



## Guide to your Student Loan Device



## WHY HAVE YOU BEEN ALLOCATED A LOAN LAPTOP?

All students at Borders College need a digital device to access online learning materials, join video calls with lecturers and classmates and keep up-to-date with college news. Examples of digital devices include phones, tablets and computers.

It is important that all students have fair and equal access to learning, but we understand that not everybody has access to an appropriate digital device. If this is the case for you, the College can help.

Our loan laptop scheme gives you the opportunity to apply for a loan laptop if you need one.

Some of the reasons you may be able to get a loan laptop:

- You don't have a laptop
- You share a laptop with other people in your home
- You have other digital devices (for example, a mobile phone), but you find them difficult to use for college work
- Your laptop is not suitable for the work you are doing

If you have any issues please email [helpdesk@borderscollege.ac.uk](mailto:helpdesk@borderscollege.ac.uk) and a member of our IT staff will be in touch.



## OUR COMMITMENT TO YOUR DIGITAL EDUCATION

Here at Borders College there is a blend of both online and on-campus learning taking place. For many students this is new and learning online may feel a little daunting at first but give yourself time to adapt to the new approach.

To enhance your learning as well as being able to keep in touch with your lecturers and classmates for support, Borders College will ensure you have access to the following:

- A Virtual Learning Environment (VLE) for all your teaching, learning and assessment needs.
- Digital equipment such as a student loan laptop and specific course software (if required).
- Connectivity in college and additional mobile data solutions for at home (if required).

Borders College can provide effective remote learning supported by laptops allocated to students through a loan system.

This helps to promote communication and collaboration with others and will make your college experience more enjoyable and successful.

Remember: Online learning doesn't mean learning alone - we are here to support you!



# LAPTOP SETUP GUIDE

## 1 Region Selection

Select your Region.

## 2 Let's Connect

Connect to your home Wi-Fi network.

## 3 Welcome to Borders College

Sign in with your Office 365 account.

## 4 Setting up your device

This may take a while depending on your internet speed.  
Your laptop may also restart a few times.

## 5 Other User

Log in with your Office 365 account.

## 6 Windows getting ready / Setting up your device

Might take several minutes, please be patient.  
When prompted at the Windows Hello stage, Set up a PIN.

## 7 All Set

You can sign in to the device with your PIN.  
After a couple of minutes, you should be logged in. It may take a few more minutes to finish off any other software installs.

## 8 Your laptop should be ready to use!

## 9 Registering and Warranty

Skip this if it appears as it's not required.



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