



**Plympton  
International  
College**

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# **Student I.T. User Guide**

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# STUDENT DEVICE USER GUIDE

**In this document, you will find:**

- 1. How to connect Device to PIC wireless network for Windows.**
- 2. How to logon to EdPass.**
- 3. How to download Microsoft Applications from Office 365.**

# 1. Connecting Student Devices to PIC WiFi network

a) From Home : Follow the instructions to install the security certificate according to the instructions shown below.

b) Or if at College : Click on the wireless connection icon/wifi connection of your device. Select PIC\_SECURE\_WIRELESS, enter your curriculum\username logon details (eg, username : jdoe, password : passw0rD1\$) and click connect.

To connect your device to PIC wireless network (for Windows devices) download the security certificate from the following link and then follow the instructions below :

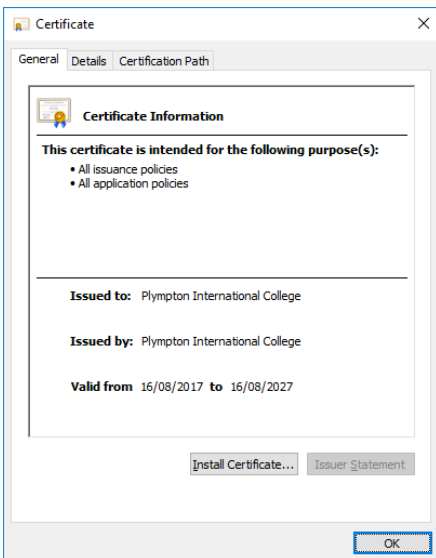
Download the Security Certificate : ([Click Here](#))

Or go to : <http://ca.schools.sa.edu.au/> And select : [SAEDURootCA.cer](#) to download the certificate.

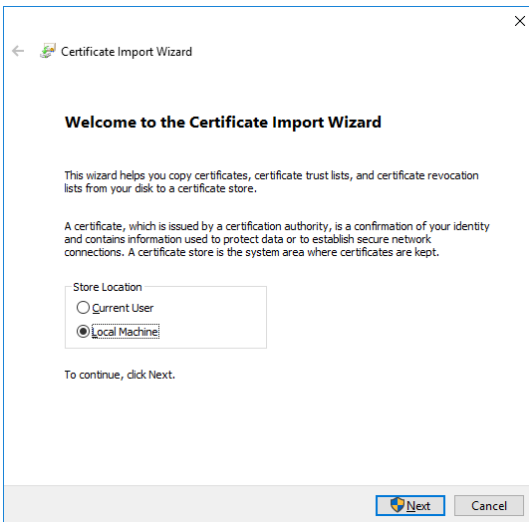
(To connect Apple devices download the certificate and follow instructions for

MacOS : [https://www.plymptoncollege.sa.edu.au/uploads/files/Installing\\_SAEDU\\_Certificate\\_for\\_MAC.pdf](https://www.plymptoncollege.sa.edu.au/uploads/files/Installing_SAEDU_Certificate_for_MAC.pdf)

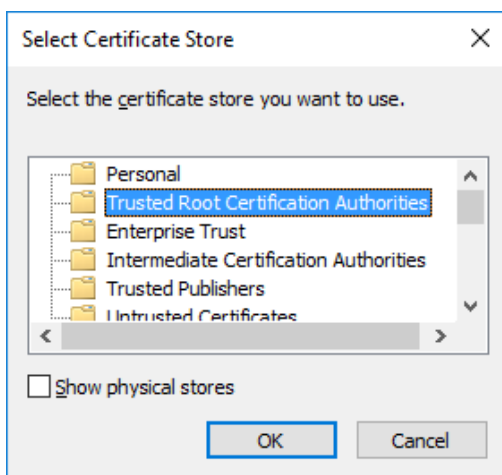
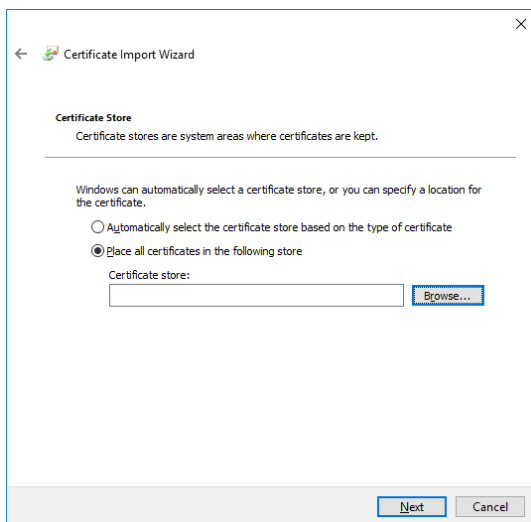
1. Once downloaded click save and then open, click install certificate.



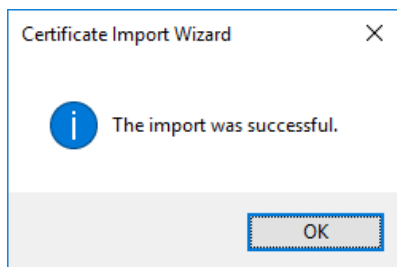
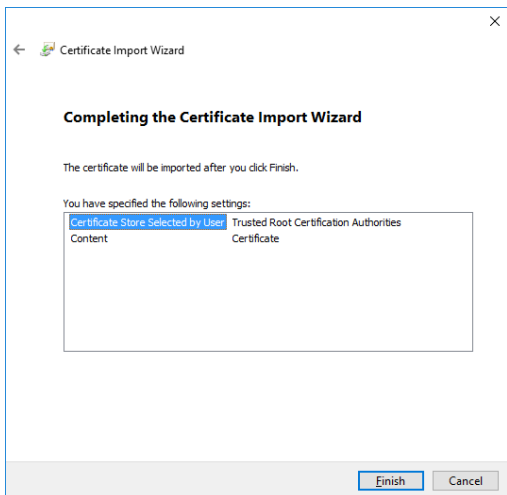
2. Click local machine, then Next button.



3. Select "Place all certificates in the following store" and click browse and then select "Trusted Root Certification Authorities", then click the Next button.



4. Click Finish. Then click OK when you see "The Import was successful".



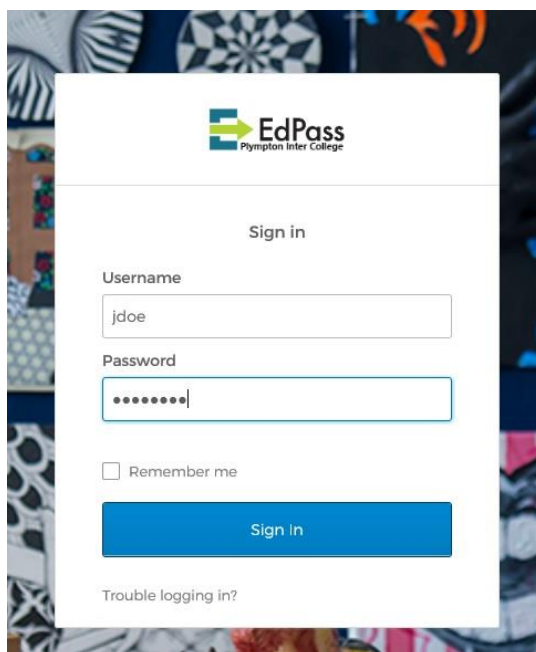
5. When this window appears, click OK.



6. Close all browser windows. Re-open browser and test you have a live connection. You may need to restart your computer. Make sure your time and date are set to the correct date and time (Adelaide).

## 2. How to logon on to EdPass

1. **EdPass** : Type <https://portal.edpass.sa.edu.au/> on the Web. Enter your **curriculum username** (ie : jdoe) and your **password**.



**EdPass**  
Plympton Inter College

Sign in

Username  
jdoe

Password  
••••••••

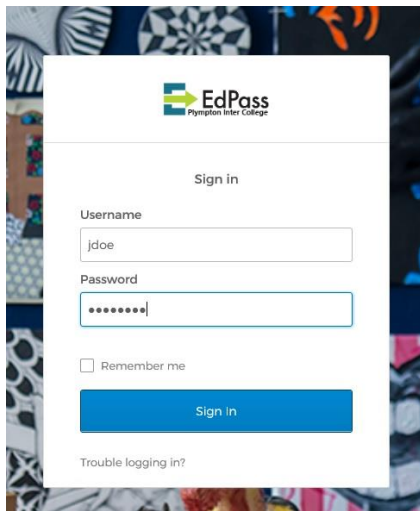
Remember me

Sign in

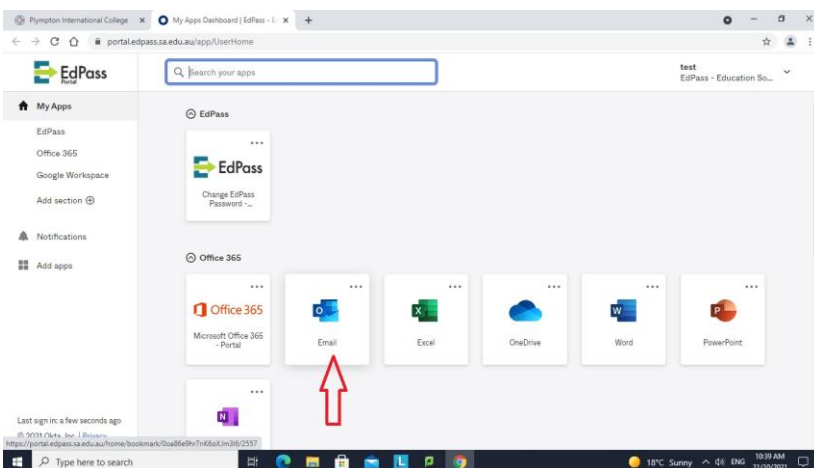
[Trouble logging in?](#)

### 3. How to download Microsoft Applications from Office 365 (Do this from your home WiFi)

1. Logon on to **EdPass** : Type <https://portal.edpass.sa.edu.au/> on the Web. Enter your **curriculum username** (ie : jdoe) and your **password**.



2. Click on **Email** :



3. When Outlook Email opens, Click the **App Launcher** (9 square dots at the top left of the outlook page, see below):

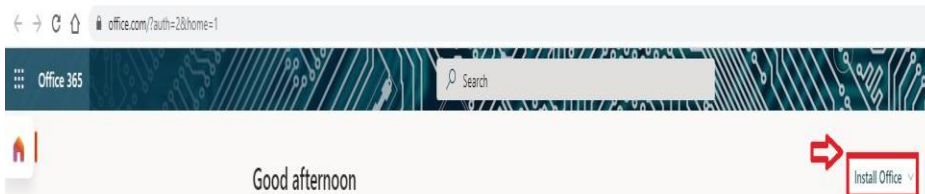


4. Click **Office 365** :

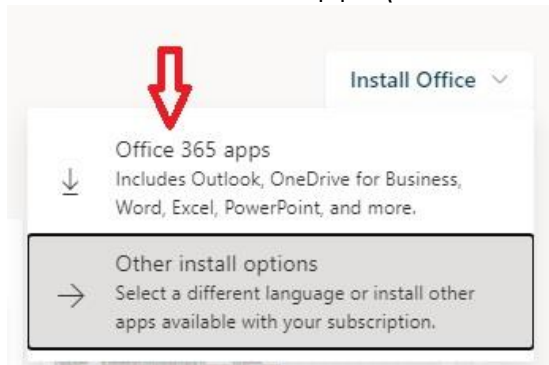


## Apps

5. Click **Install Office** :



6. Click Office 365 Apps (this will begin the download)



7. Once downloaded, open the file and it will begin installing the Office365 apps.

