

# NELSON MANDELA UNIVERSITY



## Student Laptop Guide

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## First boot: Welcome setup steps

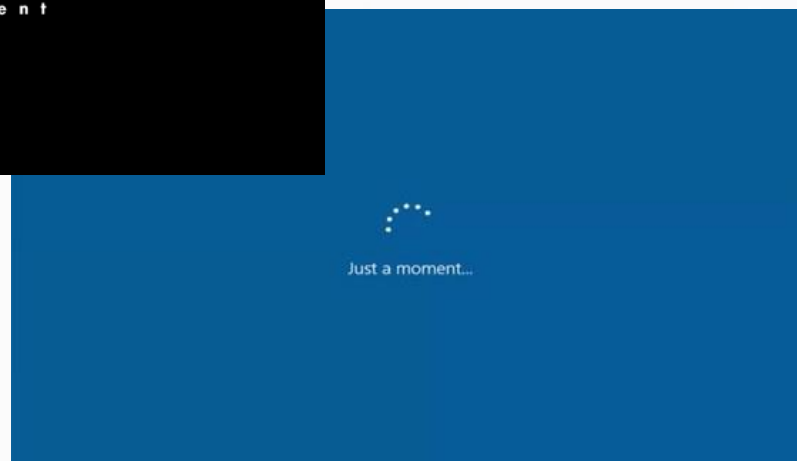
### Step 1:

Connect power adapter and press the power button for two seconds and then release the button.



### Step 2:

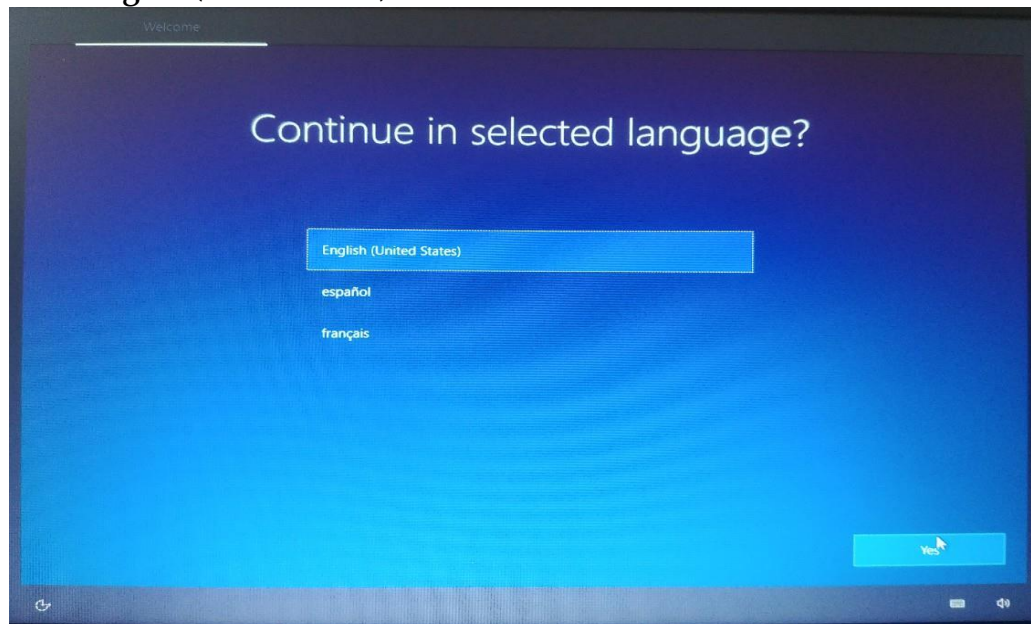
Your laptop will boot and display the following loading screens. Please be patient.



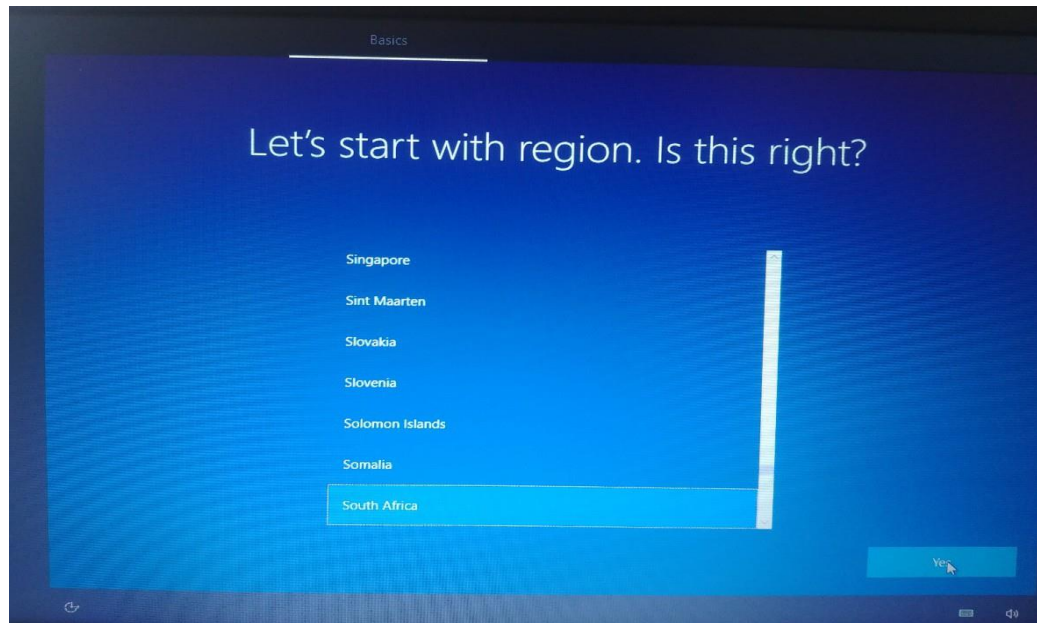


**Step 3:**

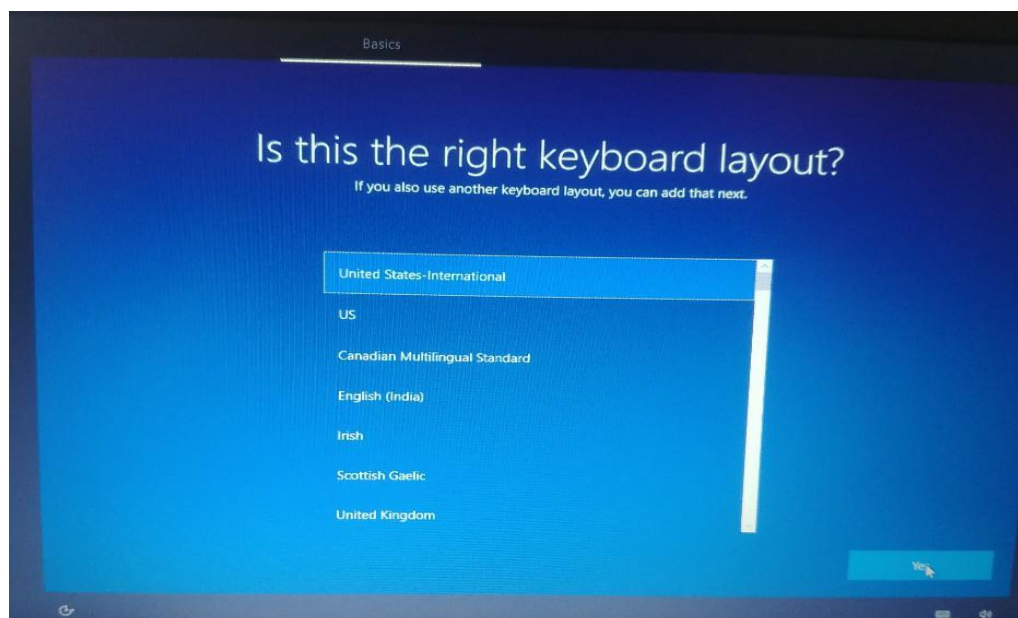
Select **English (United States)** and then click on **Yes**.

**Step 4:**

Select **South Africa** and then click on **Yes**.

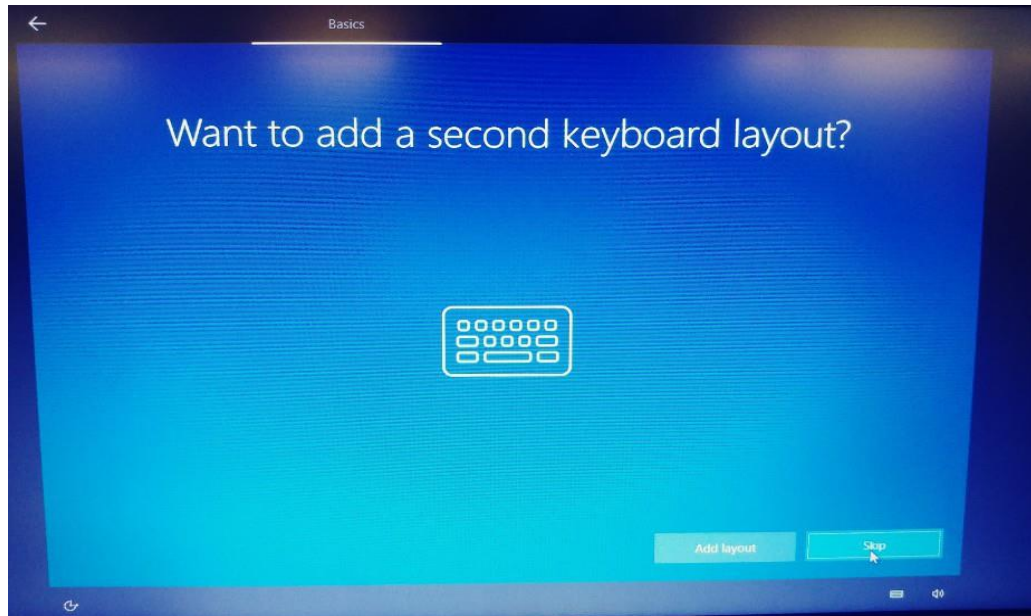
**Step 5:**

Click **United States–international** and then click on **Yes**

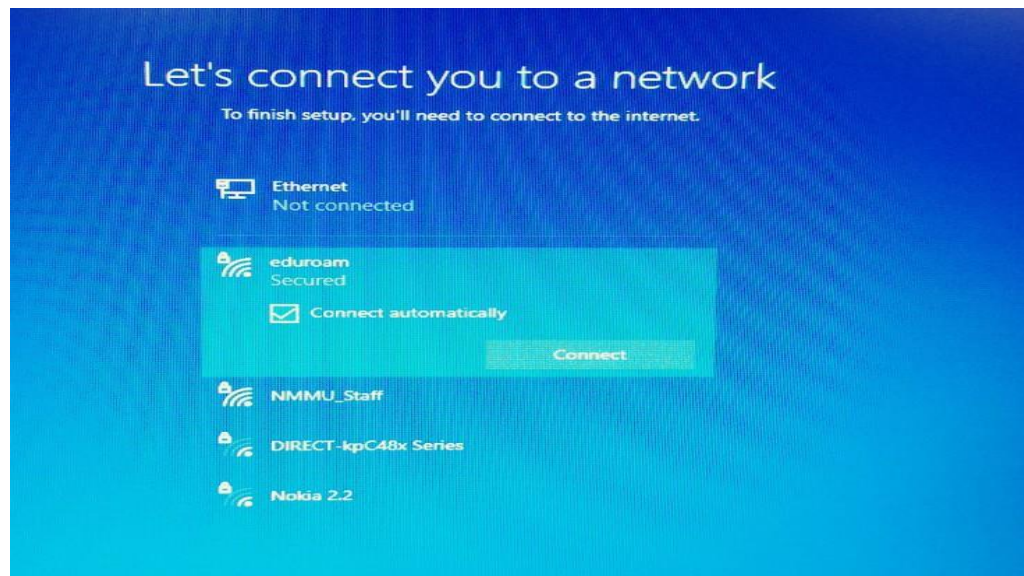


Step 6:

Click Skip.

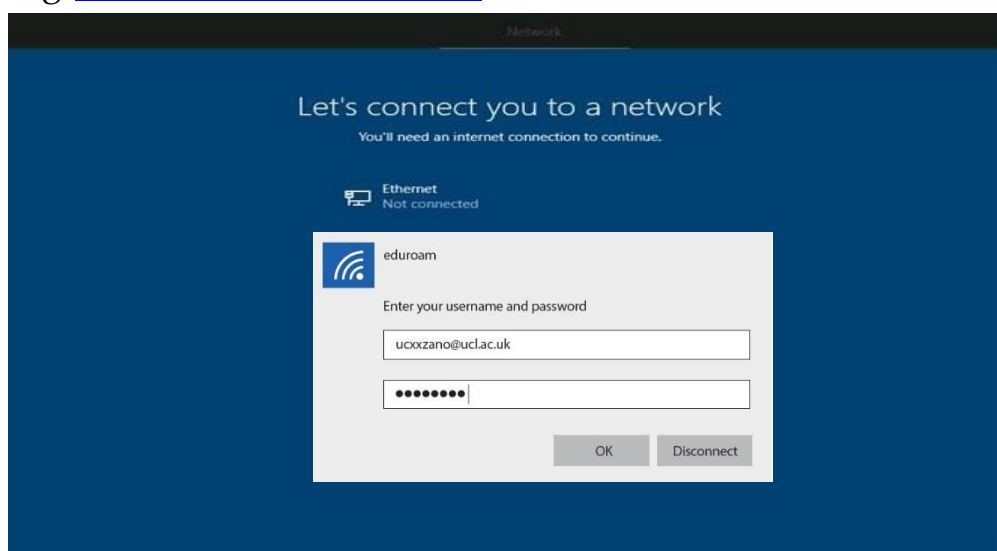


Step 7:

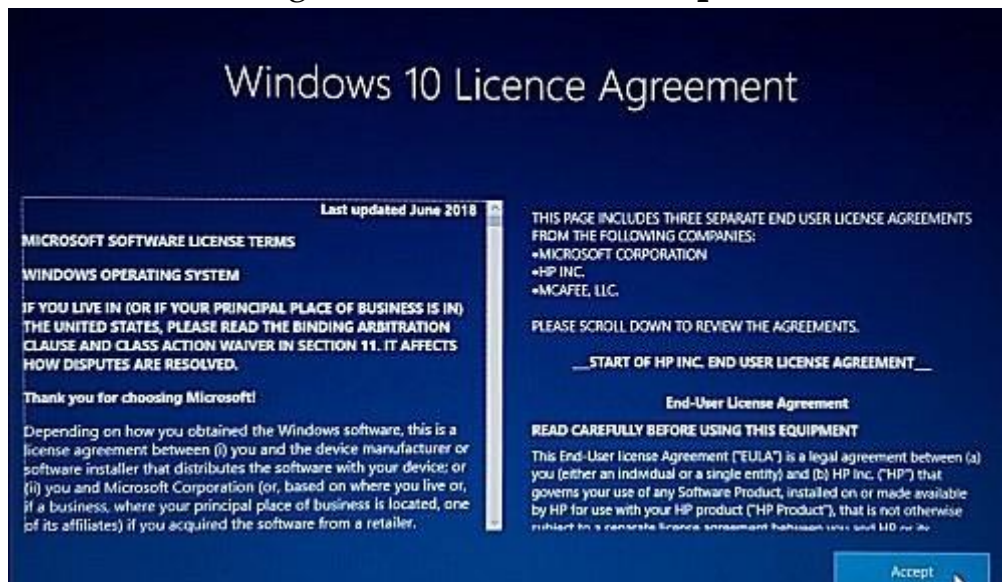
Select **Eduroam** and click **Connect**

Step 8:

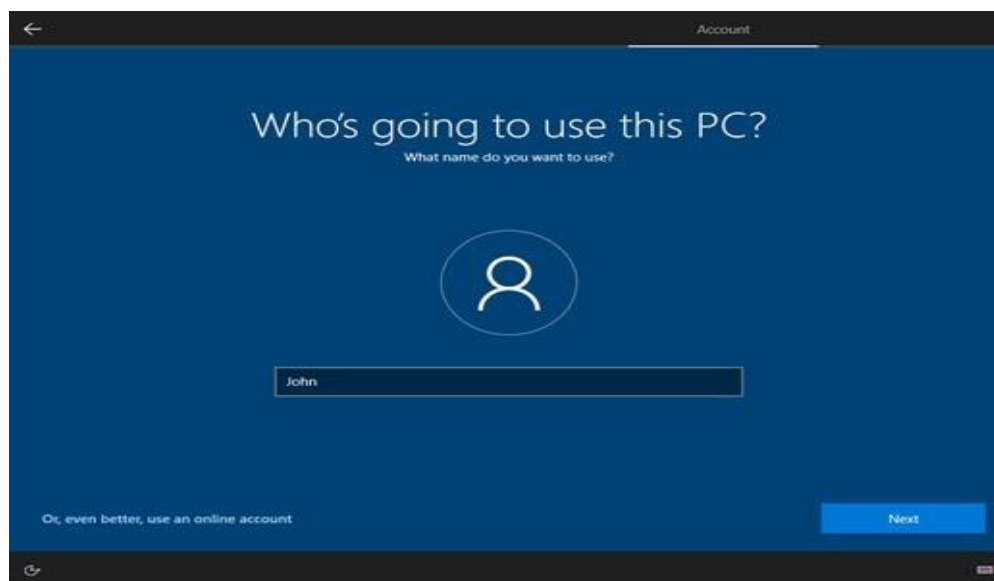
Enter your [studentnumber@mandela.ac.za](mailto:studentnumber@mandela.ac.za) and your password.  
 e.g. [s201234567@mandela.ac.za](mailto:s201234567@mandela.ac.za) then click on **OK** and **Next**



Read the License Agreement and click on **Accept**.



Step 10: Enter your Name or Student Number and click on **Next**.





Type in a password.

The screenshot shows a Windows setup screen with a blue background. At the top, it says 'Create a super memorable password' and 'There's no way to retrieve a lost password for this kind of account, so make sure to pick something you'll be absolutely sure to remember.' Below this is a circular icon representing a person. Underneath the icon is a text input field labeled 'Password'. At the bottom left, it says 'Or, even better, use an online account'. At the bottom right, there is a blue button labeled 'Next'.

Step 13: Click Accept.

The screenshot shows a Windows setup screen titled 'Choose privacy settings for your device'. It explains that Microsoft puts you in control of your privacy and that you can change settings at any time. There are several sections with toggle switches: 'Online speech recognition' (Yes), 'Find my device' (Yes), 'Inking & typing' (Yes), 'Location' (Yes), 'Diagnostic data' (Full), and 'Tailored experiences' (Full). At the bottom right, there are two buttons: 'Learn more' and 'Accept'.

Enter your First Name, Last Name. Scroll down and select South Africa as your region. Enter your student email address  
E.g. [s201234567@mandela.ac.za](mailto:s201234567@mandela.ac.za) and click on Next.

Step 14:

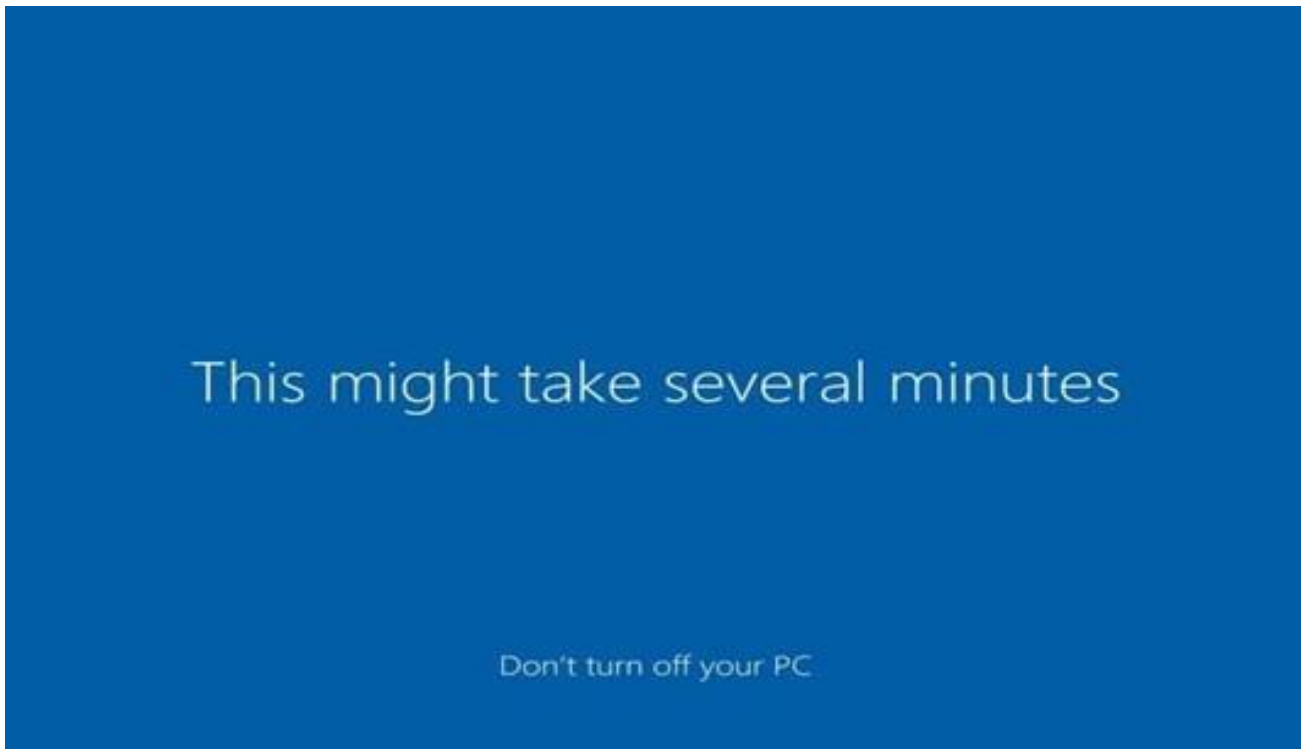
The screenshot shows a Windows setup screen titled 'Support and Protection'. It says 'Configure your support, protection, and communication preferences.' Below this are four input fields: 'First name', 'Last name', 'Region' (a dropdown menu), and 'Email address'. At the bottom, it says 'Select 'Next' to set your communication preferences.' and there is a blue button labeled 'Next'.



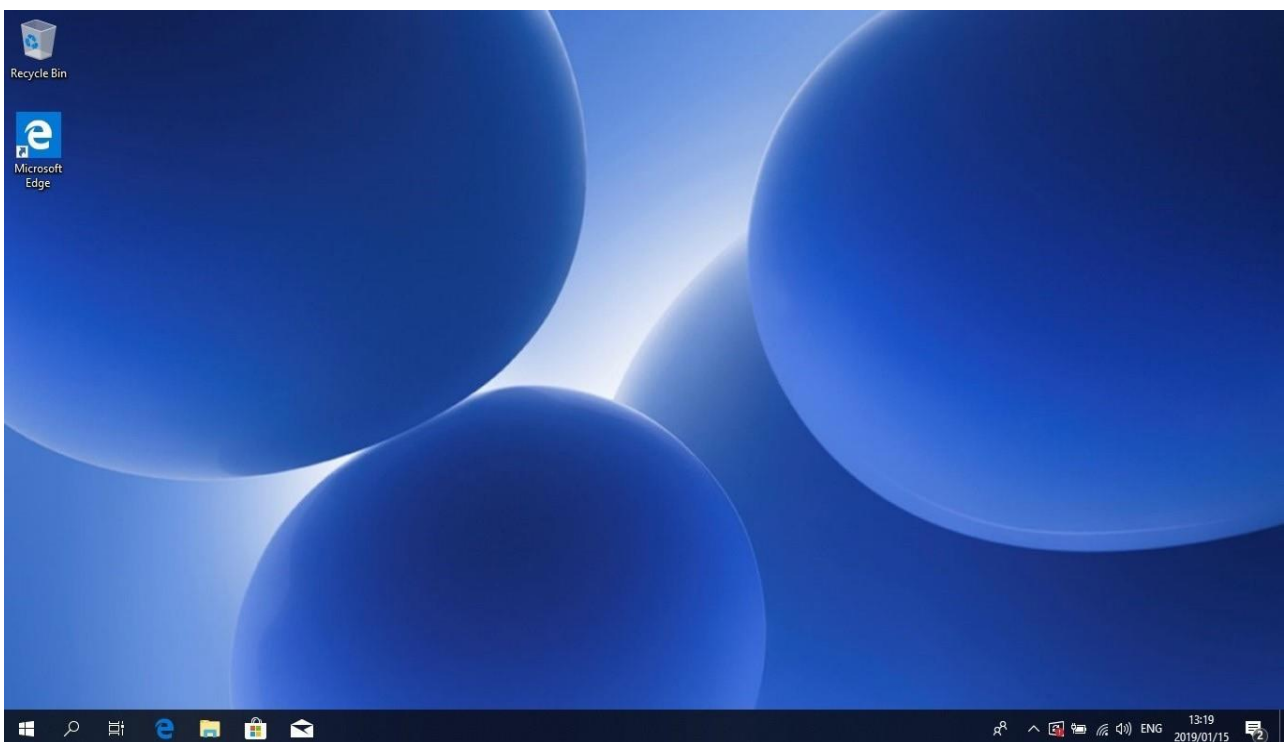


**Step 16:**

The final windows setup process will now complete. Please leave the charger connected and do not turn off the power. Your laptop might restart.

**Step 17:**

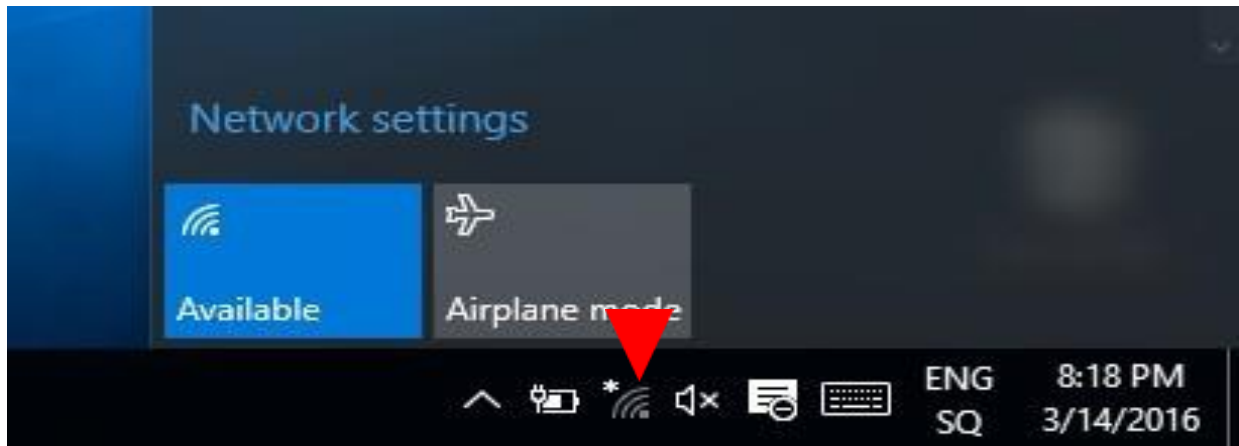
Congratulations, you have completed the Welcome setup process. your desktop screen will now be displayed.



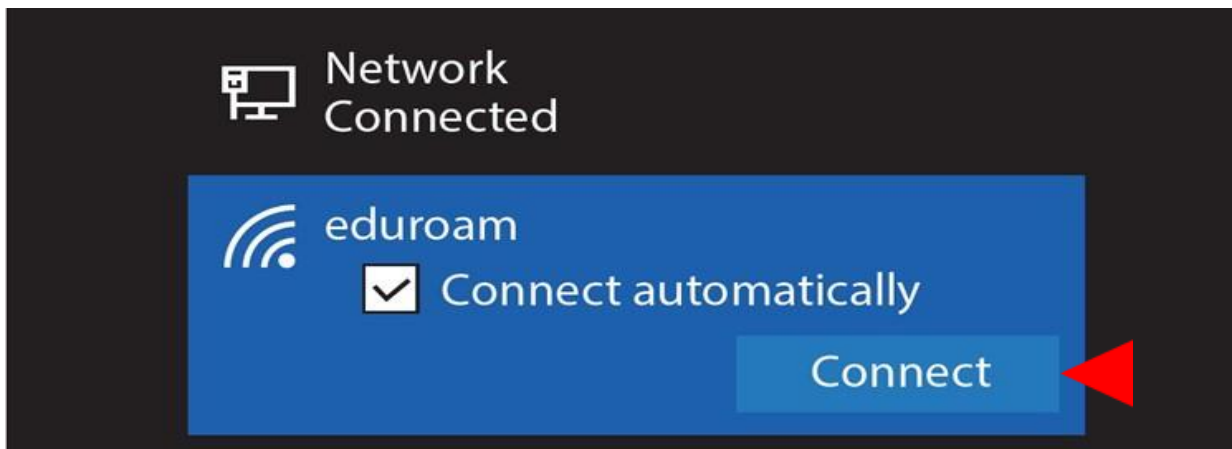
## Connecting to eduroam

### Step 1:

Press **Fn and Home** to turn **Airplane Mode Off** and then Click on the Wifi icon located in the lower-right corner of the task bar.



### Step 2:

 Click on **Connect**.

### Step 3:

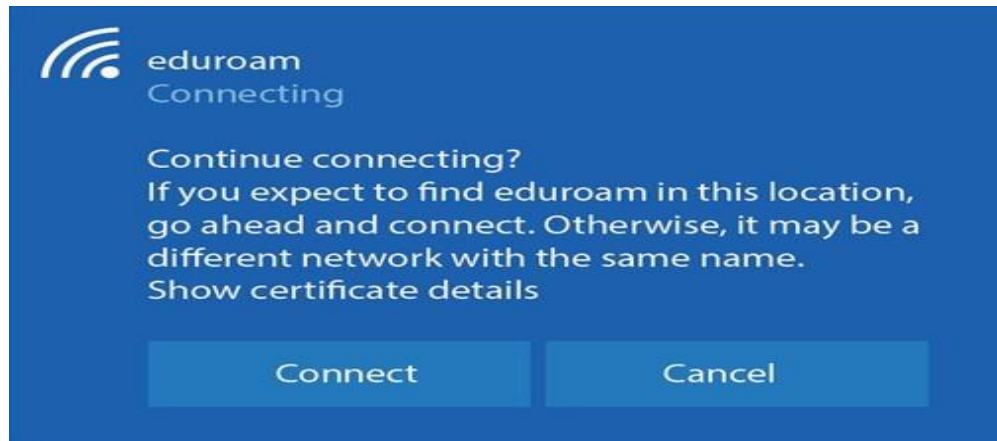
 Enter your student [number@mandela.ac.za](mailto:number@mandela.ac.za) and your password.

#### Wi – Fi

A screenshot of the Windows Wi-Fi settings for the 'eduroam' network. It shows a login screen with the text 'Enter your username and password'. There are two input fields: the first contains the email address 's20133333@mandela.ac.za' and the second contains a series of dots representing a password. At the bottom, there are 'OK' and 'Disconnect' buttons.

Step 4:

Click on Connect.



Step 4:

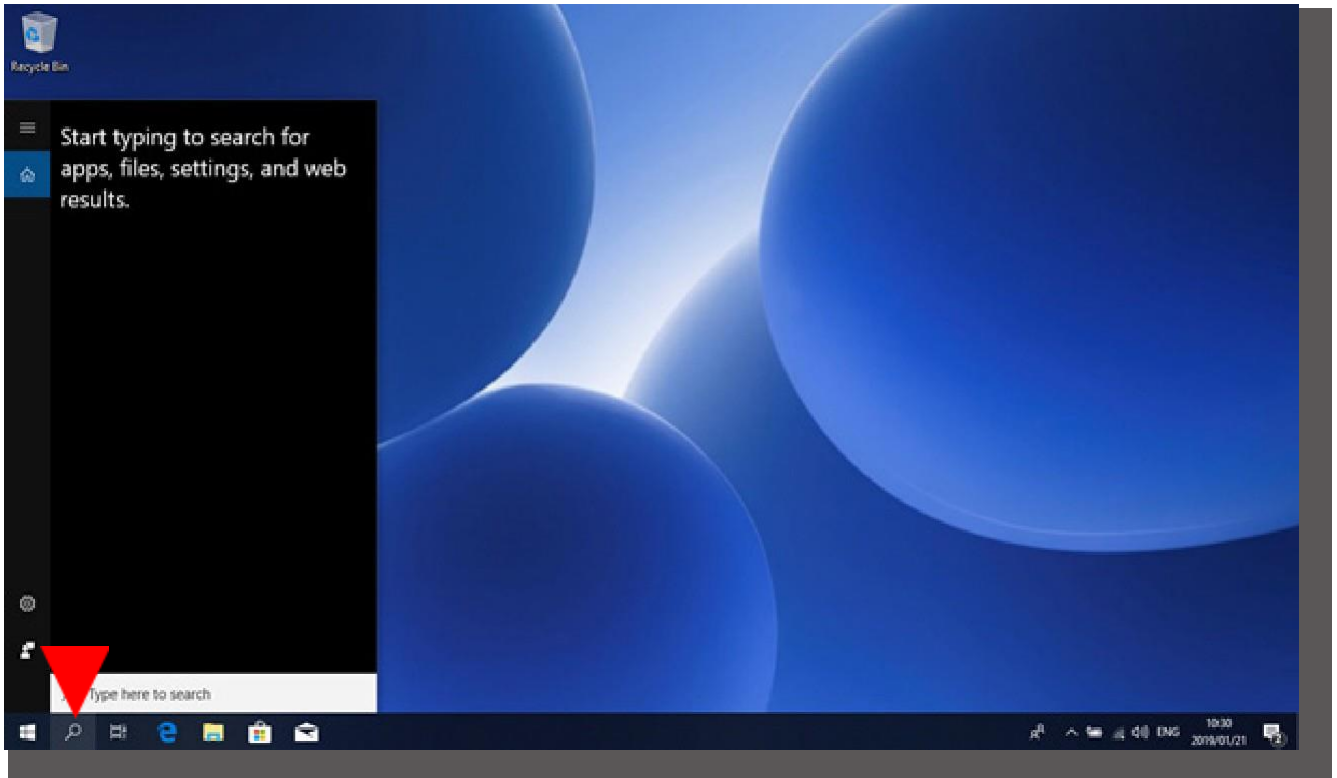
if successfully authenticated the status will change to Connected. you will now be connected to the eduroam service.

## Wi – Fi

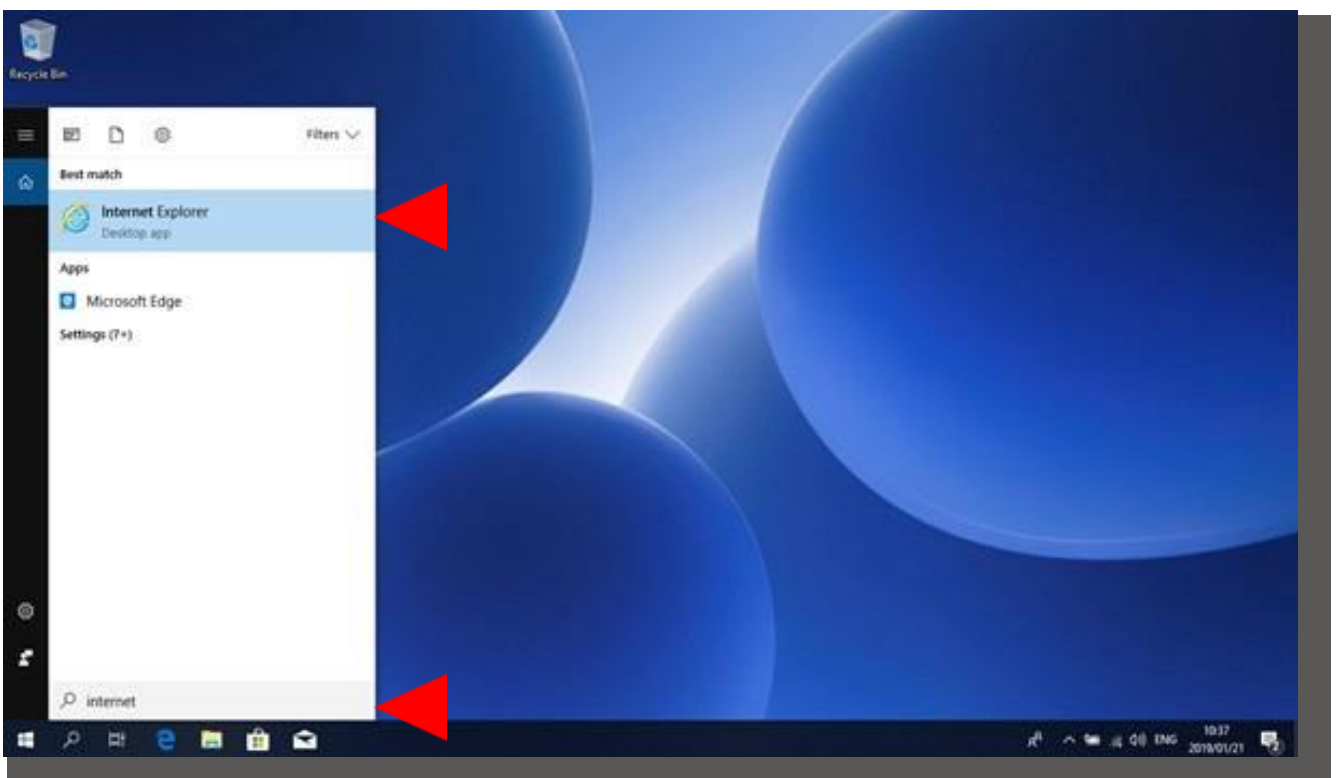


## Navigating to the Student portal

**Step 1:** Click on the Search icon .



**Step 2:** Click in to the search bar and enter Internet Explorer. then click on Internet Explorer.



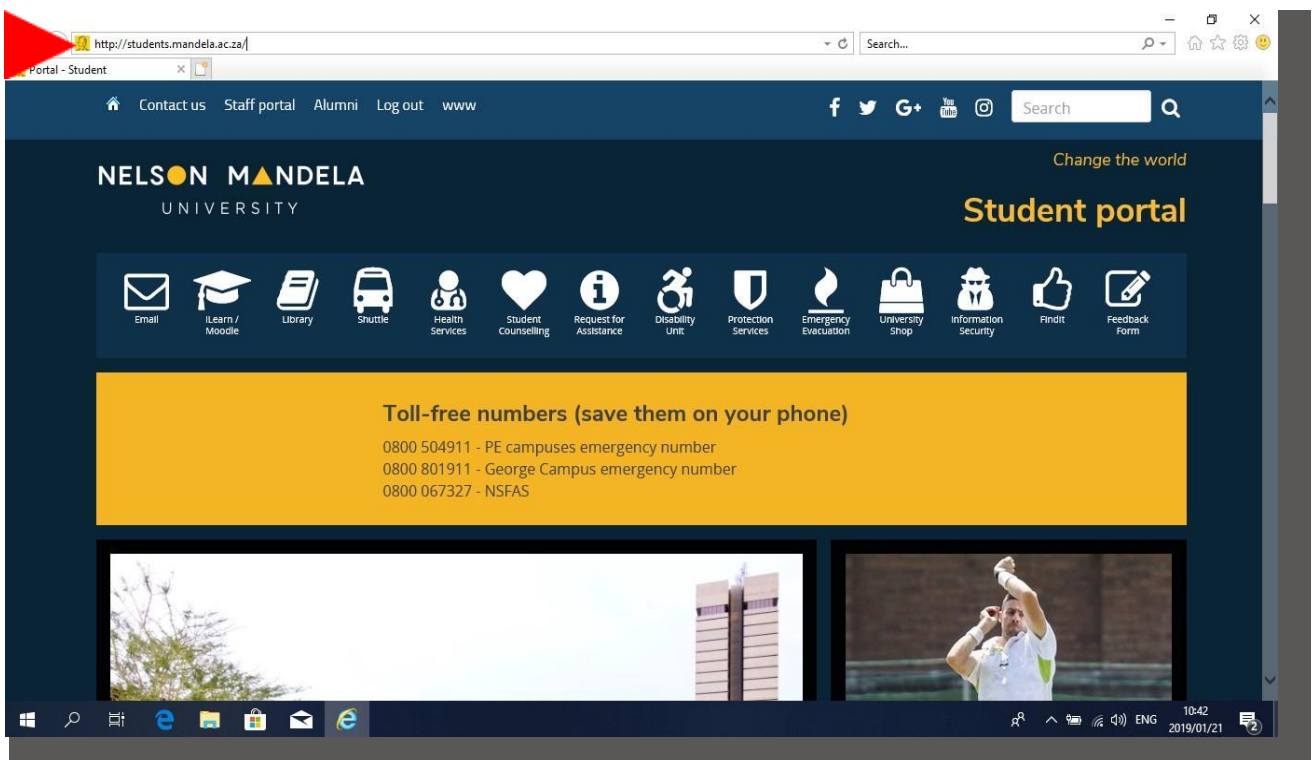


**Step 3:**

Choose Use recommended security and compatibility settings and click on OK.

**Step 4:**

Click on the address bar and enter <http://students.mandela.ac.za>. Press enter.



# WELCOME TO I - LEARN

Please use your Nelson Mandela University domain username and password. Your student username is prefixed with an S and your student number (e.g.. s20061333).

If you do not have an Nelson Mandela University username or have forgotten your username and/or password, please contact the ICT Helpdesk on 041 504 3000 or email [Helpdesk@mandela.ac.za](mailto:Helpdesk@mandela.ac.za). In order to reset your password, the helpdesk support staff will require your student number, ID number, name, surname and a password of 8 characters or more containing both numbers and letters.

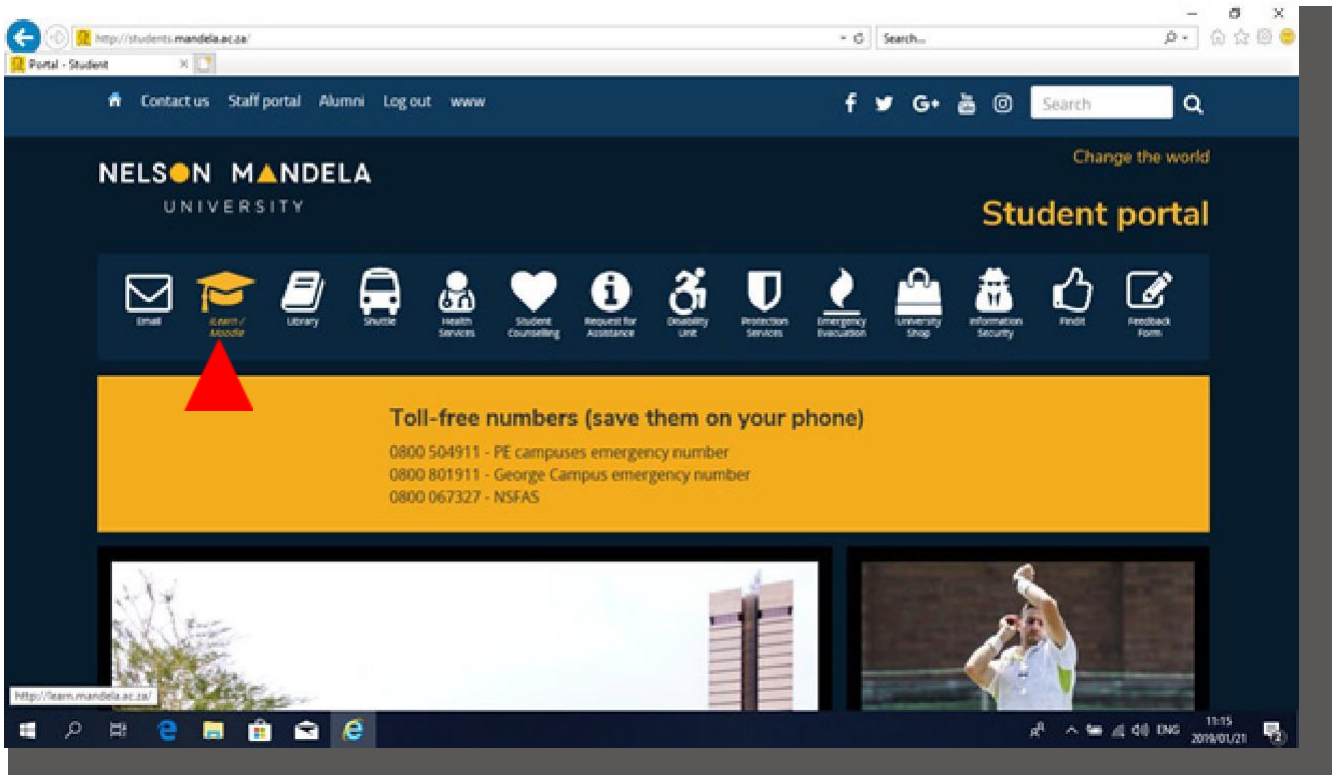
Cookies must be enabled in your browser

Two cookies are used by this site:  
The essential one is the session cookie, usually called MoodleSession. You must allow this cookie into your browser to provide continuity and maintain your login from page to page. When you log out or close the browser this cookie is destroyed (in your browser and on the server).

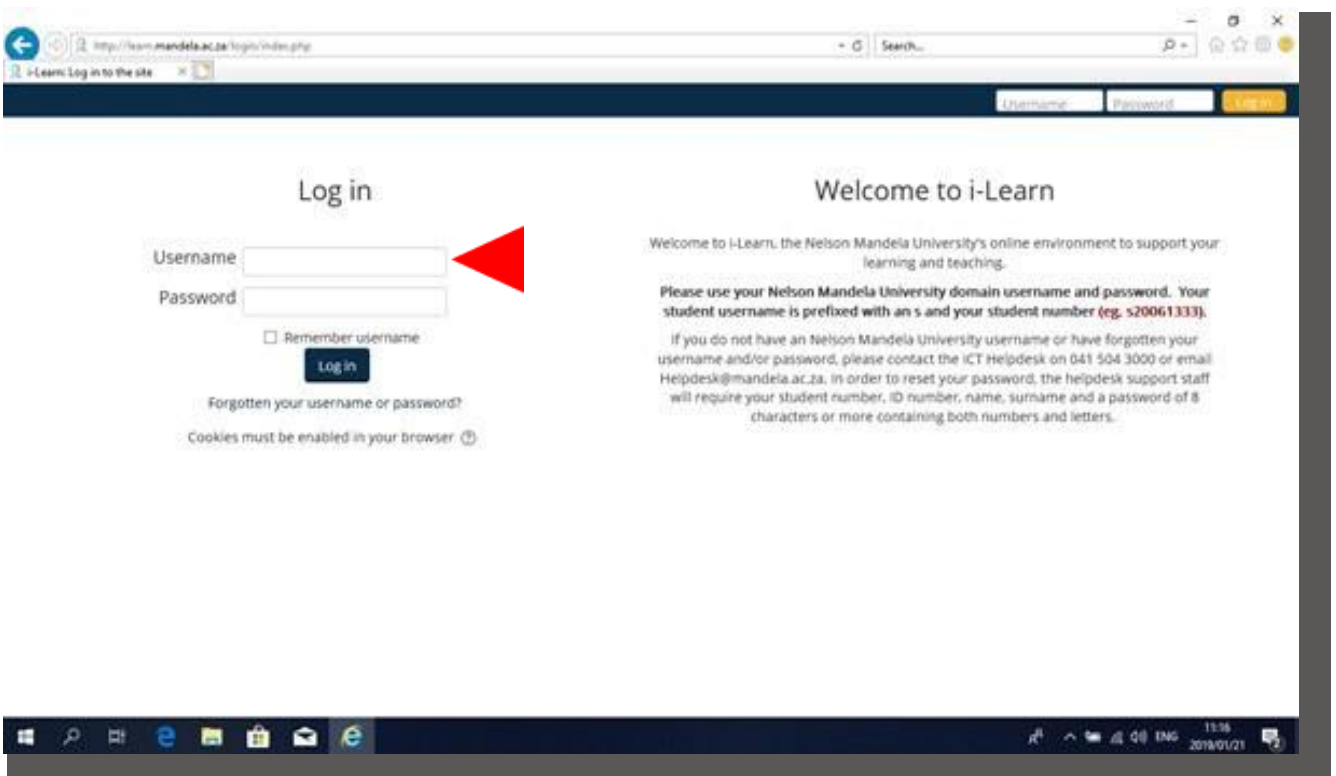
The other cookie is purely for convenience, usually called something like MOODLEID. It just remembers your username within the browser. This means when you return to this site the username field on the login page will be already filled out for you. It is safe to refuse this cookie - you will just have to retype your username every time you log in.

**Step 1:**

Click on the Learn/Moodle icon. (Link: <http://learn.mandela.ac.za/login/index.php>)

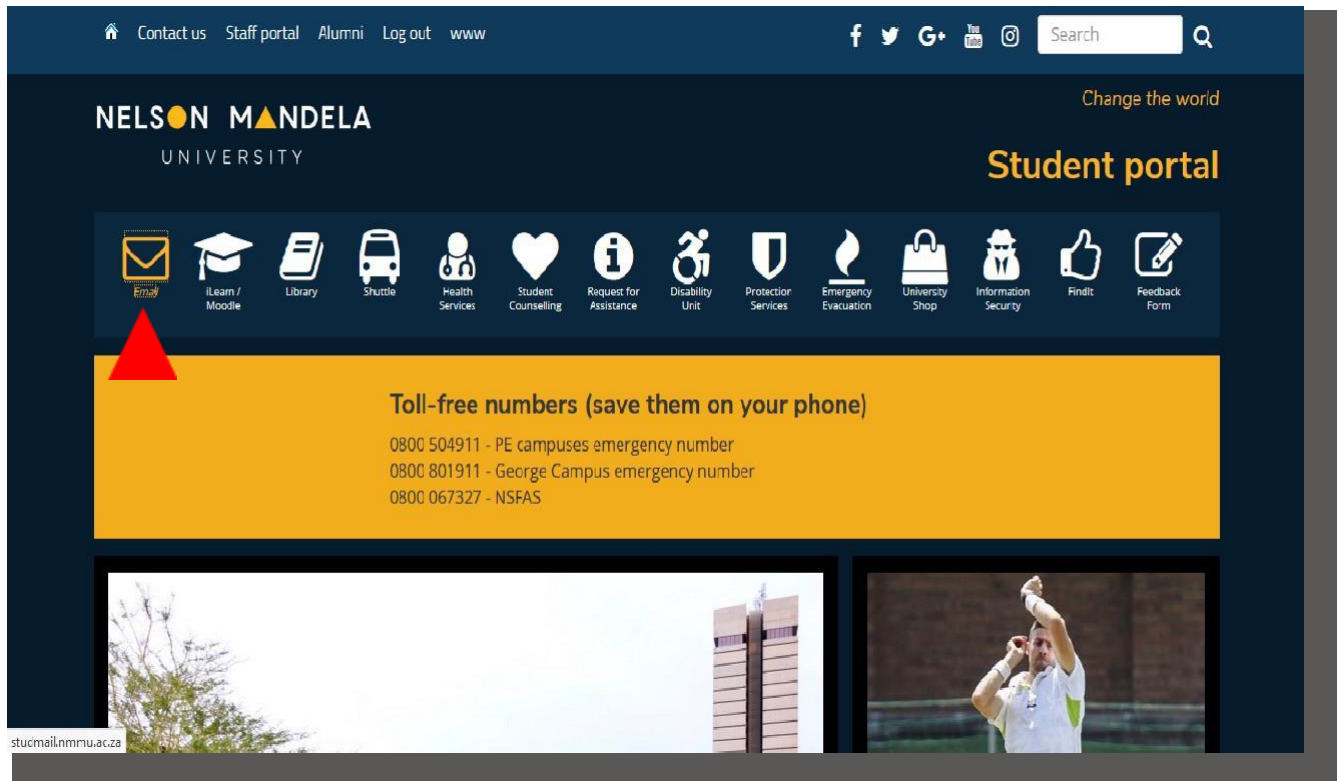
**Step 2:**

Click on username and enter your student number(e.g.. s20061333) and password.



## Navigation to Student email Mailbox

**Step 1:** Click on the Email icon. (Link: <https://outlook.office365.com/owa>)



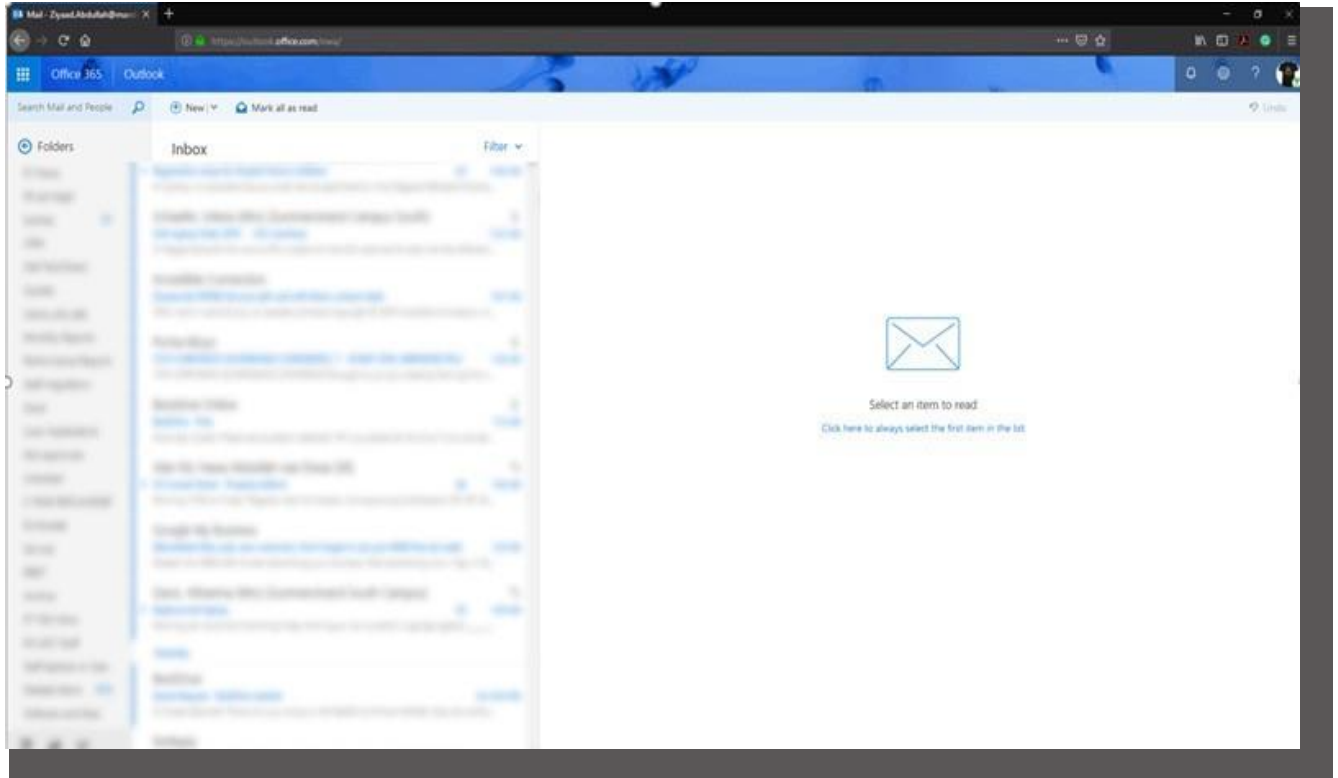
**Step 2:** Your mailbox will open in a new tab





### Step 3:

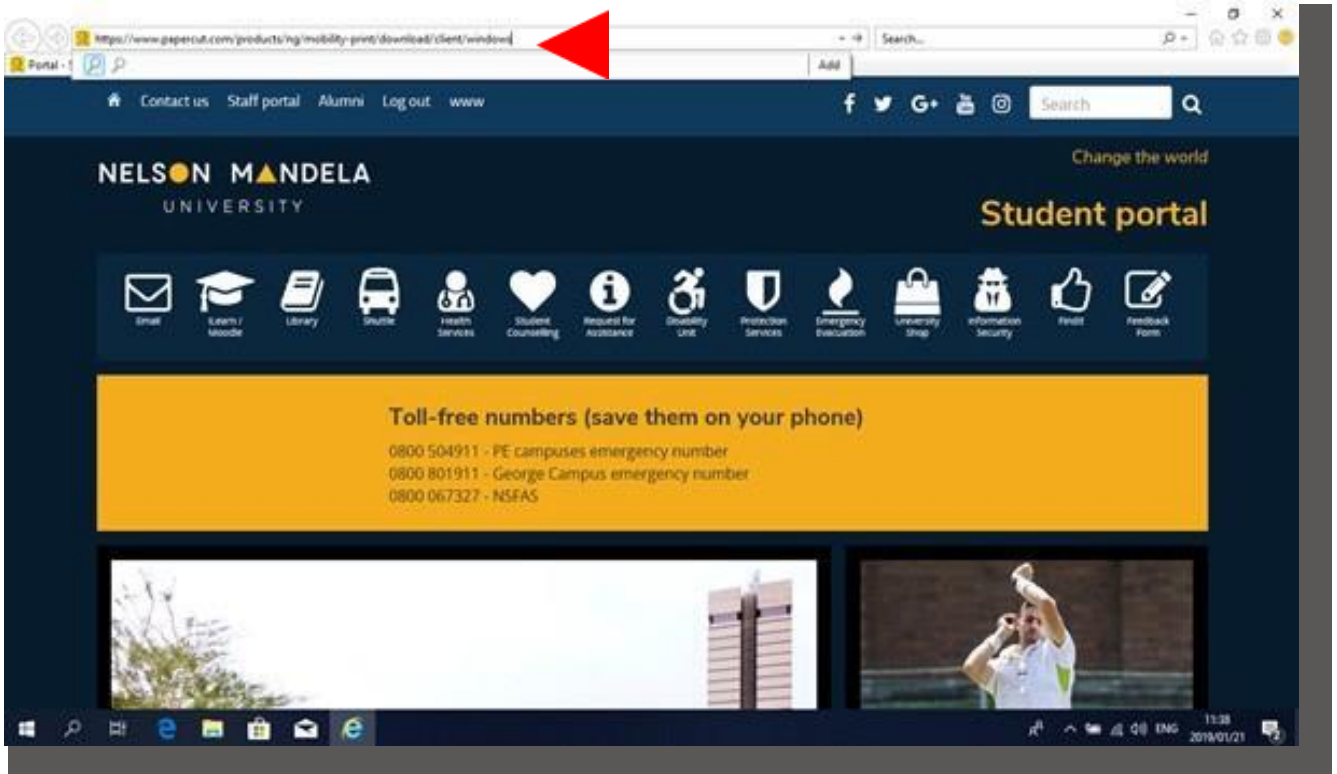
You may now access your Office365 outlook mailbox online.



# Install Papercut Mobile

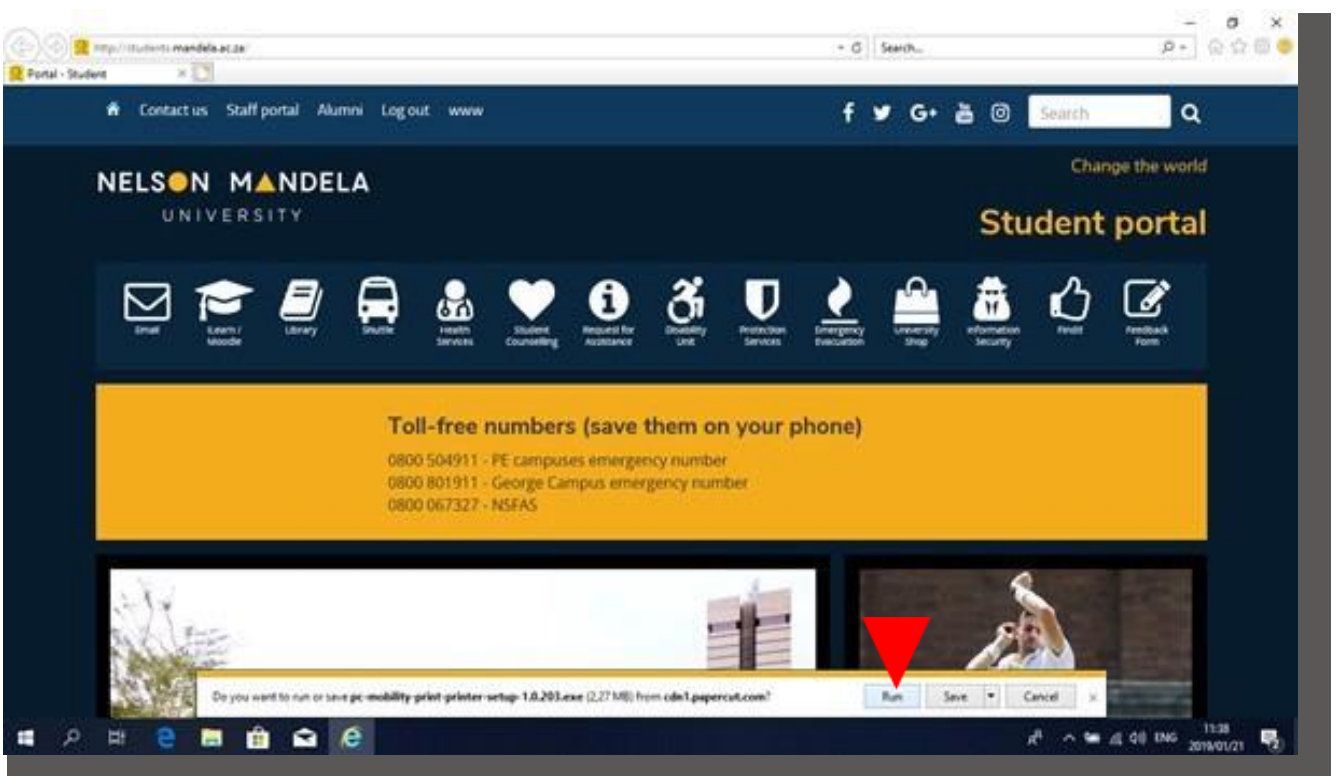
## Step 1:

Open Internet Explorer. Enter this address into the address bar:  
<https://www.papercut.com/products/ng/mobility-print/download/client/windows>

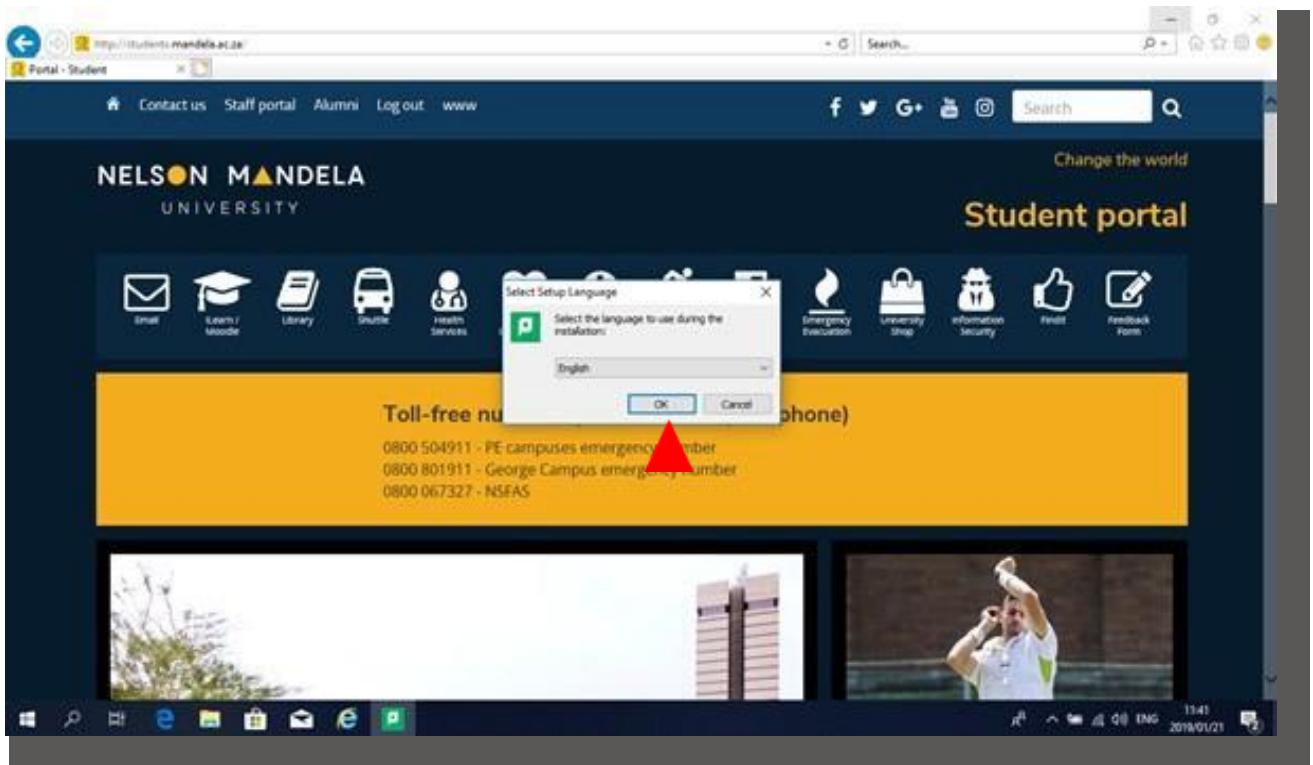


## Step 2:

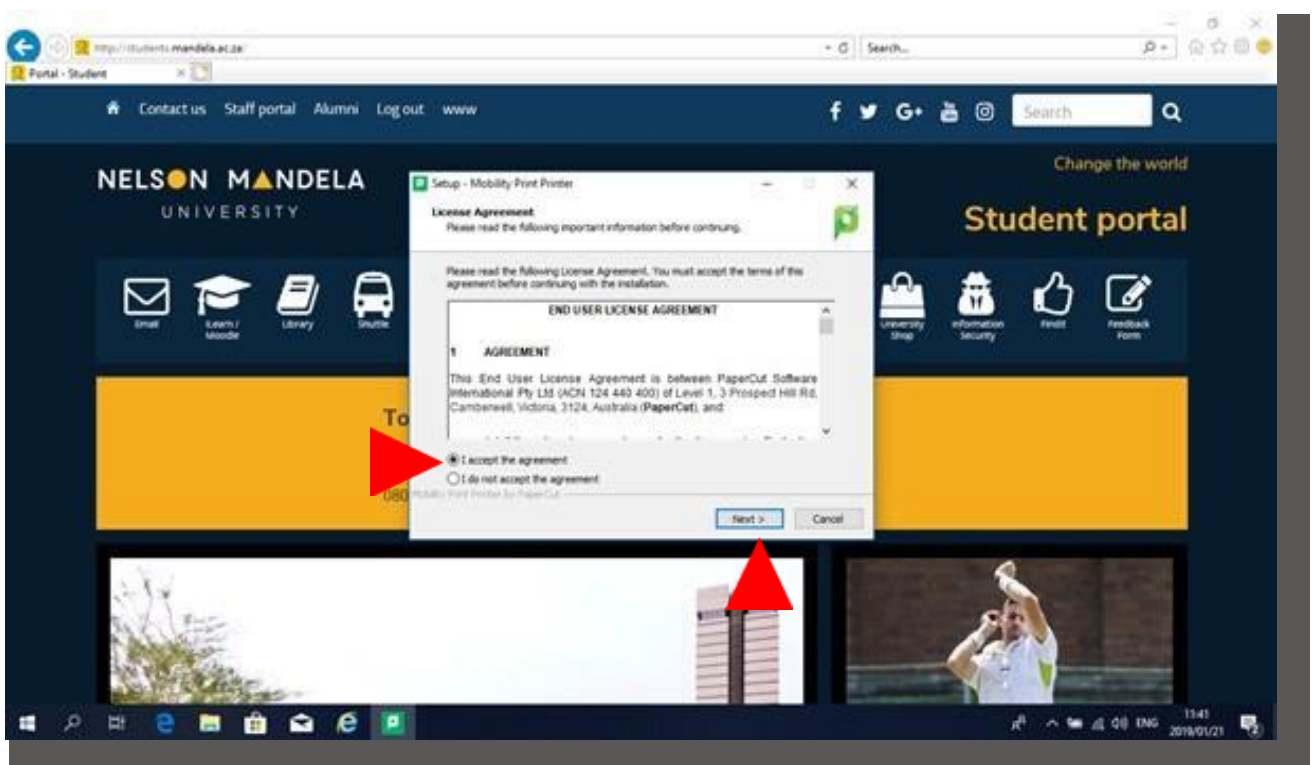
Click on Run and then Yes.



**Step 3:** Click on OK.

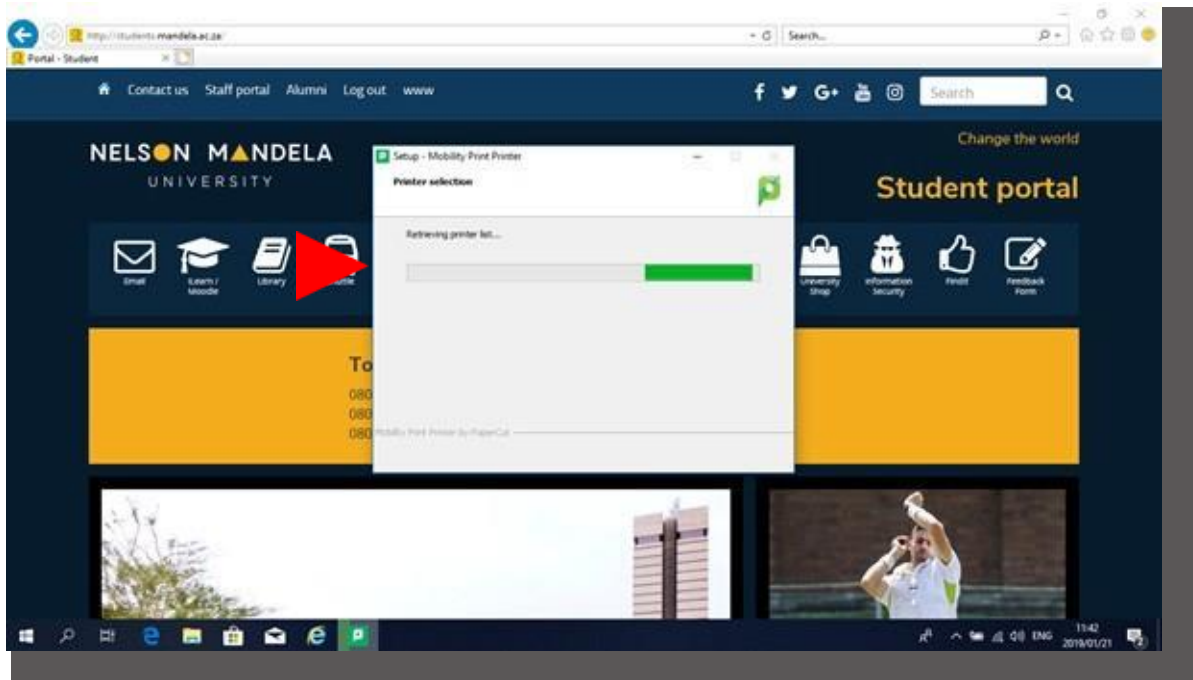


**Step 4:** Select I accept the agreement and click on Next.



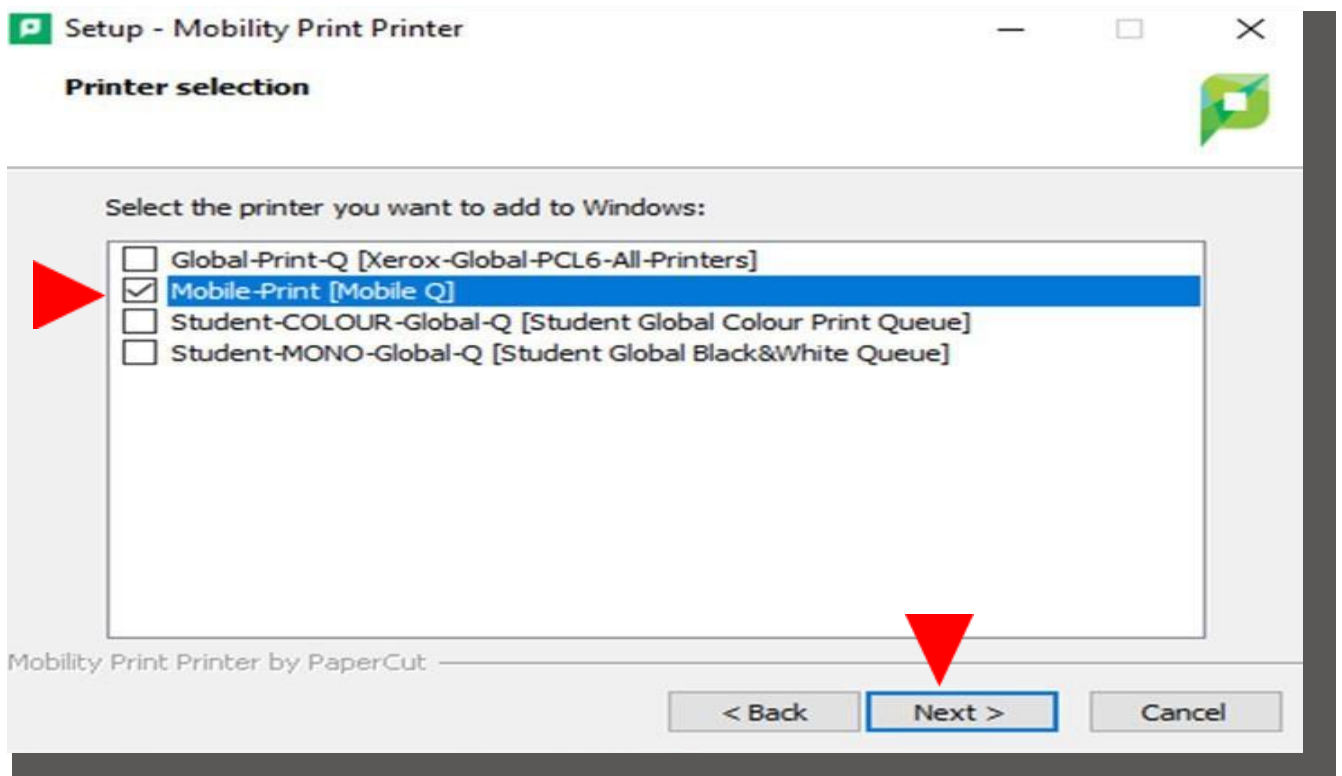
## Step 5:

Please wait while the installation is being completed.



## Step 6:

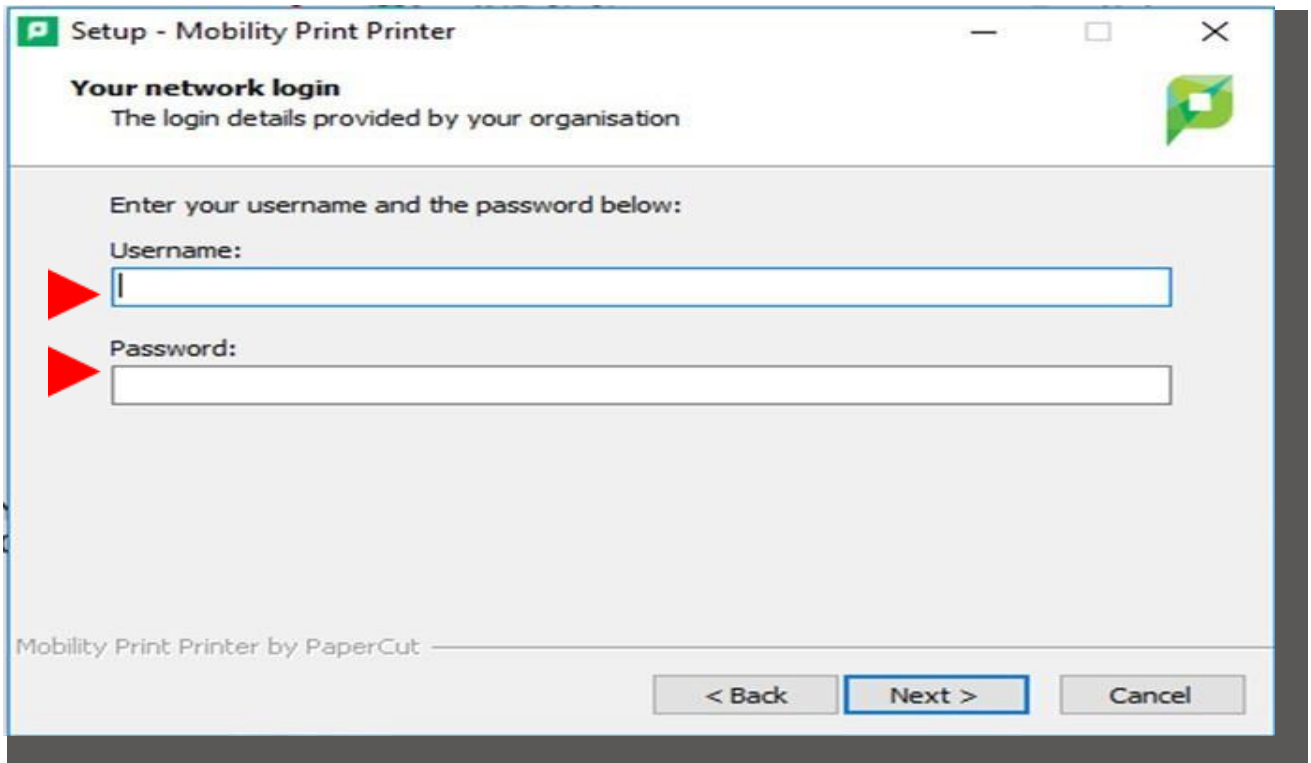
Select Mobile Print Q and click on Next.





**Step 7:**

Enter your student number @Mandela.ac.za and your password. (eg. s20161333@mandela.ac.za) then click on Next.



Setup - Mobility Print Printer

**Your network login**  
The login details provided by your organisation

Enter your username and the password below:

Username:

Password:

Mobility Print Printer by PaperCut

< Back   Next >   Cancel

**Step 8:**

Click on Finish.



Setup - Mobility Print Printer

**Completing the Mobility Print Printer Setup Wizard**

Setup has finished installing Mobility Print Printer on your computer.

Click Finish to exit Setup.

Finish