CENTRIQ
TRAINING

STOP!

Read This Guide Before Proceeding!

The following guide will provide instructions for getting started and logging into your laptop. **If you need additional technical support, please call 303-650-0543 or email CS@microtek-co.com.**

Upon receiving the laptop, please…

1. Immediately open your Laptop and check for damage.
2. Turn it on and make sure it works properly.
3. **KEEP ALL BOXES, PAPERWORK, AND CARDS!! THIS IS VERY IMPORTANT!** You will/may need these to refer to later.

We strongly suggest doing the things listed above within 24 hours of receiving the laptop.

Technical Support and Warranty

<u>We strongly suggest turning your laptop on as soon as you receive it to make sure it is working.</u> If you receive your laptop damaged or non-functioning, contact Microtek **immediately** at 303-650-0543, email at CS@microtek-co.com or on their website at http://www.Centriq.microtek-co.com by clicking on the "I can help!" button. To make sure you qualify for a replacement, you should report issues within 7 days of receipt. If you experience technical issues, contact Microtek Tech Support Monday-Friday 10am-6:30pm ET, excluding holidays, at 303-650-0543 or go to http://www.Centriq.microtek-co.com and click on the "HELP!" button.

Anti-Virus Software – Protecting Your Laptop

Your laptop comes with Windows Defender installed and activated. It should keep you protected under normal use, please do not install any pirated, unlicensed or free software from the internet unless you are fully aware of what you are installing. For more information on how to protect your laptop, please visit https://support.microsoft.com/en- us/help/4013263/windows-10-stay-protected-with-windows- security

Once You've Powered Up Your Laptop

Upon powering up the device, you will be directed to a login screen. Please log in with the following credentials:
Username: Student
Password: password

After successful login, you will be taken to the desktop. From there, you will see icons for the following products:

- Google Chrome
- Microsoft Edge
- Zoom Desktop Client

- Slack Desktop Client
- Microsoft 365*

*Please visit https://outlook.live.com/owa/ to create a free Outlook account before class begins. Be sure to use some form of your name, and we ask your account name is professional. You will use this account when activating your Microsoft 365 license. Have the Outlook account created first, then activate. The Microsoft 365 card will have your activation key on the back. You will use a coin or key to reveal the code. **DO NOT PRESS TOO HARD!** You might damage the numbers which could hinder your activation process.*

Getting Ready for Class

Canvas is the Learning Management System that we use for our content management and delivery. Here you will access links to class meetings, technical materials, quizzes, assignments, and other resources like your digital books. Once your laptop has been powered up and you're connected to internet, please open Google Chrome. Once in Chrome, you will be directed to https://tekladder.instructure.com. Here you will login with the email that you provided at the time of enrollment, and the password: Password1.

Upon successful login and acceptance of terms, you will be taken to your Dashboard where a list will appear. To the left of that list is a rectangle with linked text that says, 'Full Stack Coding Program Orientation'. Select that text to go to our Orientation course. This class will walk you through using Canvas, accessing your course content, support resources, and introduce you to your support team. It is highly recommended that this course is completed before you begin the first day of the program.

Welcome!

Thank you so much for trusting us to work with you on this journey to a new career! We are looking forward to getting to know you and helping you successfully achieve your goals. Please do not hesitate to reach out to our team if there is anything that we can assist you with between now and the start of your program. Welcome to the Centriq Training family!