



Digital Access Service

Important information about your Windows laptop

This guide gives you the information you need to get started with your new Edinburgh Napier University Windows laptop provided by the Digital Access Scheme (DAS). You only need to run through these 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 step-by-step instructions to ensure your laptop is configured correctly for your personal use during your studies with us.

Setting up your laptop for the first time

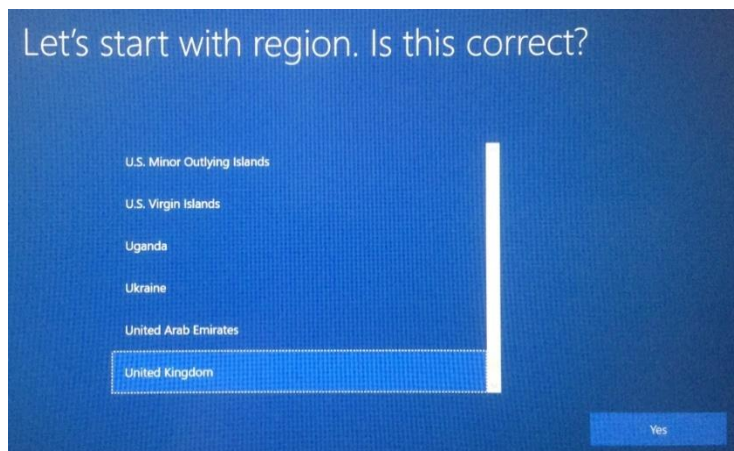
This should take approximately 30 minutes to complete – you must allow sufficient time to complete all the steps without powering down the laptop.

We strongly recommend you follow these steps on campus after you collect your laptop so staff can assist you if you encounter any problems.

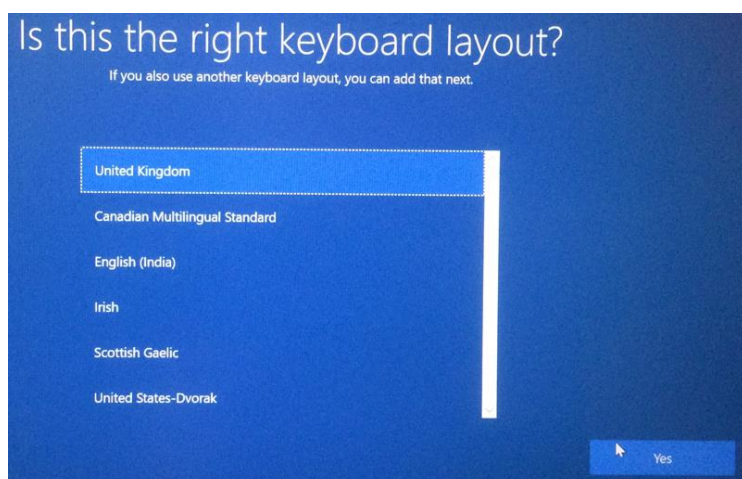
Before you start, you will need:

- Your Edinburgh Napier student card.
- Your Edinburgh Napier email address and password.
- Access to mains power to ensure your laptop completes the setup processes without powering down.
- Access to a wireless network e.g. eduroam on campus.

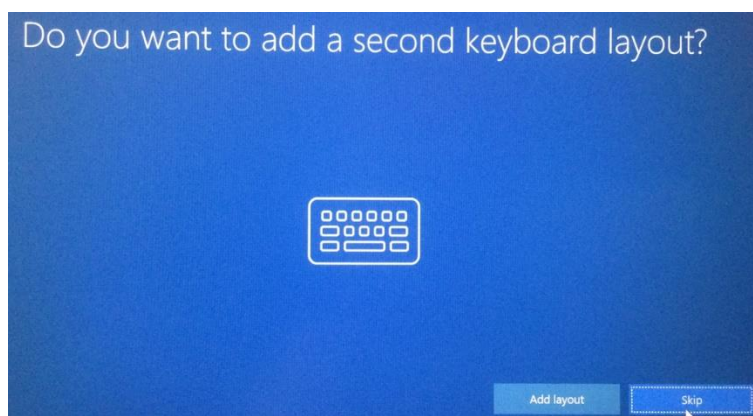
1. **Switch on** your new laptop (on HP laptops, the small power button is usually located above the top row of keyboard buttons).
2. On the region selection page, confirm United Kingdom is pre-selected and click **Yes**.



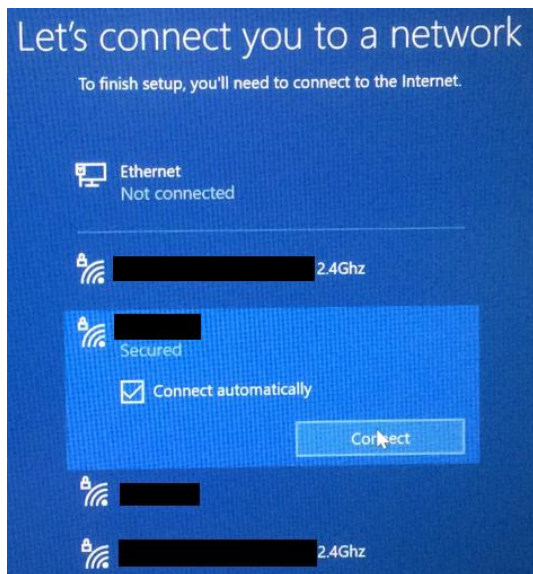
Confirm the UK keyboard, by clicking **Yes**.



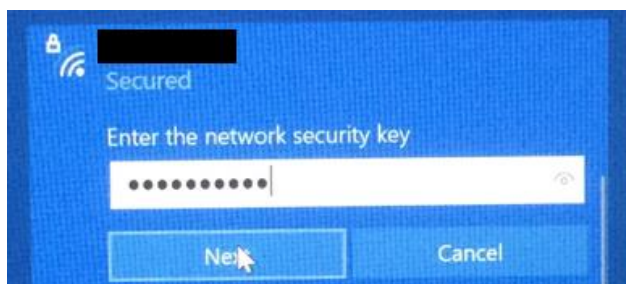
3. Choose to **skip** adding a second keyboard layout.



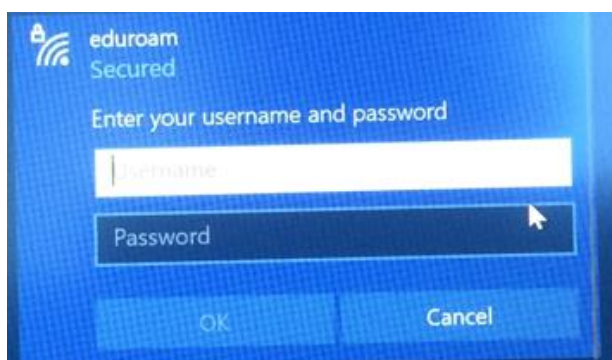
4. On the **Let's connect you to a network** page, find your wireless network, select it and press **Connect**.



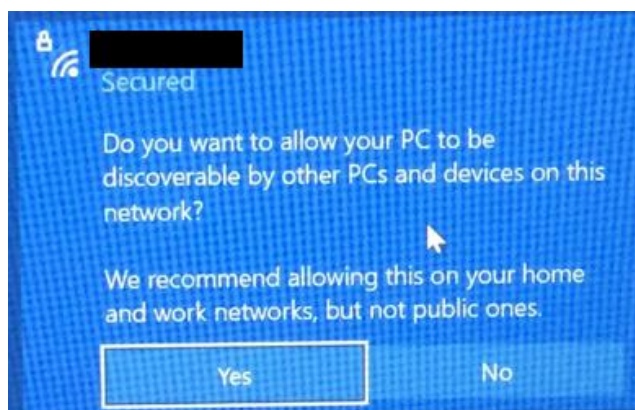
On the next entry box, enter your password for your wireless network and click **Next**.



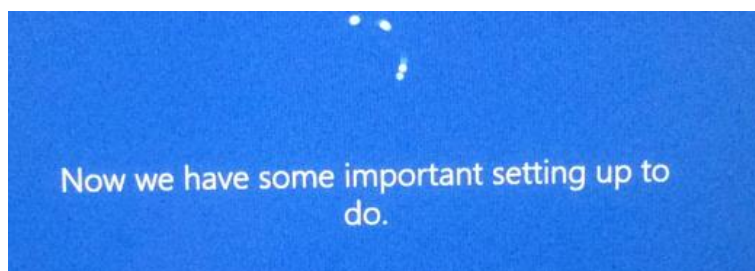
If using Eduroam, you will need to enter your Edinburgh Napier student email address and associated password. Once the network is confirmed as being connected, click **Next**.



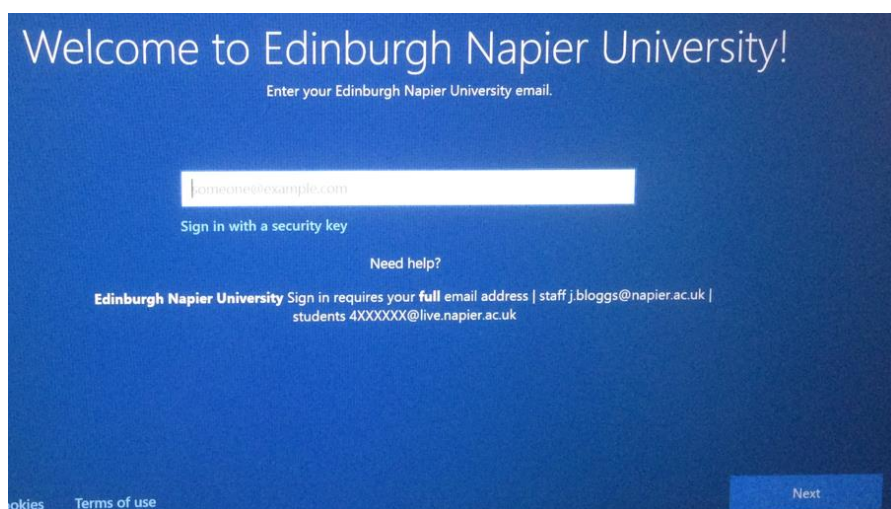
5. If you are on your home wireless, network select **Yes** to allow your PC to be discoverable. If on a public Wi-Fi select **No** (note: you may not see this message if connected to eduroam).



Once connected to your wireless network, click **Next**. You will see a message telling you the computer has 'some important setting up to do'. Please leave the machine to continue setup on its own for approximately five minutes. The laptop may reboot itself at least once during this process.



6. You will now be presented with the **Welcome to Edinburgh Napier University** login page. Enter your student email address in the format 4XXXXXXX@live.napier.ac.uk in the space provided, then click **Next**.

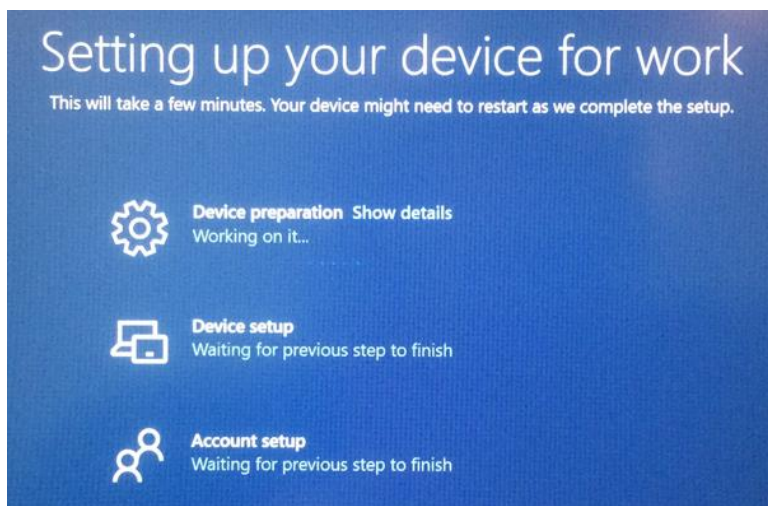


7. On the following page, enter your student account password, and click **Next**.

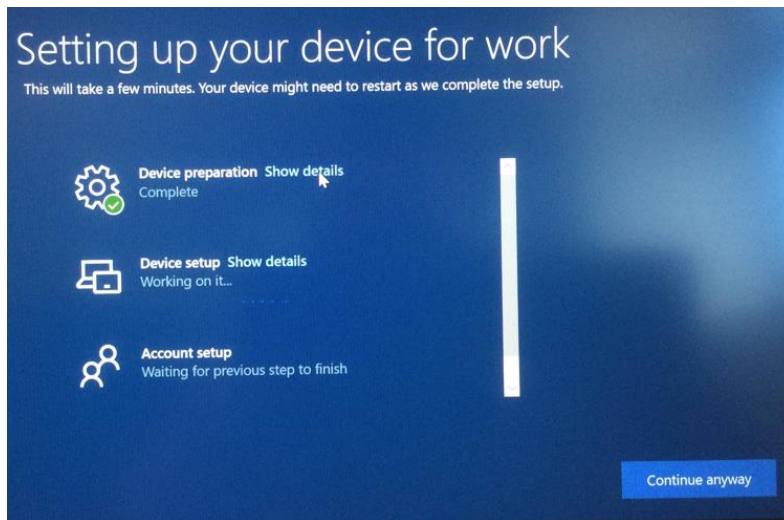


8. A message will appear asking you to wait while your device is set up, followed by the **Setting up your device for work** screen. This part goes through device preparation, device setup and finally, account setup.

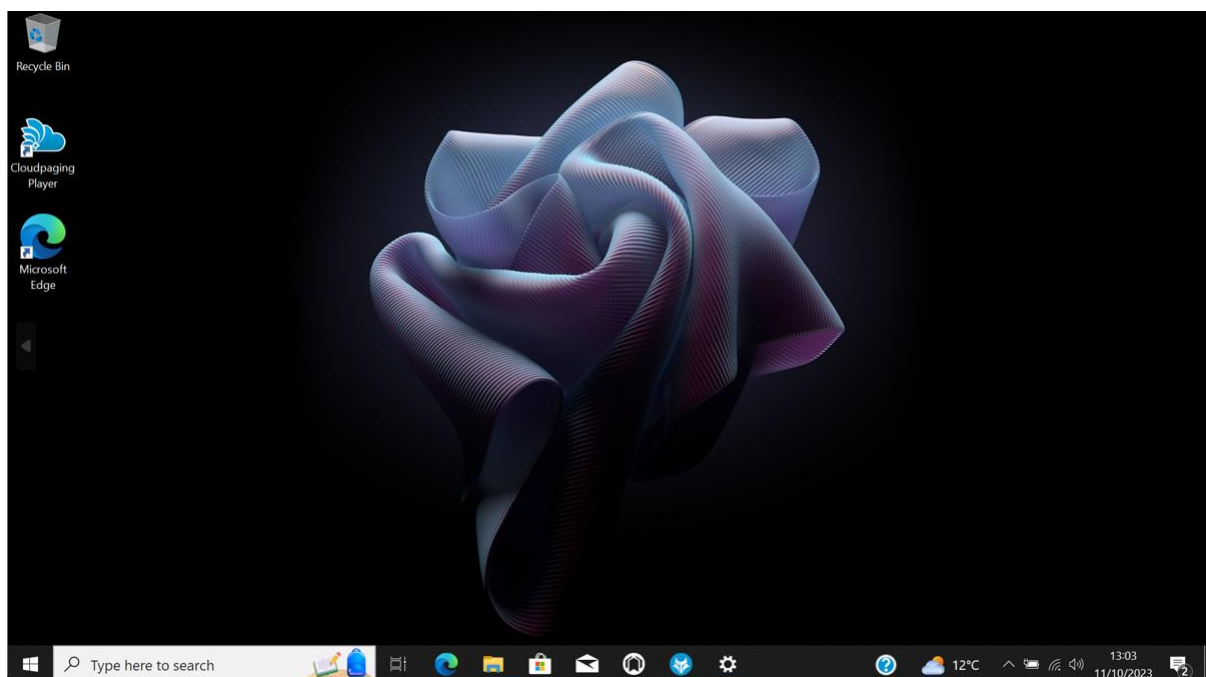
During this process it's normal for the screen to go blank occasionally. Don't attempt to turn off or shut down your laptop if this happens – just wait.



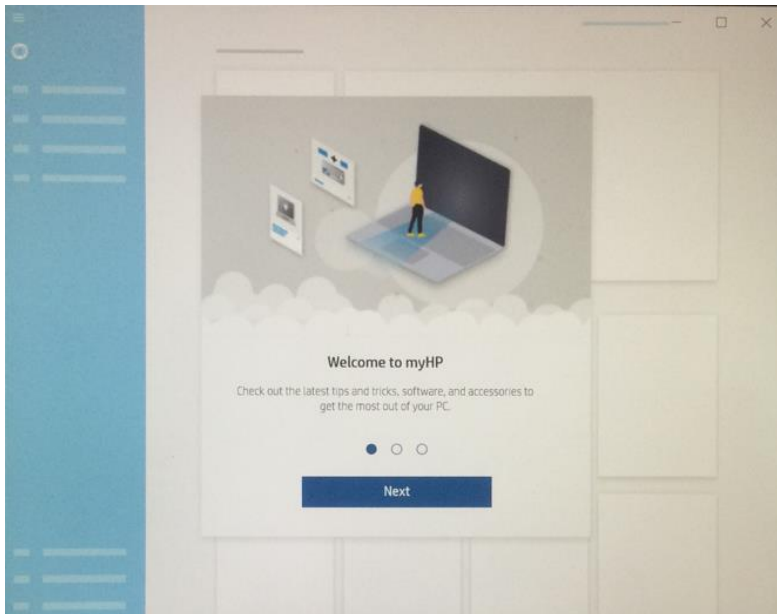
9. After the first stage (Device preparation) is complete, you will see a **Continue anyway** option in the bottom right corner. Click this if you prefer to get to the desktop screen now, the setup process will continue in the background.



10. You will now be presented with the Windows desktop and start menu.

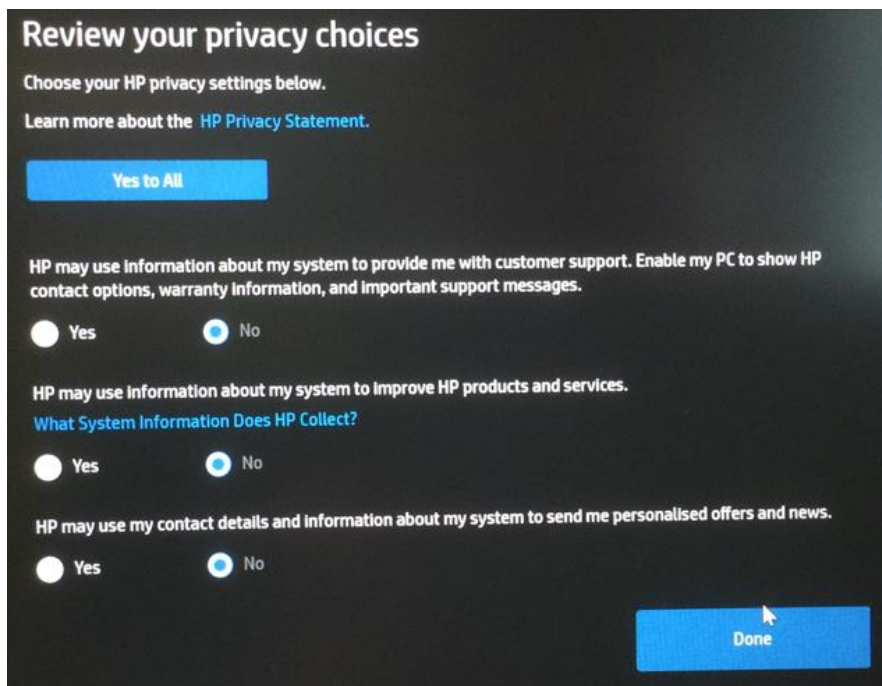


11. You will receive a **Welcome to myHP** popup message. No action is required - close this using the x in the top right corner of the popup window.



12. Following the above popup window, you will also see a **Register your PC for faster warranty support** popup. Please click on **Skip this step** in the window, as this has already been actioned by Edinburgh Napier University.

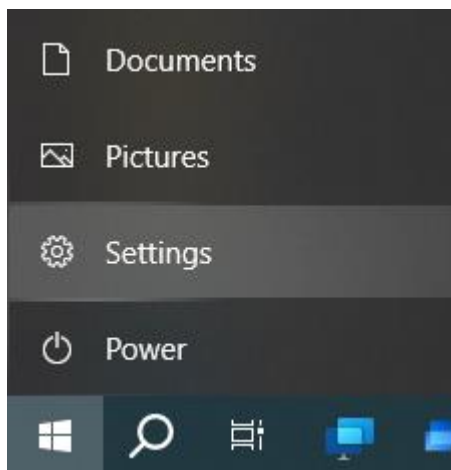
13. A popup regarding privacy choices from HP will also appear. You should choose **No** for all three options, then click **Done**.



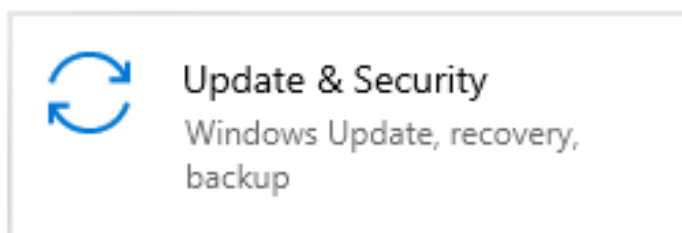
Windows security and feature update checks

Your Napier laptop will receive security and feature updates regularly, however on your laptop's first use we recommend running a manual check using the instructions below.

14. Click on the **Start** button and choose **Settings**.



15. Click on **Update and Security**.



16. Click on **Check for Updates** button. Doing this for the first time should display several updates that are ready to be downloaded and installed. During the updating process, your laptop screen will flicker and go blank occasionally.

Windows Update

**Some settings are managed by your organisation*

[View configured update policies](#)



Restart required

Your organisation requires your device to restart by 12/10/2023.

Your device is missing important security and quality fixes.

Intel - SoftwareComponent - 2320.79.136.0

Status: Pending install

HP Inc. - SoftwareComponent - 1.59.3457.0

Status: Pending install

HP Development Company, L.P. - Keyboard - 11.1.8.1

Status: Pending restart

Intel Corporation - Display - 31.0.101.4575

Status: Pending install

2023-09 Cumulative Update for .NET Framework 3.5, 4.8 and 4.8.1 for Windows 10 Version 22H2 for x64 (KB5030180)

Status: Pending restart

2023-09 Cumulative Update for Windows 10 Version 22H2 for x64-based Systems (KB5030211)

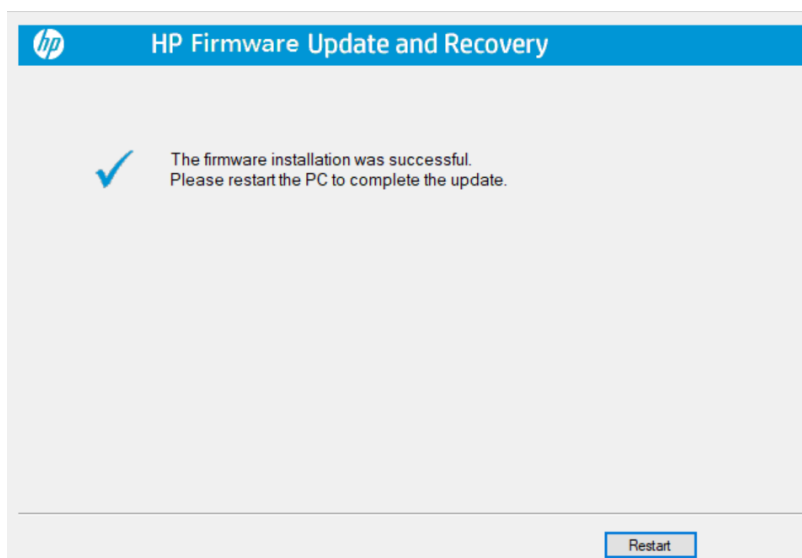
Status: Pending install

HP - Firmware - 1.8.0.0

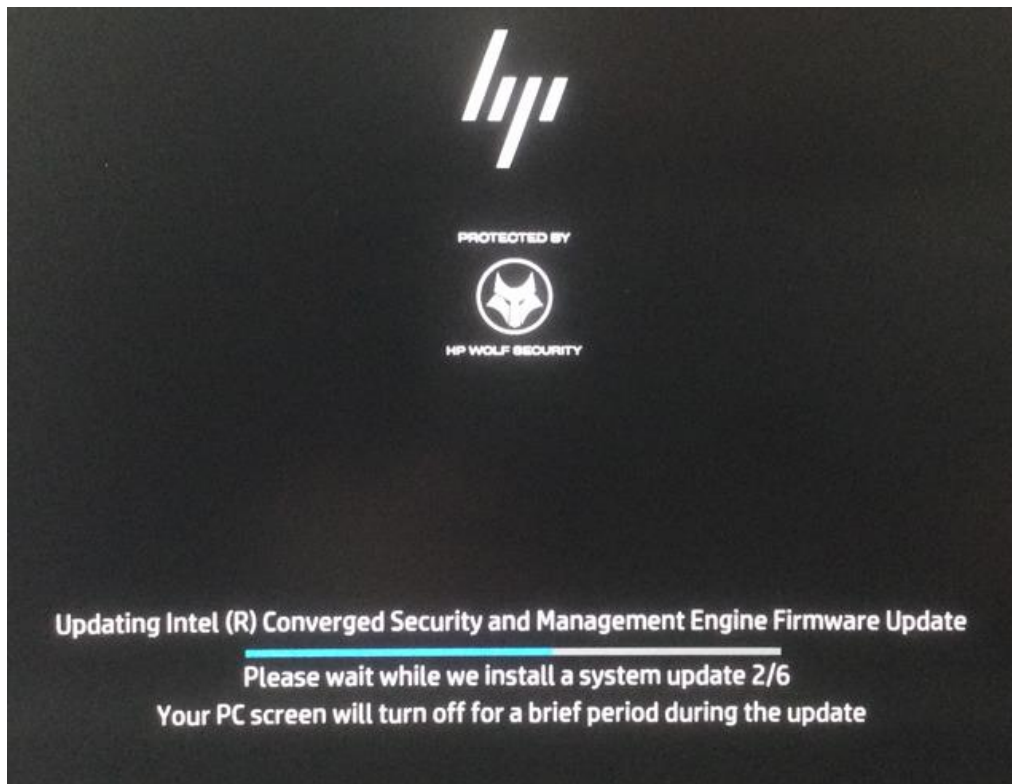
Status: Pending restart

17. One of the required updates for your laptop will be a firmware upgrade from HP. Once that's ready you will be prompted to reboot. When this appears, please click the **Restart** button.

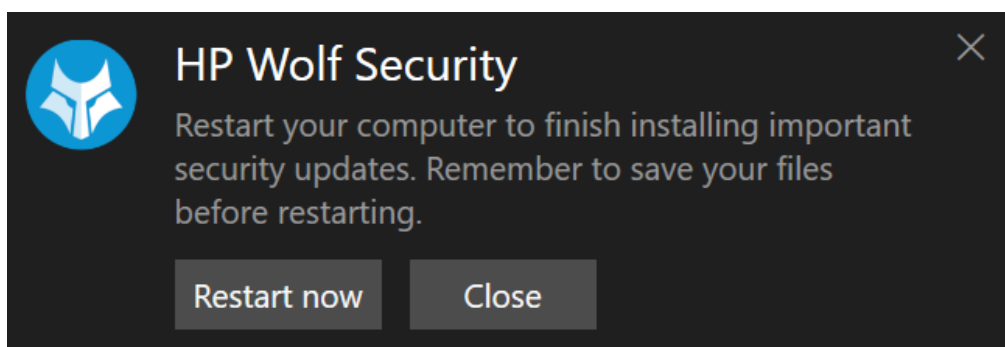
v 3.0.10



18. When your laptop reboots after this firmware update, it will begin the updating process before displaying the login screen. Please do not interrupt this process or power down your laptop. This process should **take around five minutes to complete**, and your laptop will switch itself off at least once during the process.



19. Once your laptop displays the login screen, you can **log in**. It's worth checking again if there are updates available, following steps 16 - 18 above. If any are showing, please choose to install them, the laptop will prompt when it requires a reboot to complete any updates. You will occasionally receive notifications that the HP Wolf Security needs updated and rebooted, please allow this to happen.



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