

Setting Up Your Laptop



STEP 1: Connect the charging cord to the laptop and plug into power. Power on the laptop by pressing the Power button. It will take a moment to load.

STEP 2: At home, select the Internet icon in lower right corner of screen and connect to your home WIFI network by choosing it from the list and selecting "connect automatically." Click **Connect**. Enter your home WIFI password and then click **Next** to join.



STEP 3: Enter the student Microsoft 365 email address and password. Press **Enter**.
(firstname.lastname@students.cobbk12.org) (**NEW to Cobb?** Use password: happy)

STEP 4: Windows 11 will begin to load. You are logged in once you see the Cobb County Schools desktop. Use Company Portal to download frequently used software.



Fast Fixes

Laptop problems? Try these first.

CLEAR YOUR BROWSER HISTORY

ctrl **H**
for only: **...**

Click **Clear browsing data**

Change time range to **All time**

Click **Clear now** or **Clear data**

RESTART YOUR LAPTOP

Windows

Power

Restart

CHECK FOR UPDATES

Search "Updates"

Click **Check for updates**

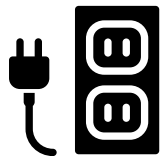
You're up to date



Additional Resources

<https://www.cobbk12.org/page/51289/student-laptop-program>

Students' Responsibilities with Laptops



Charge each night



Bring daily



Carry with two hands



Keep in the case/bag



No food and drinks



Do not download VPNs



Do not share



Shut down daily

REMEMBER: The laptop does not belong to you. You are borrowing it! Take care of it.

During class, students will...



Use with teacher's permission



Lower the screen when your teacher is talking



Lock screen when not in use



Only go to teacher approved websites



Get teacher permission to record video or audio



Cite sources for information, images, and music found online

Laptop trouble?



Respect Cobb's security settings



Only allow Cobb technicians to repair or fix the device

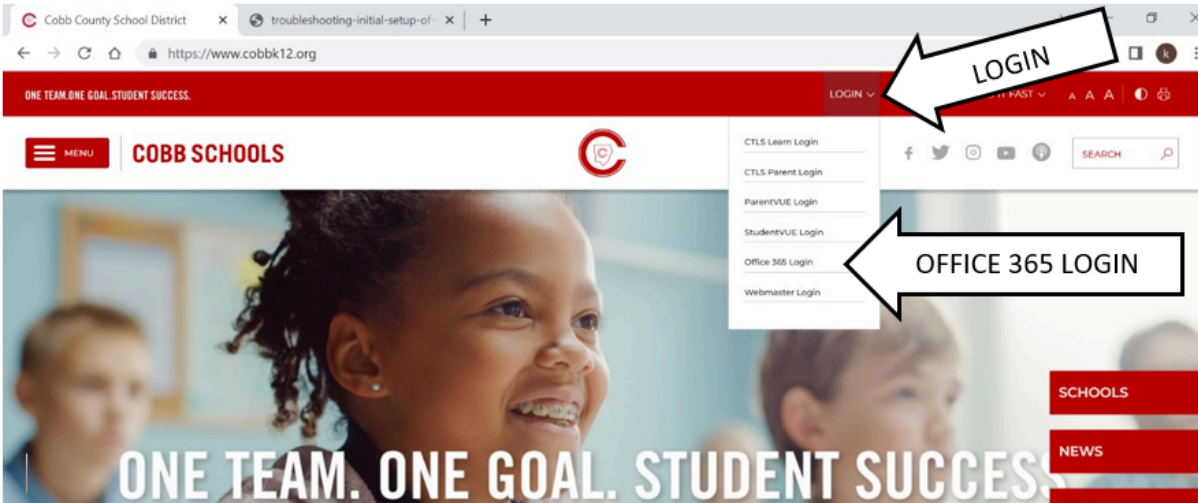


Bring the laptop and carrying case to the school's kiosk during ENRICHMENT block and put in a work ticket

Students NEW to Cobb: Password for Laptop Setup

Before you set up your laptop, you must login to Office 365 and change your password.

- Go to [cobbk12.org](https://www.cobbk12.org) and click on *Login*, then select *Office 365*.



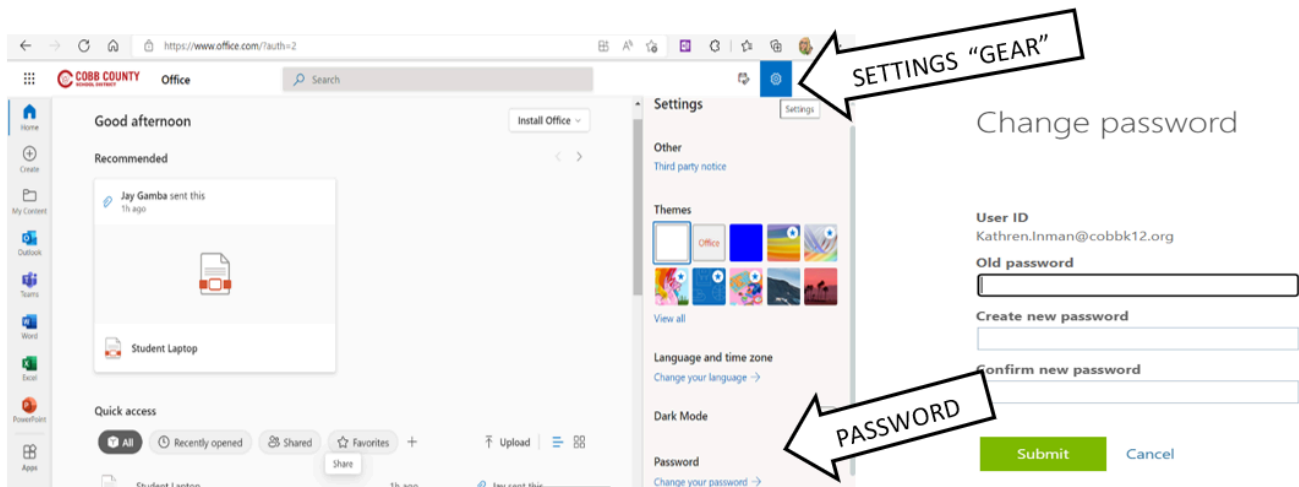
- Enter your username: firstname.lastname@students.cobbk12.org
- Use this password when logging in for the first time: happy

You will then be prompted to change your password. Please choose something you will remember since it is used for Office 365, StudentVUE, and CTLS. Finally, use your new password to setup your laptop.

Students with “too simple” passwords:

When your password is too simple, you can end up with problems down the line. (Not to mention it is not secure!) If your password is 123 or similar, we strongly recommend you change it.

- Go to www.cobbk12.org and click *Login* at the top of the page. Then select *Office 365*. Login with your Office 365 username and password. (Firstname.lastname@students.cobbk12.org and password 123)
- Click on the settings symbol at the top right of the page, then scroll down beneath *Password* and click *Change your password*. Type your old password and new password in both boxes, then click submit. Make sure you select a password you will remember as **no one** can look it up for you!





Digital Learning



2024-25 Login Information & Technology Support

NEW Student to COBB?

- Log in on a school device using password: happy

Returning Student?

- Use same password as last year



CCSD STUDENT LAPTOP PROGRAM

Click [HERE](#) to link to the following topics:

- Setup Instruction
- Support Instructions
- Quick Fixes (Troubleshooting)
- Best practices for laptop care
- **STUDENT LAPTOP [RESOURCE PAGE](#)**



MICROSOFT SUPPORT

for Cobb Parents & Students

- Click [here](#) to access **Microsoft Support** for Parents & Students.



(Includes password support)

- Click [here](#) to access **CTLS Support** for Parents & Students.



Office 365

Logging in to Office 365

- Go to www.cobbk12.org > Login > Office 365 Login or [click here](#)
- Username: **first.lastname** OR **first.last@students.cobbk12.org**
- Password: **school computer login password**



Logging in to CTLS Learn

- Go to ctlslearn.cobbk12.org
- Username: Office 365 username
- Password: Office 365 password



***If prompted for a Client ID, use gacobb**

StudentVUE

Finding Your Office 365 Username

- Log in to studentvue.cobbk12.org using your **Student ID #** as the username and your **school computer login password**.
- At left, click on **Account Login Information**
- Beneath your photo, click on Account Login Information again

***[Click here](#) to view a video of these steps**



STUDENT GUIDE: LOGIN ISSUES?



Still having trouble after logging into CTLS?

Please email a detailed description of your issue to

CTLSstudent.support@cobbk12.org or reach out to your child's teacher.