



## Digital Access Service

### Important information about your MacBook

This guide gives you the information you need to get started with your new Edinburgh Napier University MacOS MacBook provided by the Digital Access Scheme. You only need to run through the setup steps once.

You will find further information about the service, including Terms and Conditions and Useful Links on the [Digital Access Scheme Laptop My Napier page](#).

It is important to follow these setup instructions to ensure your MacBook is configured correctly for your personal use during your studies with us.

### Setting up your MacBook for the first time

This should take approximately 10 minutes to complete – please allow sufficient time.

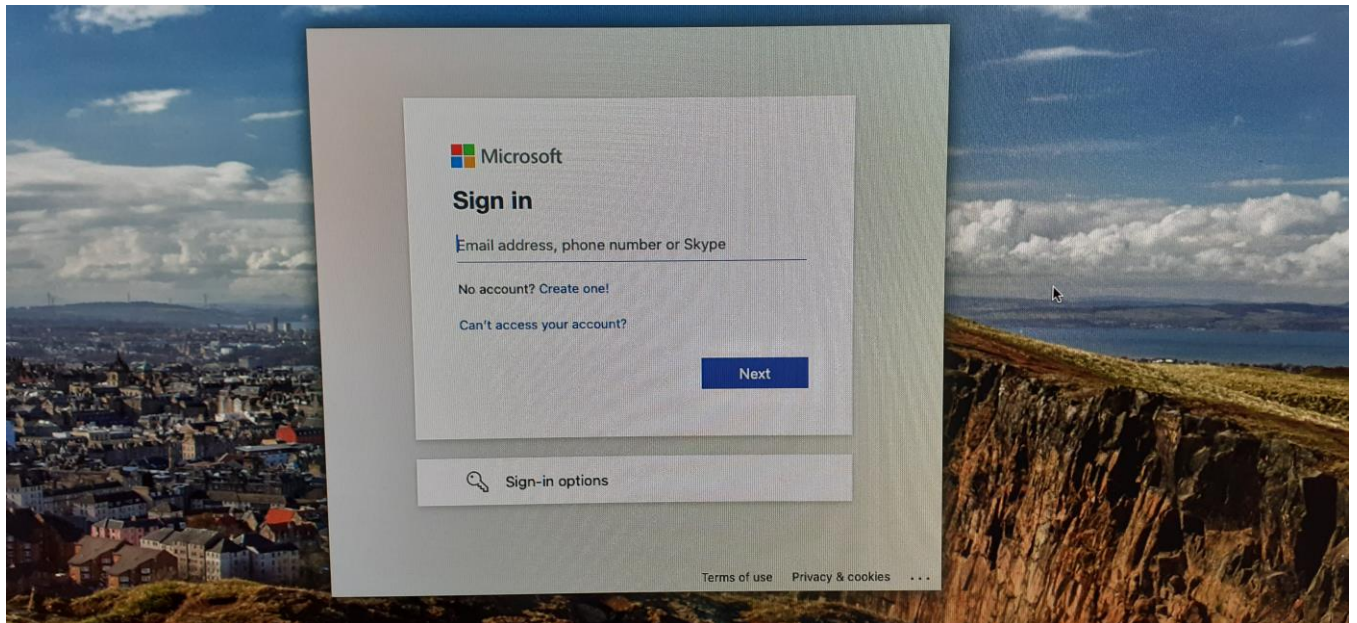
You must follow these initial setup instructions on campus in conjunction with Information Services (IS) staff.

You will need:

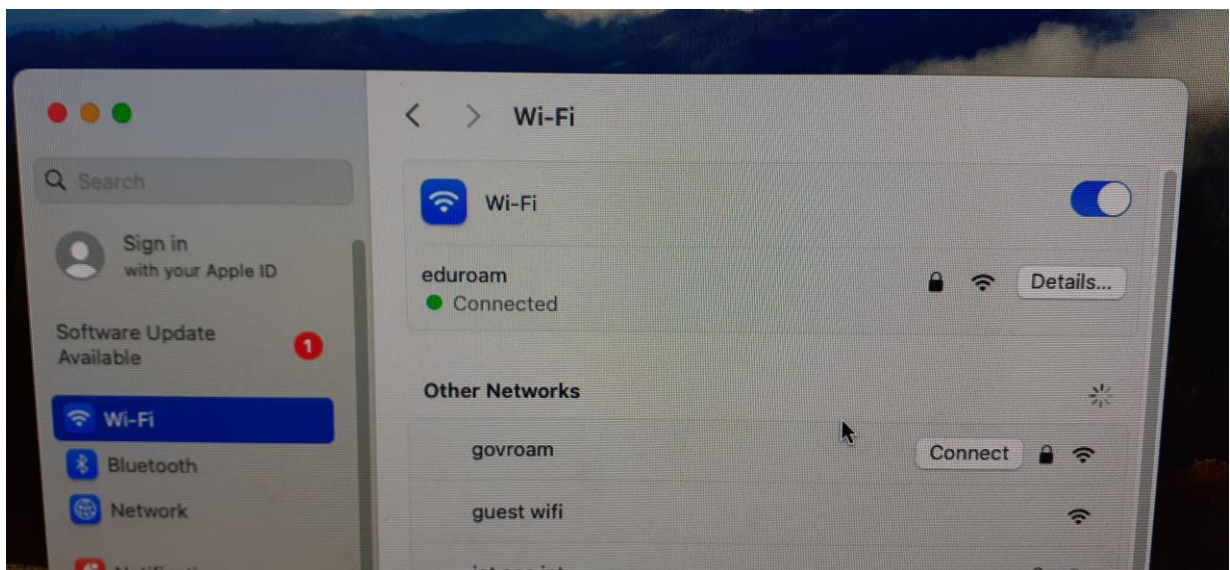
- Your Edinburgh Napier Student Identification, e.g., Student card.
- Your Edinburgh Napier Email address and password.

#### To set up your MacBook:

1. Visit your pre-arranged on campus MacBook pick up point.
2. IS staff will ensure the device is powered on and temporarily connected to an Edinburgh Napier wired network.
3. At the Sign in screen, enter your **student email address** in the format "4XXXXXXX@live.napier.ac.uk" and your email **password**. You may also be prompted for **Multi-Factor Authentication (MFA)** at this stage:

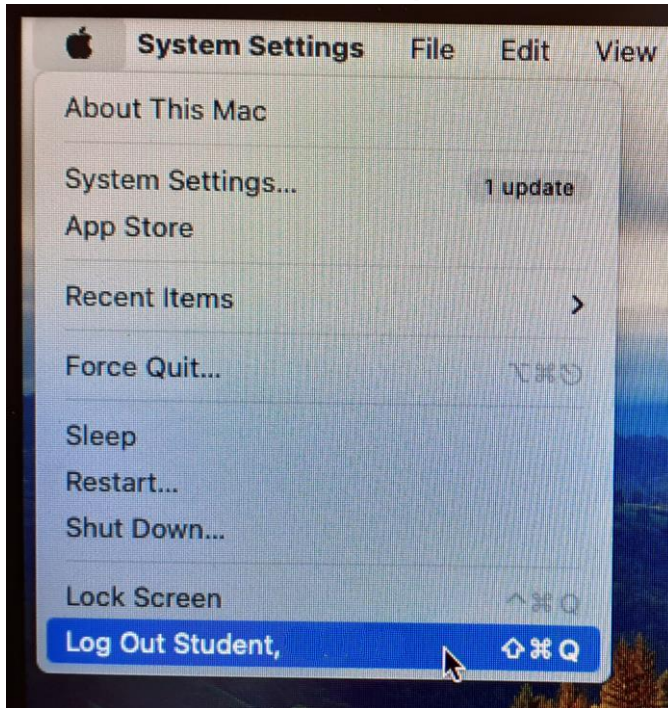


4. The MacBook will automatically **create a local account** for you and present your **MacOS desktop**.
5. Click either the **Wi-Fi icon** on the desktop, or the Apple logo and select "**System Settings...**", '**Networks**' to connect the MacBook to Eduroam Wi-Fi. Use your Edinburgh Napier **email address** and **password**, ensuring that 'Remember this network' is checked:

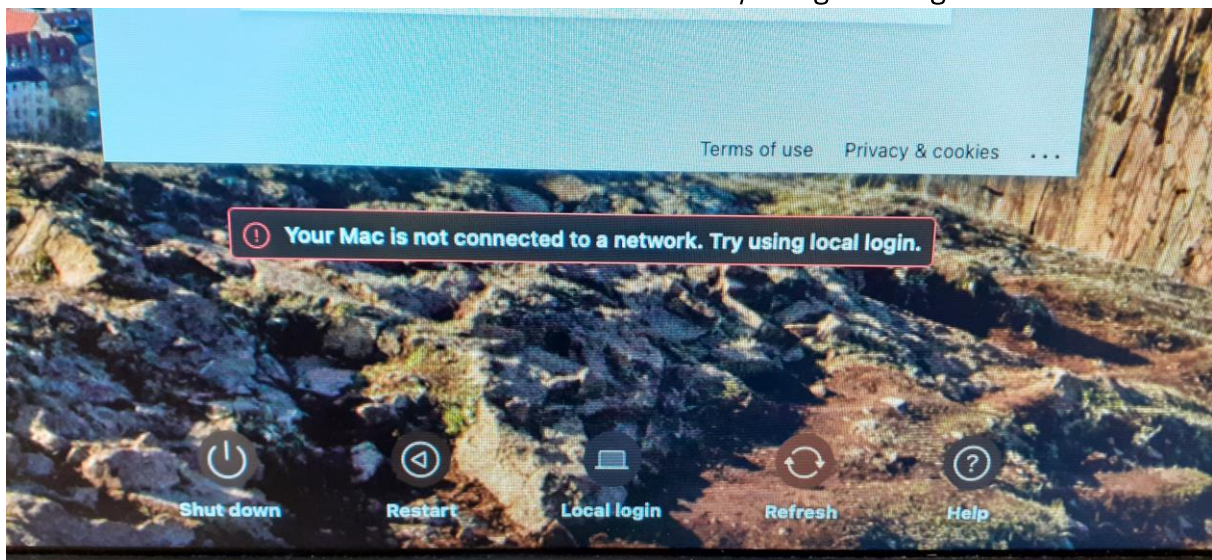




6. Once an Eduroam Wi-Fi connection is confirmed, click the '**Apple**' logo at the top left of the MacOS desktop and select '**Log Out ..**':



7. IS staff will now disconnect the MacBook from a Napier wired network. The '**Sign in**' screen will now state "Your Mac is not connected to a network. Try using local login.":



This is expected when using the MacBook on campus (as no connection to the eduroam Wi-Fi network is currently possible at this screen).

8. Click the '**Local login**' box at the bottom of the login screen:



9. Click your **Napier student account** button and enter your student email **password**.

Your MacOS desktop will be presented again.

10. Check that Napier **eduroam Wi-Fi has automatically reconnected** and that you can browse to a web site using the Safari web browser:



11. IS Staff will ensure that your local account is configured to be a **local administrator**.

**Congratulations! You have completed the initial set up of your new Edinburgh Napier MacBook.**

## Using the MacBook Service

- **Whenever an internet connection is unavailable**, for example at the Sign in screen when on campus where an Eduroam Wi-Fi connection cannot be made pre-Sign In, you should use the '**Local Logon**' method:



- **When an internet connection is available**, for example when off campus by connecting to a non-eduroam Wi-Fi network via the Wi-Fi icon at the top right of the Sign In screen, you can use either '**Local login**', or the main '**Sign in**' – the latter has the advantage of keeping your Napier Email account and MacOS local account passwords in sync.

- **Standard MacOS applications** can be found within '**Launchpad**' – IS have pre-installed the Horizon Client which enables access to the Napier Virtual Desktop Service (a managed Windows 10 desktop), should that be required:



- **Additional MacOS applications** can be found within '**Self-Service**' – IS centrally publish a number of web-links here, such as the M365 web portal, and self-service install applications such as M365 Office Apps:



- **Personal data** should always be saved to your Napier M365 **OneDrive cloud storage** (via login to the M365 web portal), and/or an **externally connected drive**, and/or **personal on campus H: drive** (if using the VDS).

Data saved only locally to your MacOS local profile documents folder is at risk of being lost should the MacBook ever become damaged, lost or wiped.