



## New managed ICT workstation checklist

Now that you have received a managed ICT workstation, you will be able to use this checklist to get back to work. If you encounter any problems, contact the ICTS Service Desk on +31 (0)20 595 1402, by email at servicedesk-icts@hva.nl or ask your question online at [hva.nl/icts-selfservice](https://hva.nl/icts-selfservice).

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## Windows 10

### Logging in for the first time

After starting up your managed ICT workstation, press any key, after which you will be able to log in using your AUAS ID and corresponding password.

### **Use outside AUAS**

If you have been issued a laptop, you will be able to use it outside of AUAS. However, in order to be able to do so, you must first log in once while on AUAS premises.

### **Wireless internet**

Managed ICT workstation laptops automatically connect to the secure AUAS network when you are on site.

### **Email**

When you open Outlook, you will see your AUAS mailbox. Any group mailboxes will be added automatically.

### Shutting down or logging out

1. Open the **Start menu**.



2. You can choose to shut down your managed ICT workstation or to log out.

- a. Click on the **Power** button to shut down.



- b. Click on the **Account** button to log out.





## Applications

### Installing applications from the Software Center

Do you have user rights for specific software in addition to the default suite of programmes? On your managed ICT workstation, these applications must be installed from the Software Center. The Software Center can be accessed from the *Start menu*. To find out how to install software from the Software Center, please consult [this](#) manual.

### Customising default applications

In Windows 10, you have the option of customising default applications, such as your internet browser.

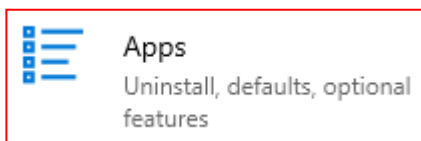
1. Open the **Start menu**.



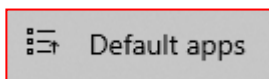
2. Click on the **Settings** app.



3. Go to **Apps**.

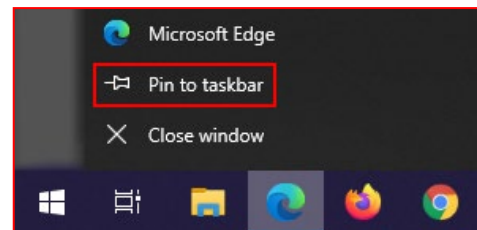


4. Click on **Default apps**.



### Restoring icons to the taskbar

1. Open the desired programme.
2. **Right-click** on the icon on the taskbar and select **Pin to taskbar**.





## Data

### Saving your files

You can access the network drives and your files through **File Explorer**, which is located in the Start menu and on the taskbar. You can store files in the Cloud via OneDrive. Please find the OneDrive manual [here](#).

## Other

### Using a port replicator

Before you can use the monitor, keyboard and mouse, you must use the port replicator to connect all devices with a single USB cable. The necessary software is installed on the managed ICT workstation by default. Please find instructions on how to set up your monitor [here](#).