windows Backup and Restore
Warranty	AppleCare	Manufacturer's Extended Warranty
Software Provided	Office 365 Suite: OneDrive, Word, Outlook, PowerPoint, Excel, Teams, OneNote, etc. Other : Malwarebytes Antivirus w/EDR and Lockdown Browser	

Important Notes

- In order to be best equipped for success while attending Mater Dei Catholic High School please follow the Apple and Windows recommendations
- Google Chromebooks are not compatible at Mater Dei Catholic High School
- Your laptop must be 5GHz compatible to access Wi-Fi (Wireless 802.11ac)
- Cases are highly recommended to protect your laptop (your investment)
- If you need assistance when purchasing a laptop please email: helpdesk@materdeicatholic.org



Connecting to Wi-Fi

In order to access Wi-Fi at
Mater Dei, students must
connect to the
"MD Campus" SSID

Password:
!MDStayStrong2021!

ATTENTION: Device Hotspots are NOT allowed on Campus
We can track HOTSPOTS



School Provided Email Address

Mater Dei Tech Team will provide you with a Mater Dei account which you will use to log into Office 365 and Schoology. Your email address will be your **first initial**, **last name**, and **graduating year**, followed by @mdcrusaders.com. We'll use an example student, Alex Crusader, to break the format down.

- First and Last Name: |**A**|lex Crusader
- Graduating Year: 2024
- Email: a**crusader**2024@mdcrusaders.com
- Password: Provided on the sheet given to you at Orientation

Preferred Browsers

Chrome



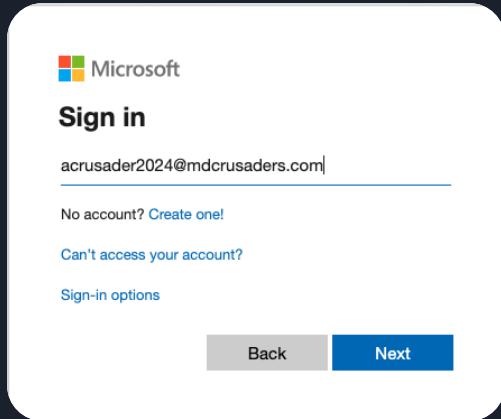
Safari



How will I access my Office365 Portal?

For Office 365 Visit:

<https://portal.office.com>



Microsoft

Sign in

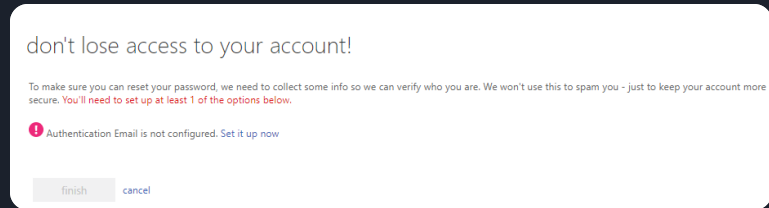
acrusader2024@mdcrusaders.com

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

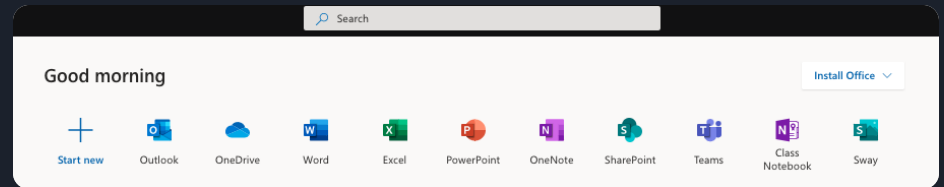
First time you login (change password)
(use your personal email for authentication)



don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

i Authentication Email is not configured. [Set it up now](#)



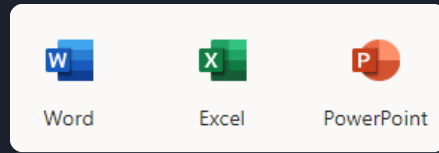
Search

Good morning [Install Office](#)

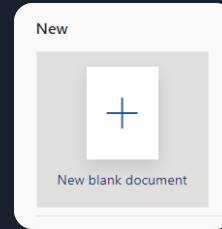
[Start new](#) [Outlook](#) [OneDrive](#) [Word](#) [Excel](#) [PowerPoint](#) [OneNote](#) [SharePoint](#) [Teams](#) [Class Notebook](#) [Sway](#)

Play it safe, save your documents to the “Cloud”

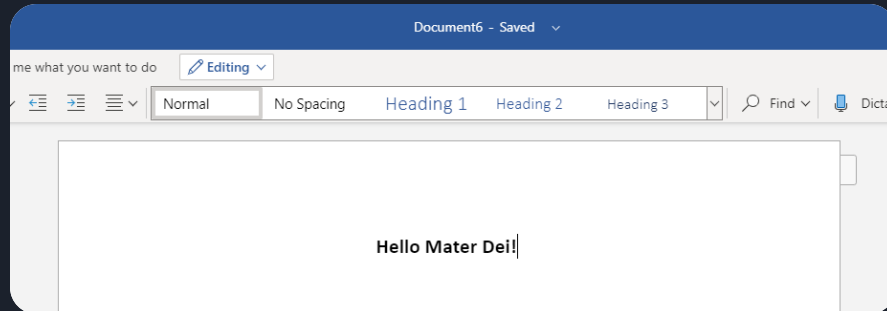
Applications



New Doc

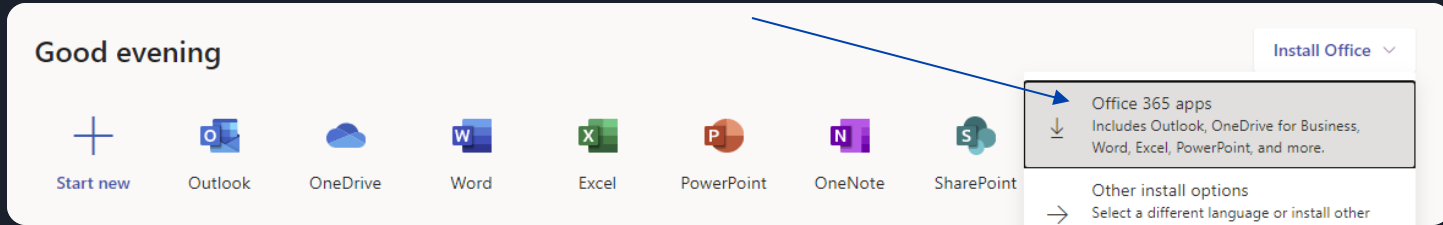


Automatically saves to the cloud



How to install Office 365 Applications

- When login into your Office 365 Portal, you will be able to install the full Office 365 Suite. Once you click on "Office 365 apps" below you will be guided through the steps for the complete installation.



The screenshot shows the Office 365 portal dashboard. At the top left, it says "Good evening". On the right, there is a button labeled "Install Office" with a dropdown arrow. Below this, a menu is open, showing "Office 365 apps" with a downward arrow and the text "Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more." Below that, there is an option for "Other install options" with a rightward arrow and the text "Select a different language or install other". A blue arrow points from the "Install Office" button to the "Office 365 apps" option in the dropdown menu.

Good evening

Install Office ▾

Office 365 apps
↓
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.

Other install options
→
Select a different language or install other

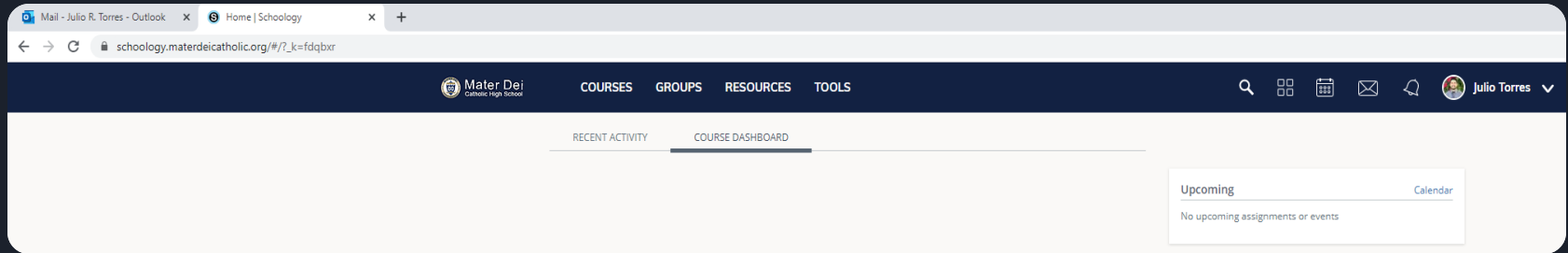
Start new Outlook OneDrive Word Excel PowerPoint OneNote SharePoint

If you run into any issues at all, IT is always here to help. Submit a ticket to helpdesk@materdeicatholic.org

How will I be accessing my Schoology Account?



- Recommendation: Have a tab opened in Google Chrome for your Outlook and have a 2nd tab opened for your Schoology.
- Since you are logged into Outlook, you will automatically be logged into Schoology when you visit <https://schoology.materdeicatholic.org/>



FACTS Family Portal

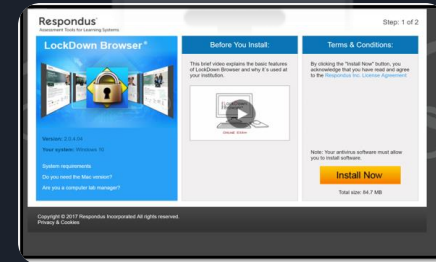
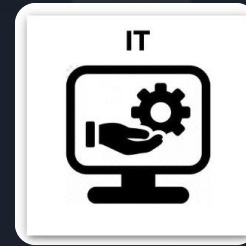
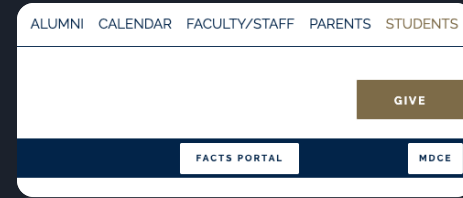
You will be able to check:


- Announcements
- Calendar
- Progress reports/report cards/transcripts
- You'll be able to submit course requests
- Your Parents/Guardians also have a Family Portal account



Installing Lockdown Browser

- Go to materdeicatholic.org
- Click on Students
- Click on Information Technology
- Click on Lockdown Browser for Testing
- You must have Admin privileges on your computer in order to utilize Lockdown Browser
- You must install Lockdown browser from the link provided in the Mater Dei website





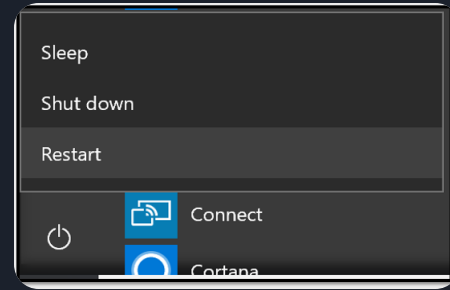
What other applications will I be using?

Depending on what classes you are enrolled in, you will be using a variety of applications such as:

- Schoology, Office 365, Adobe Creative Cloud Suite, Lockdown Browser and many more
- If you need any of these installed at any point of the school year, you can contact IT and we will assist (helpdesk@materdeicatholic.org)

When experiencing issues with your computer, the "Restart" button is your friend

- More often than not, a restart will resolve your issues
- Closing your computer is NOT the same as restarting your computer
- Your computer needs to rest sometimes (shut it off)





Do I need antivirus?

Yes, we highly recommend adding antivirus to your device if it doesn't come with one pre-installed. If you do not have any antivirus software, Mater Dei will provide a license for Malwarebytes. Please visit the digital lounge during your break or after school.





Crusader Digital Lounge

- How to request service?
 - Visit the Digital Lounge
 - 7:30am – 7:50am
 - 2:30pm – 4pm
 - Must have a permission slip from your Teacher if you are visiting the Digital Lounge any other times other than the times listed above




Digital Lounge Tech Support

- The Student Helpdesk provides technical support for:
 - Software issues related to Office 365, Lockdown Browser, Schoology, Browsers, Malwarebytes, etc.
 - We do not service laptops that require hardware replacement/repair
 - We are more than happy to recommend next steps if you do need a repair or a replacement laptop

Crusader Digital Lounge Policy

- The Digital Lounge should be respected as a Coffee Shop
- Yelling/Loudness will NOT be tolerated
- Many students use the Digital Lounge to study and complete assignments
- Please respect your fellow classmates and IT Team
- You can eat here, CLEAN UP after yourself.





Complete Tech Your Orientation Homework

(Homework is listed at the bottom of your sheet)

- 1. Login to your Office 365 Portal
- 2. Install the Office 365 Suite on your laptop
- 3. Login to your Schoology Account
- 4. Login to your Family Portal
- 5. Visit <https://bluebook.collegeboard.org/students/download-bluebook> to download the Bluebook Application that you will utilize to take the digital PSAT (ONLY Freshman, Sophomores and Juniors)
- 6. Review the 2023-2024 Tech Orientation PowerPoint: <https://materdeicatholic.org/information-technology/technology-orientation/>
- 7. Any questions, submit a ticket to helpdesk@materdeicatholic.org

Thank You!

