

# Windows

## Onboarding Guide

For students using Lenovo 13W 2-in-1

This **onboarding guide** is meant to help students who are onboarding to Intune on their **Windows devices**.

# Instructions

To ensure you get your device smoothly,

- Sit according to your index number.
- **Do not touch** any items without instructions.
- Place your EZ-Link/Transitlink card on the top right hand corner of your table.
- Wait patiently and quietly while the contractor verify your identity.

**We will begin the device check when everyone is ready.**

## **PLEASE TAKE NOTE:**

Please follow the steps in the slides **CLOSELY**. Please wait patiently and **DO NOT** skip ahead.

# Unboxing

Lay the box on a stable flat surface and perform the following steps with care:



## Step 1:

**Open** the flaps on the top of your box.



## Step 2:

**Lay the box down** on a flat surface.

**Remove** device and adapter from the box.



## Step 3:

**Remove** protective layer covering the device.

### REMINDER:

**Do not put anything on TOP of your devices.**

# Item Checklist

**Ensure** you have received each and every one of the items as follows:



1. Lenovo 13W 2in1

2. Laptop Charger

3. Laptop Carrying Case

4. USB Mouse

## NOTE:

Once checked, **leave only your device and charger** on the table.  
Keep the box and accessories away.

# Surface Defects Check

Check the exterior, screen and keyboard for any surface defects.

Screen



1. Pen slot	5. HDMI*
2. USB-A (USB 5Gbps)	6. USB-C* (USB 10Gbps), with PD & DP
3. USB-A (USB 5Gbps)	7. USB-C* (USB 10Gbps), with PD & DP
4. Kensington® Nano Security Slot™	8. Combo audio jack

Please raise your hand if you notice any defects.

# Charging



**Step 1:**  
**Plug in** power cord to charging adapter.



**Step 2:**  
**Remove** plastic from the power cord, **plug** it into the power socket and **turn on** the power.



**Step 3:**  
**Plug in** charger to the slot at left side of laptop.

# Device Power On

## Step 1:

Press the power button.

## Step 2:

Wait for device to boot-up.



Power Button

## **NOTICE:**

**Follow** each step closely.

**DO NOT** skip any steps and move ahead.

**If you do not follow the instructions closely, you may need to run through the steps from the beginning again.**

### **PLEASE TAKE NOTE:**

There might be some variation in the steps due to the different Window Operating System versions. Please raise your hand if any of your steps are different and the ITD admin support staff will provide advice and assist you.



# **WARNING:**

**DO NOT** install any apps (eg. Chrome) on your device during the process.

If you do install any apps on your own, we will need to reset your device. You will need to stay back 2 – 3 hours to reset your device.



1.

# Getting Started (Windows)

Setting up your device.

## Step 1a:

Scroll down  
and Select  
'Singapore'.



The screenshot shows a user interface for selecting a location. On the left, there is a globe icon with a white paper airplane pointing to the right. To the right of the globe is a list of countries and regions. The list is enclosed in a red rectangular border. The list starts with the question "Is this the right country or region?". Below the question, the countries are listed: Singapore, Afghanistan, Åland Islands, Albania, Algeria, American Samoa, and Andorra. The "Singapore" option is highlighted with a blue background. Below the list, there is a "Yes" button, which is also highlighted with a red rectangular border. A red arrow points from the text "Step 1a: Scroll down and Select 'Singapore'." to the "Singapore" option in the list. Another red arrow points from the text "Step 1b: Click 'Yes'." to the "Yes" button.

Is this the right country or region?

Singapore

Afghanistan

Åland Islands

Albania

Algeria

American Samoa

Andorra

Yes

## Step 1b:

Click 'Yes'.

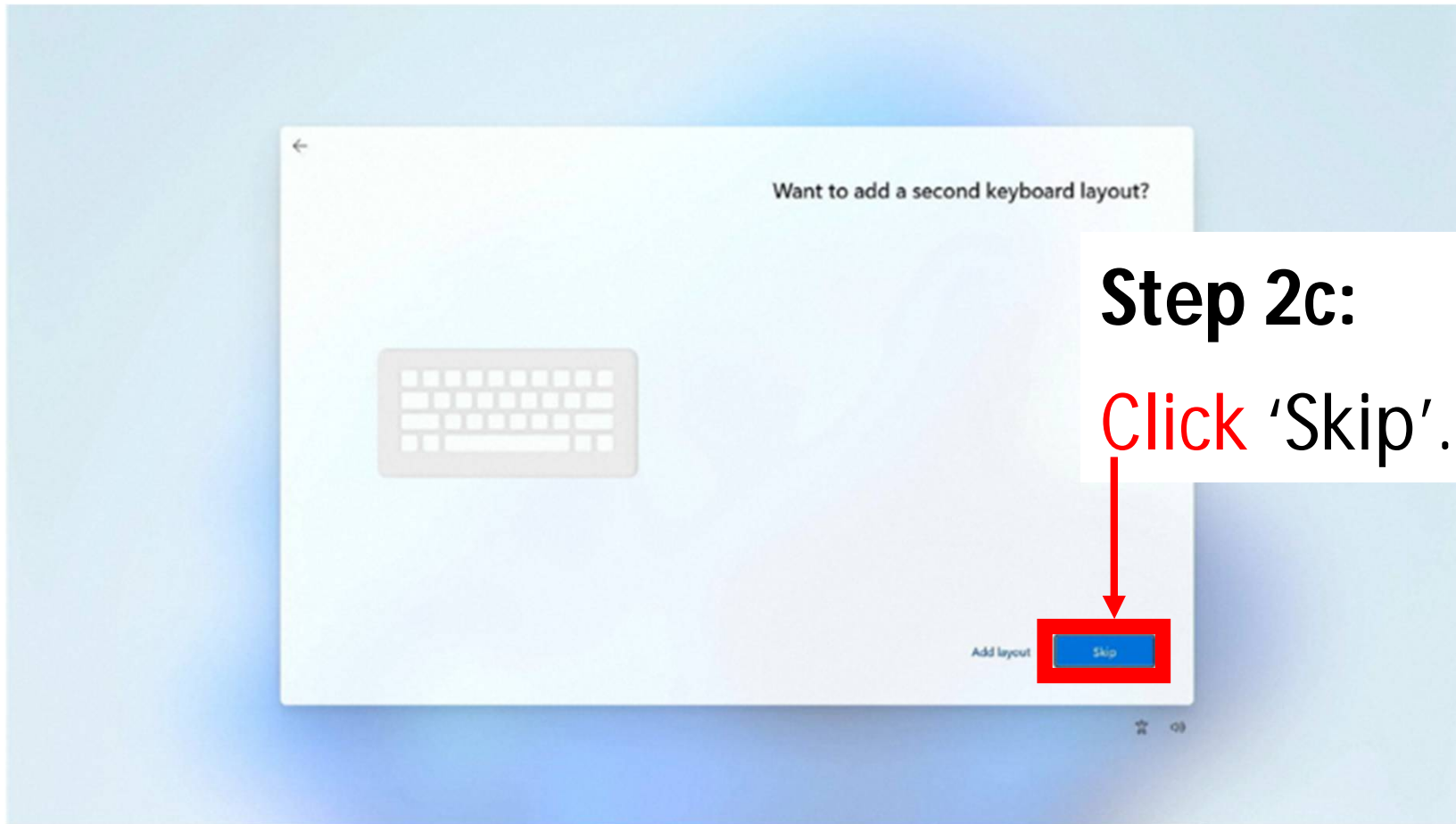
**Step 2a:**

**Select** 'English (US)'.



**Step 2b:**

**Click** 'Yes'.



**Step 2c:**  
Click 'Skip'.

**Step 3a:**

**Click**

**'Connect'.**

## Let's connect you to a network

You'll need an internet connection to continue setting up your device. Once connected, you'll get the latest features and security updates.

MOE-Guest1

pidsetup@SSOE  
Secured

☒ Connect automatically

Connect

The Revival Fellowship @ CCube

华与华 @ CCube

I don't have internet

Next

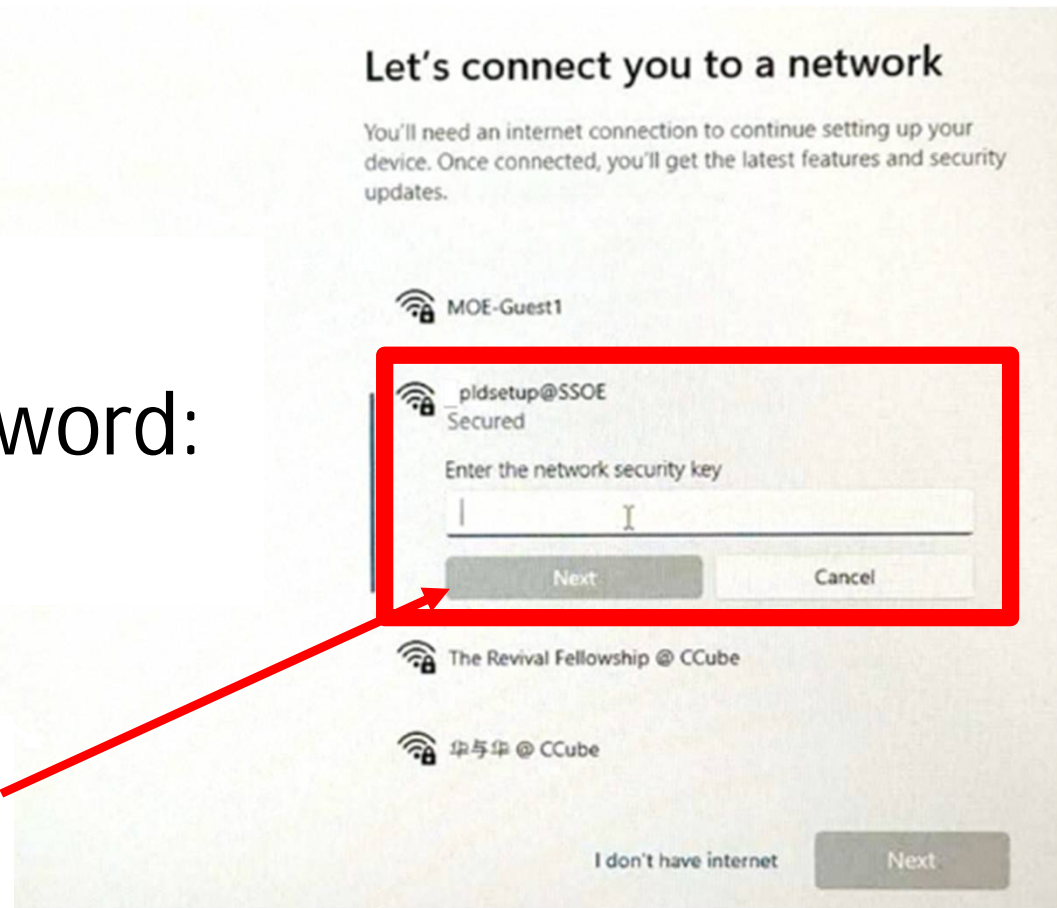
**Step 3b:**

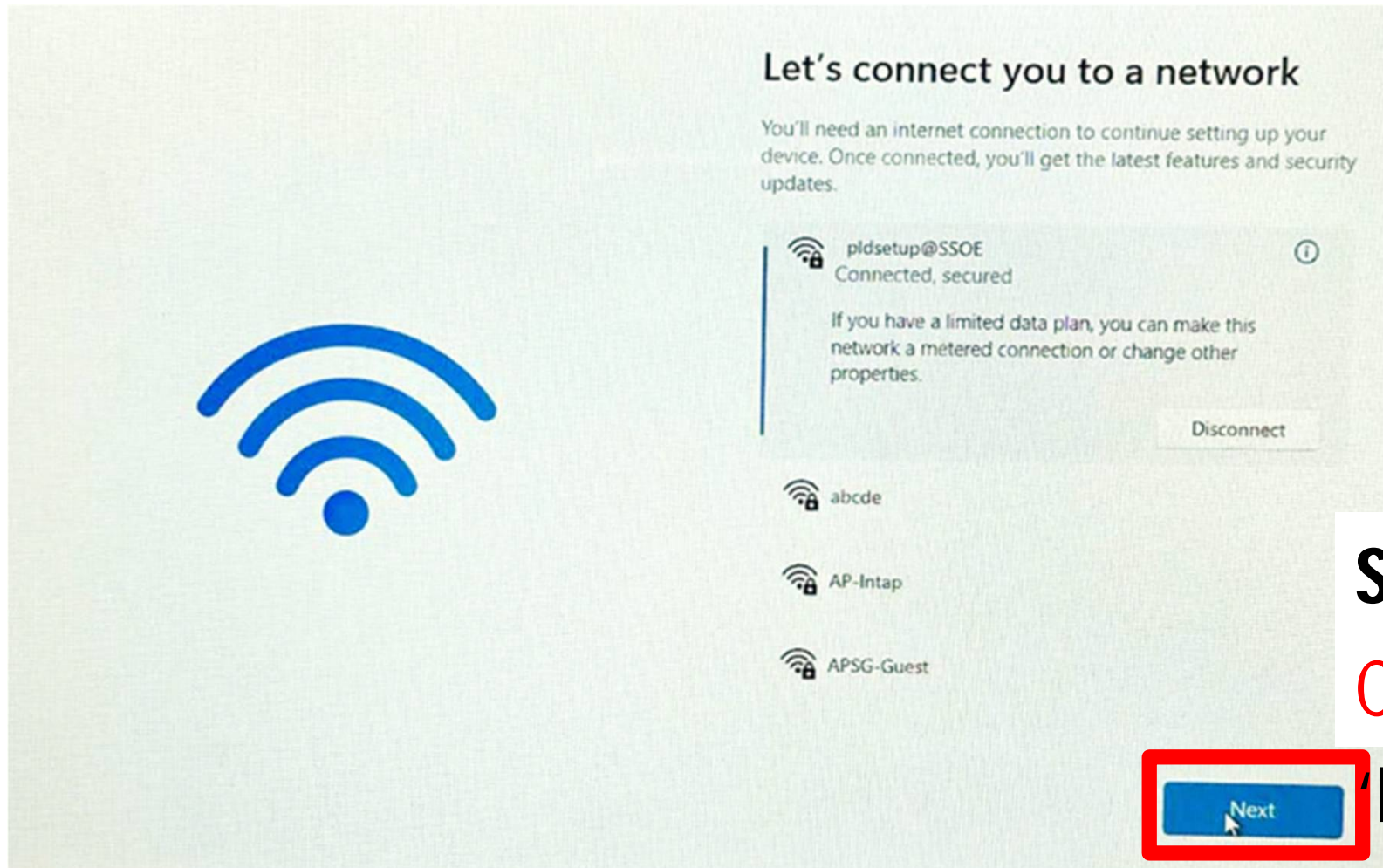
Enter the password:

**PDLP@2026**

**Step 3c:**

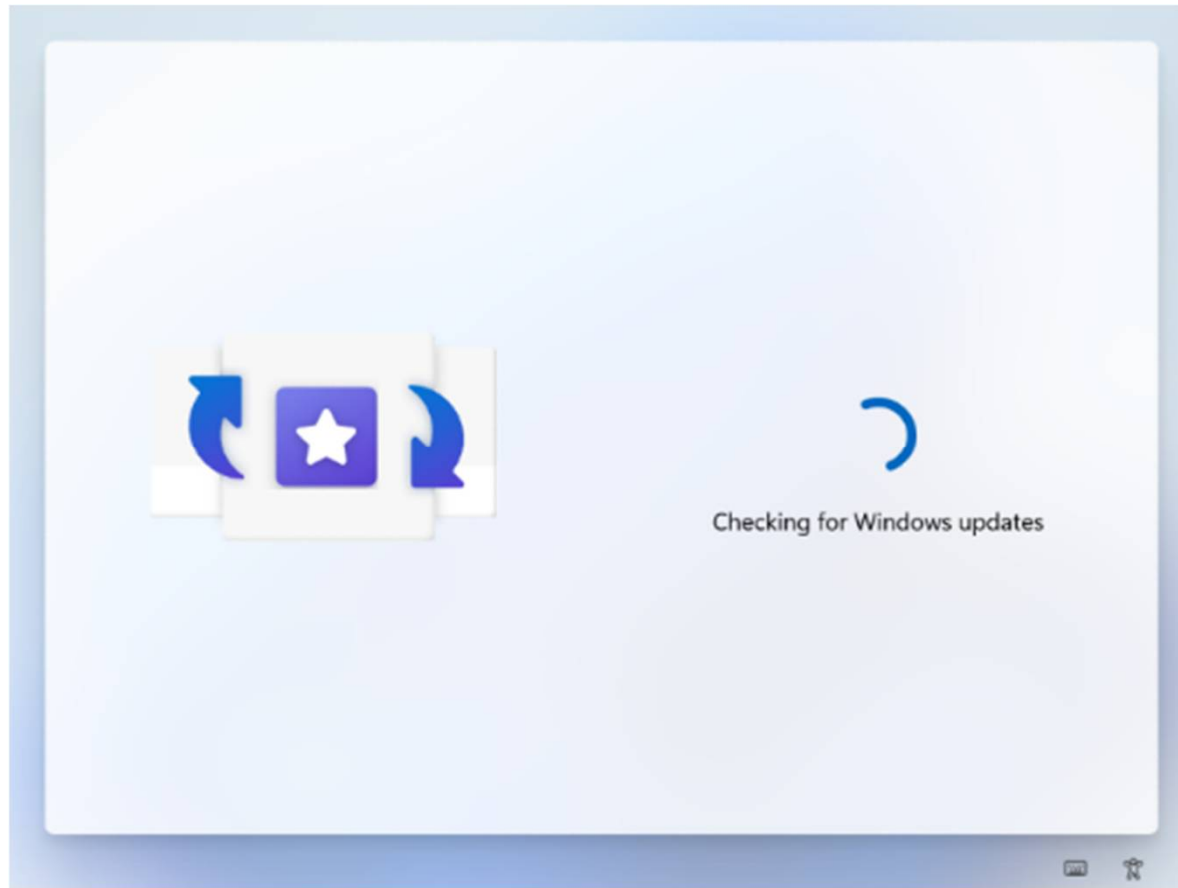
Click 'Next'.





**Step 3d:**  
**Click**  
**'Next'.**





**Step 4:**  
checking  
for updates  
& device  
may restart

## Step 6a:

Key in your Student iCON  
email address e.g.  
full\_name@students.edu.sg

Let's set things up for your work or school

You'll use this info to sign in to your devices.

**Sign in**

aad\_student93@students.edu.sg

[Sign in with a security key](#)

[Sign-in options](#)

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

**Next**

## Step 6b:

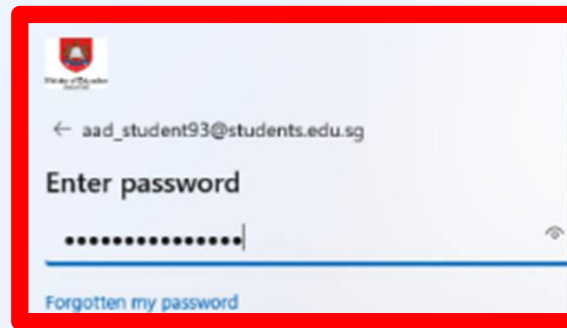
Click

## Step 6c:

**Key in** your Student  
iCON account password

Let's set things up for your  
work or school

You'll use this info to sign in to your devices.



The screenshot shows a sign-in page with a red box highlighting the email and password fields. The email field contains 'aad\_student93@students.edu.sg'. The password field is labeled 'Enter password' and contains a series of dots. Below the password field is a link that says 'Forgotten my password'.

Sign-In Page

### **PLEASE TAKE NOTE:**

If you forgot your password, raise your hand for assistance.  
**DO NOT** try to login more than **3 times**. Else, your account  
will be **locked**.

## Step 6d:

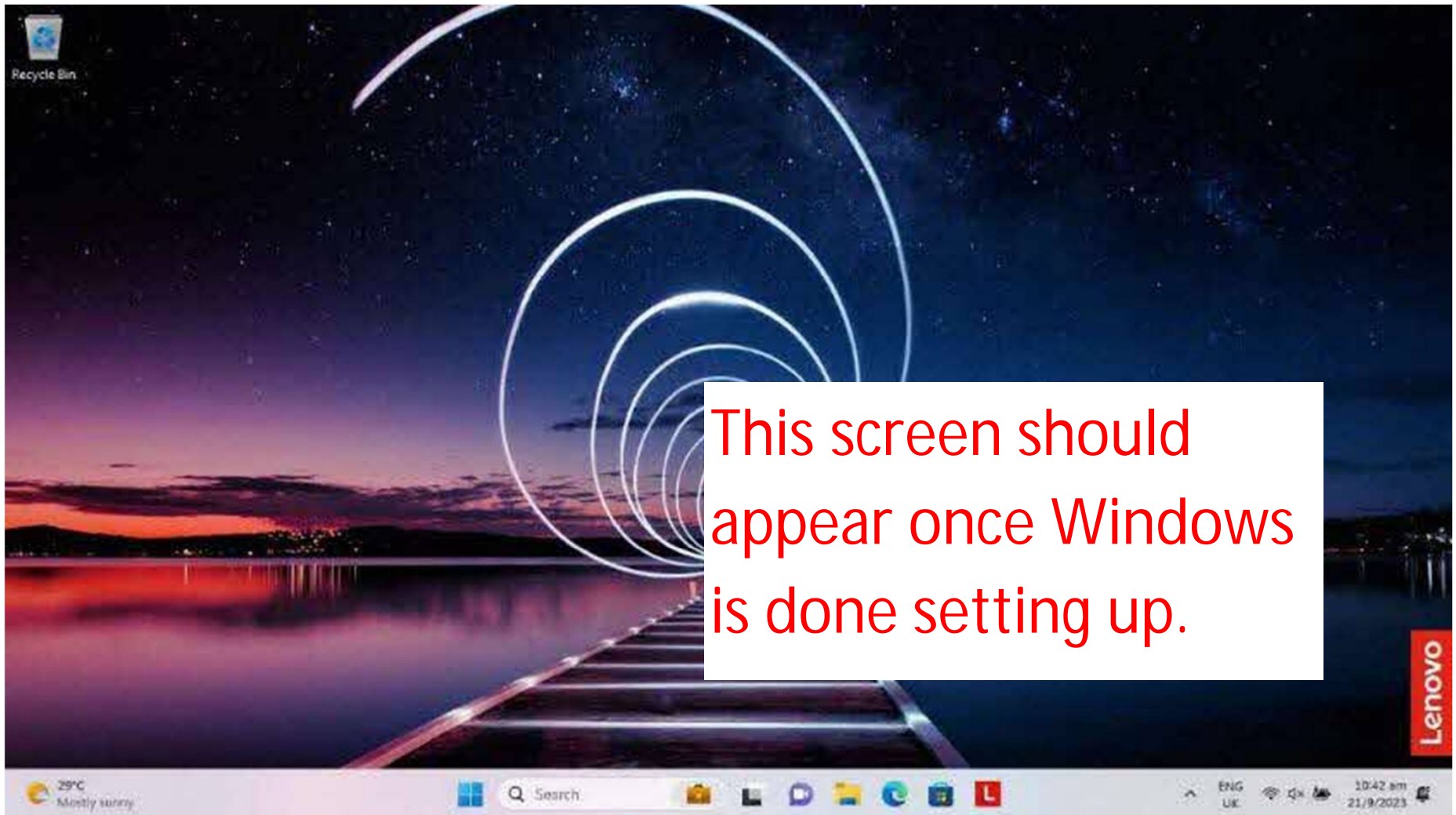
**Click** 'Sign  
In'.



This might take a few minutes.

Don't turn off your PC

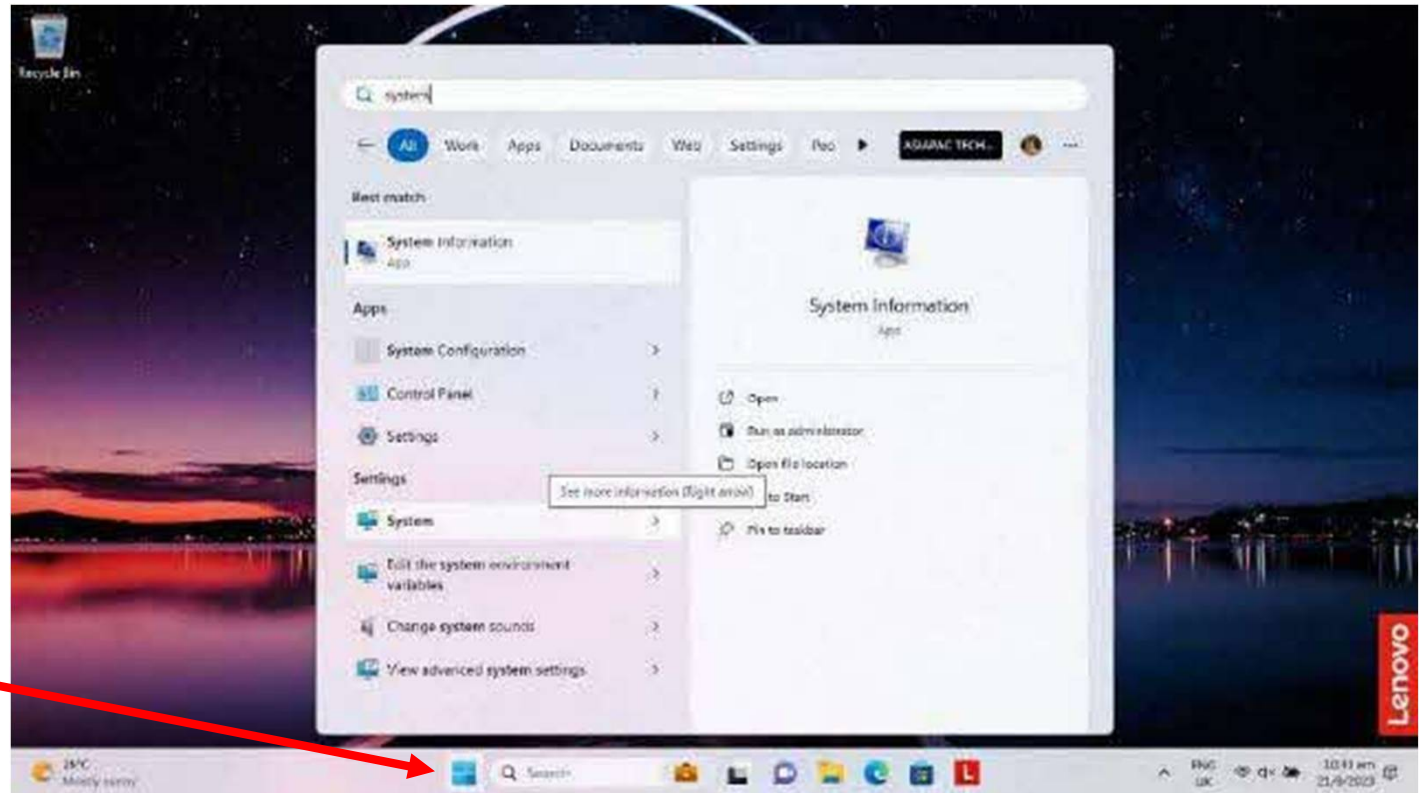
Windows will begin setting up.



# Checking of Processor and RAM

## Step 7a:

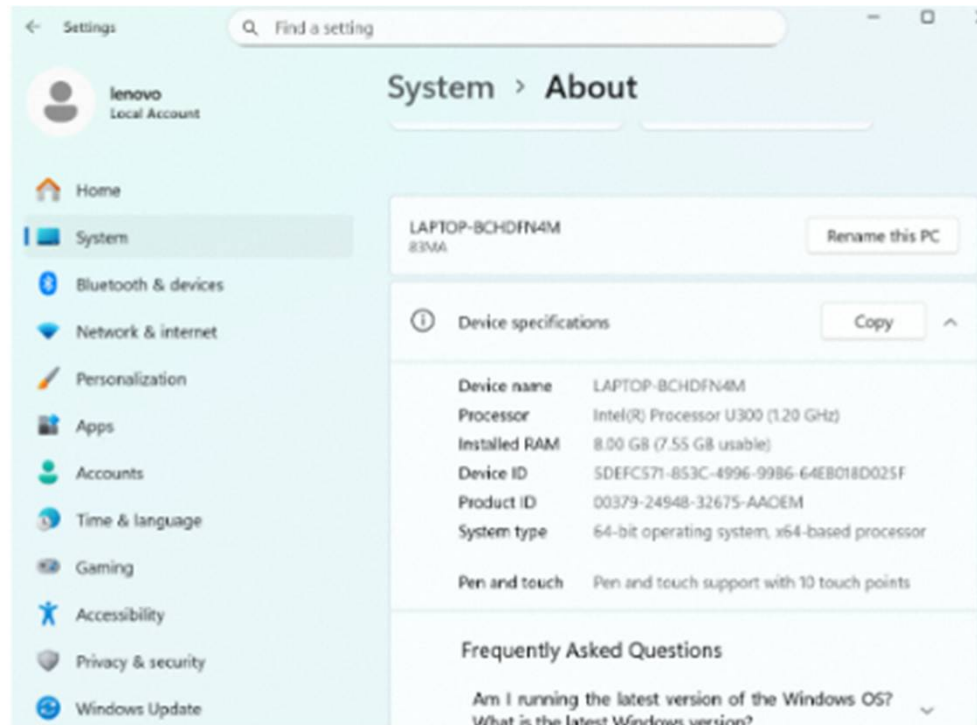
**Right Click** the  
'Windows' key.



# Checking of Processor and RAM

**Step 7b:**

Click 'System'.



# Checking of Processor and RAM

## Step 7c:

Ensure the processor is  
'Intel Core 5 120U'  
and installed RAM is '16.00GB' .

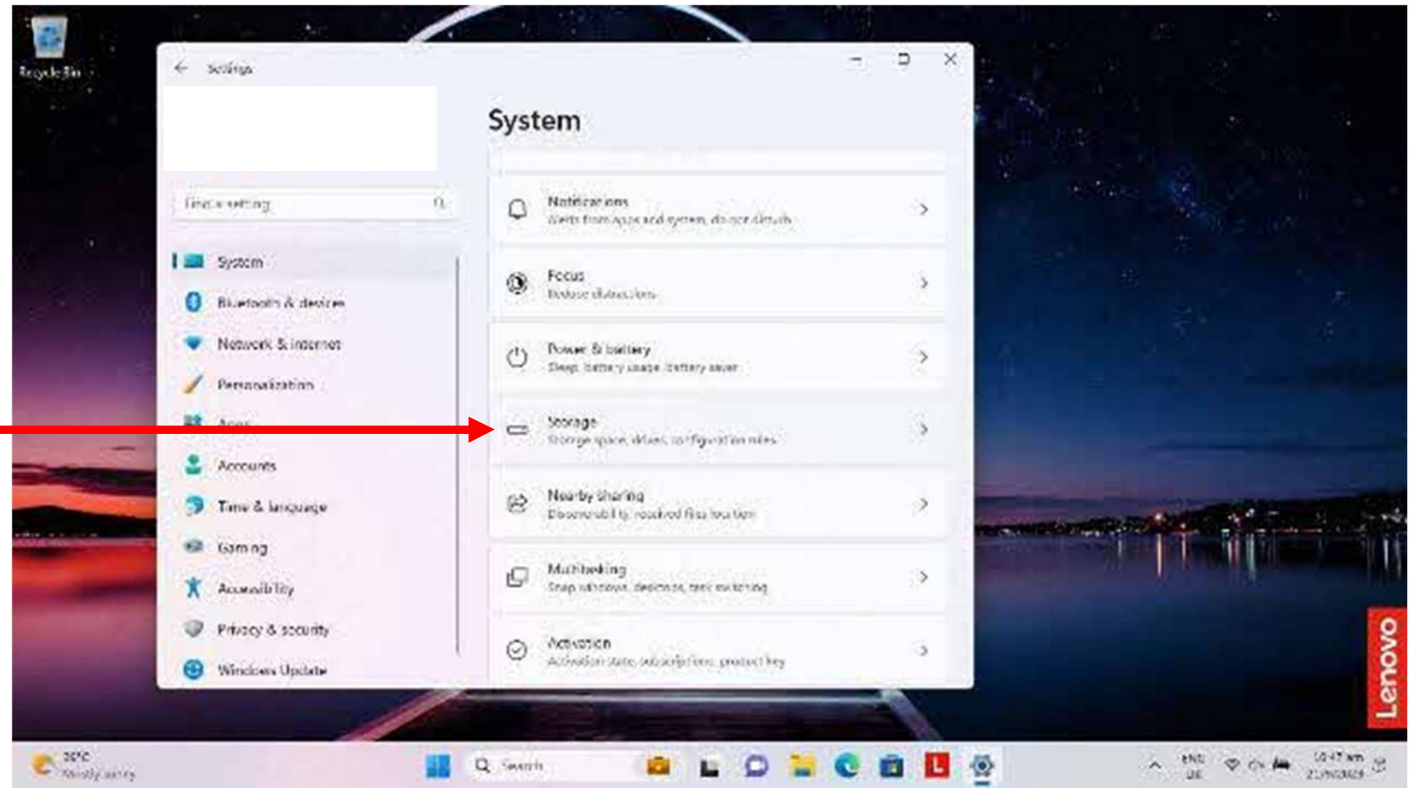


Device specifications	
Device name	LAPTOP-BCHDFN4M
Processor	Intel(R) Processor U300 (1.20 GHz)
Installed RAM	8.00 GB (7.55 GB usable)
Device ID	5DFEC571-853C-4996-99B6-64EB018D025F
Product ID	00379-24948-32675-AAOEM
System type	64-bit operating system, x64-based processor
Pen and touch	Pen and touch support with 10 touch points



# Checking of Storage

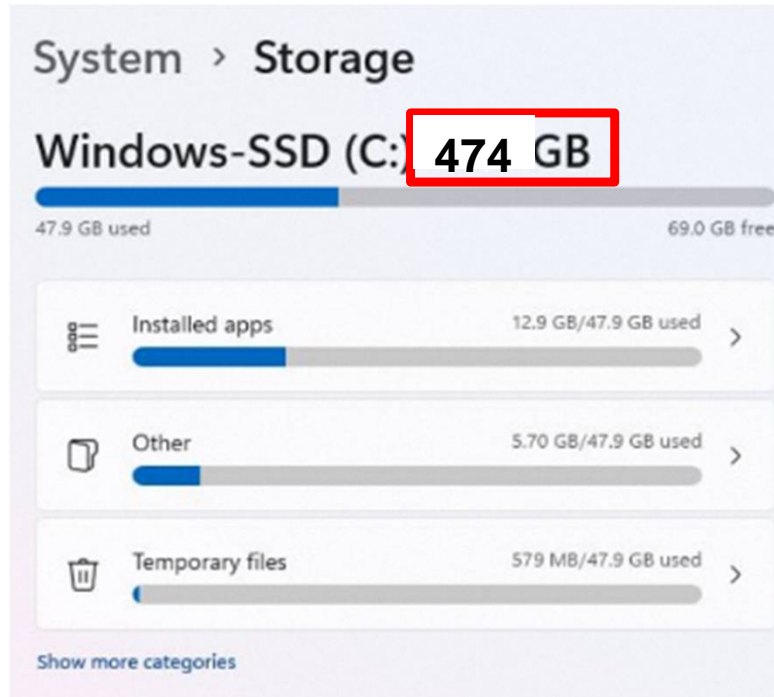
**Step 8a:**  
**Click 'Storage' .**



# Checking of Storage

**Step 8b:**

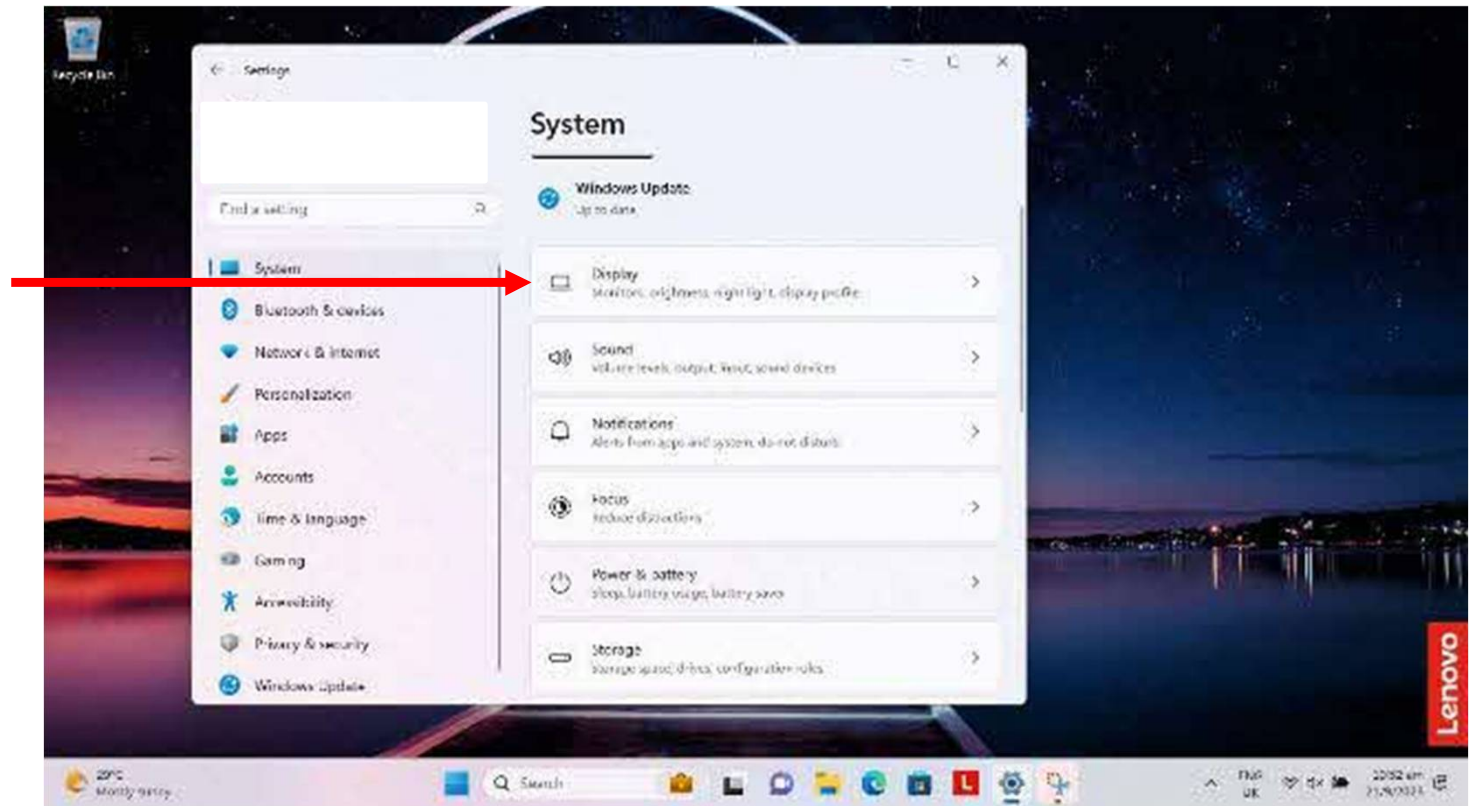
Ensure there is minimally  
'474 GB'.



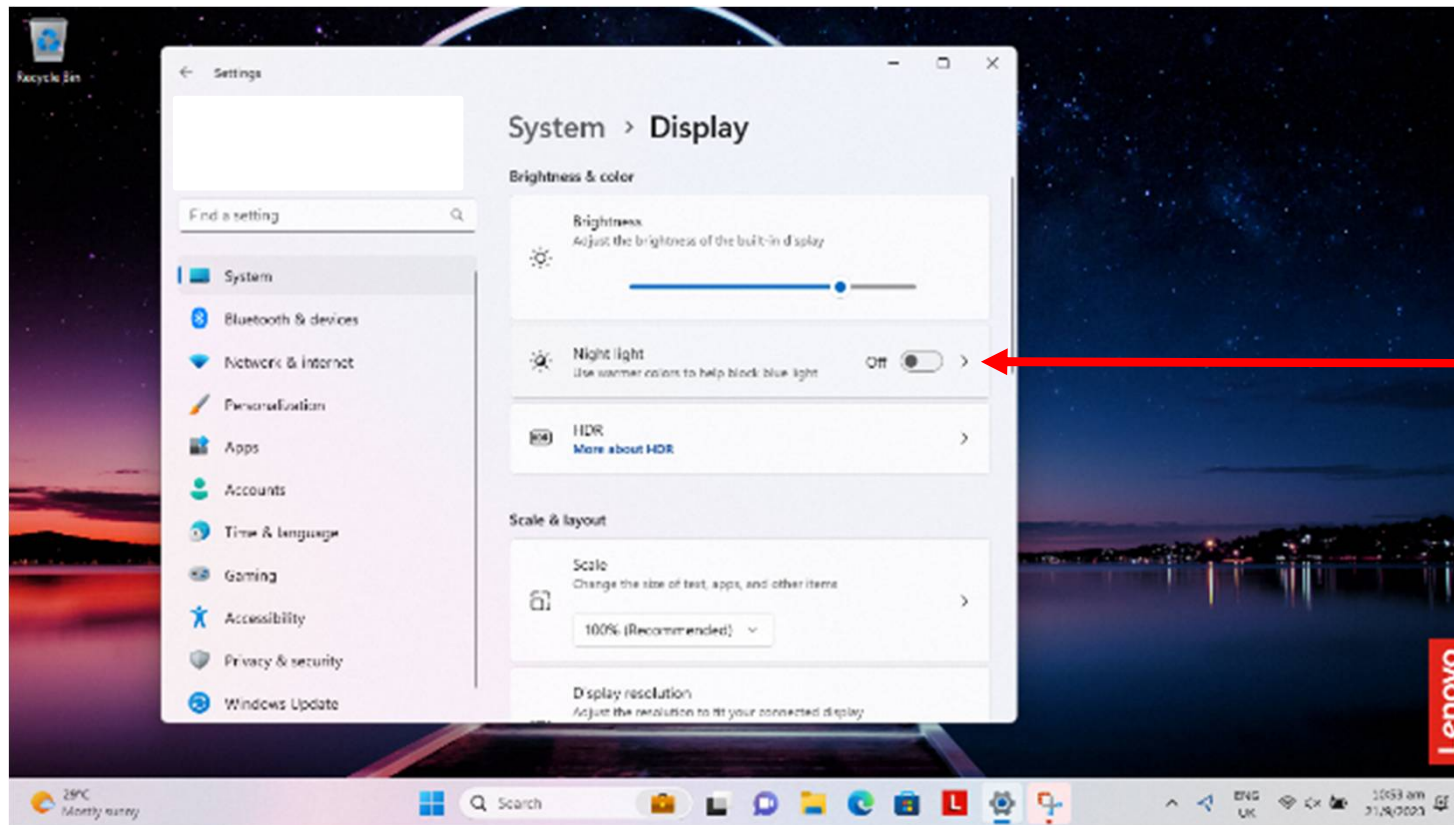
# Enabling Night Light

Step 9a:

Click 'Display' .



# Enabling Night Light



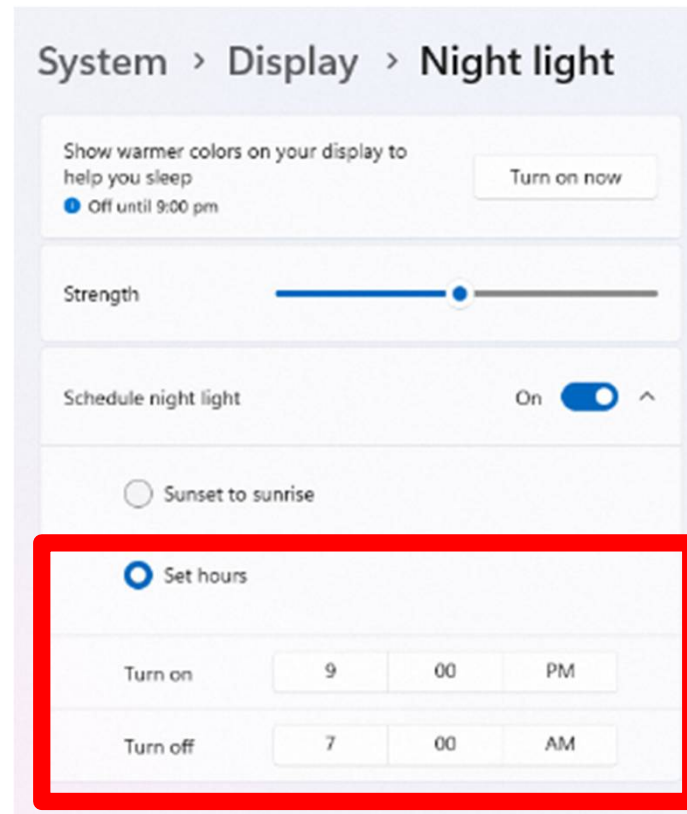
**Step 9b:**

**Click on 'Night light settings' .**

# Enabling Night Light

## Step 9d:

**Check** that the scheduled night light is from 9pm to 7am.



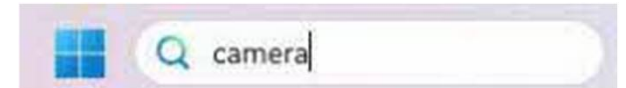
### For your information:

Night Light strategically alters your display's colour temperature towards the warmer end of the colour spectrum, making the display easier on your eyes at night.

# Checking of Camera

## Step 11a:

Type 'Camera' into the search bar



## Step 11b:

Open the camera app to launch camera.

## Step 11c:

Make sure that the camera is working and image from the camera is visible.

## Step 11d:

Click on the switch camera icon



to check the other camera.

Please raise your hand if your camera is not working.

# Compulsory: Complete the File Management and Data Back-up Module

1. Please access and complete the **A1.2g File Management and Data Back-up**, an SLS self-paced module at <https://go.gov.sg/sls-dlts-8>, or from the SLS MOE Library:



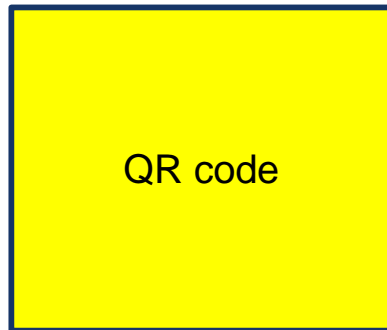
<https://go.gov.sg/sls-dlts-8>



2. The URL and QR Code above can also be found in the **Student Device Information Kit** published on <https://www.crestsec.edu.sg/pdip2026>.
3. This SLS module introduces you to the basics of digital file management on PLDs. Through this module, you will:
  - a. understand that managing and backing up data is essential;
  - b. learn tips to organise files using folders and appropriate file names;
  - c. demonstrate the ability to **manage and back up data on your own PLD**.

## Compulsory: Complete the Basic Module on AI and AI-enabled Features in SLS

1. Please access and complete the **Basic Module on AI and AI-enabled Features in SLS**, which has been assigned by your school at <https://... The SLS module Attempt URL>. Alternatively, you may scan the following QR code to access the module:



1. Please complete the module by [date](#).
2. Through this module, you will:
  - a. explain what is Artificial Intelligence (AI) and identify examples of AI;
  - b. identify the AI-enabled features on SLS (Learning Assistant - SALiS, Short Answer Feedback Assistant, Speech Evaluation Tool) and understand how to interact with them; and
  - c. identify and protect themselves from the risks associated with the use of AI.



# **Acceptable Use Policy (AUP) for EdTech Resources**

See [Acceptable\\_Use Policy\\_\(AUP\)\\_Revised\\_2025.pdf](#)

# Congratulations!

You have completed your installation successfully.

For further enquiries, please approach any of the following ICT staff:

- Mr Eugene Lim (HOD/ICT & IOTA) – Level 2 Staffroom
- Ms Tay Hwee Fern (SH/ICT) – Level 4 Staffroom
- Mr James Pek (Senior Officer/ ICT) – Level 4 Staffroom
- Mr Kishen (Desktop Engineer) – Level 5 ICT Counter
- Mr Saufuan (Desktop Engineer) – Level 5 ICT Counter

## End of Check

- **Ensure** you have signed on the receipt.
- **Click** the Power Button on the side and shutdown.
- **Keep** and remember to take all your accessories with you when you leave.
- **DO NOT** leave the class until you are told to do so.

### NOTE:

Your device/accessories original boxes should be kept for 7 days for any 1 to 1 exchange should issues occur.



Ministry of Education  
SINGAPORE