**MICROSOFT SURFACE GO TABLET**

**POWERING UP AND LOGGING IN**

1. Prop up tablet with the attached kickstand. Grades 3-8 will be provided with an attachable keyboard that will automatically snap into place.

2. Power on the Device (Button 1 below).

3. **You must connect to the Wi-Fi before attempting to log in.** Click on the network symbol (globe) in the bottom right corner of the screen, then make sure that the “Wi-Fi” box is blue and the “Airplane Mode” box is gray. *(If this isn’t the case, click the box, and it will change colors, turning it either on or off.)*

4. From the list, click on the Wi-Fi name of your network or SCS hotspot. When prompted, enter the hotspot’s password in the “Network Security Key” field and click “Next.” After a few moments, you should see that you are “Connected.”

5. At the lock screen, press any key to access the login field.

6. In the username field, enter the student’s email address *(ex: 6-digit SCS ID number- 123456@student.scsk12.org)*. In the password field, enter the student’s 8-digit birthdate *(ex: March 1, 2010 would be 03012010)*. Press “enter.”

7. You will see a blue first-time sign-in screen. The device is setting up the student’s account. This process may take up to 40 minutes. *(Do not click on “continue anyway.”)* The screen will show the student’s desktop when finished.

8. Your Surface tablet is ready to use!

**DEVICE REPAIRS: CALL 901-416-5300 M-F, 8 AM - 5 PM. SELECT OPTION 2.**

---

**FIND MORE INFORMATION AND RESOURCES AT** [SCSK12.ORG/ACCESSFORALL](http://SCSK12.ORG/ACCESSFORALL).
1. Power on the device. A device setup screen will load.

2. For region, select “United States.”

3. For keyboard layout, select “US.”

4. For second keyboard, select “skip.”

5. For network connection, click on the Wi-Fi name of your home network or SCS hotspot. When prompted, enter the hotspot’s password in the “Network Security Key” field and click “Next.” After a few moments, you should see that you are connected to the hotspot. Click “next,” and wait for the next screen, which will take about 10-15 minutes.

6. In the username field, enter the student’s email address (ex: 6-digit SCS ID number- 123456@student.scsk12.org). In the password field, enter the student’s 8-digit birthdate (ex: March 1, 2010 would be 03012010). Press “enter.”

7. You will see a blue first-time sign-in screen. The device is setting up the student’s account. This process may take up to 40 minutes. (Do not click on “continue anyway.”) The screen will show the student’s desktop when finished.

8. Your HP laptop is ready to use!

DEVICE REPAIRS: CALL 901-416-5300 M-F, 8 AM - 5 PM. SELECT OPTION 2.

FIND MORE INFORMATION AND RESOURCES AT SCSK12.ORG/ACCESSFORALL.