

# MacBook Air Operational Guide for Staff

Developed by

## McFarland School District Technology Department

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### Logging In

You will use the same account & password, within the district buildings or from home/remotely.

When you power on your MacBook, it will come to the login screen where you will see a few different options / icons. Just choose the one that is your name. In most cases the password is similar to your network password that you use to login to your PC.

Verify you are connected to WiFi (this icon  in upper right). If within the district buildings, it will automatically connect to the “MSD” network. DO NOT connect to the “PUBLIC” wifi network in our district buildings as this will cause issues connecting to our servers and printers. If you are outside of the district buildings, connect to your WiFi network and enter the password if necessary (you can choose to remember / auto-join as well).

If you have a personal Apple ID that you would like to log in to the Mac App Store with, you can go ahead and do this. If you do not already have a unique Apple ID to use with your MacBook, and would like a generic Apple ID to use solely for school purposes, contact [TechSupport@mcfdsd.org](mailto:TechSupport@mcfdsd.org) about this.

It is also recommended that, if you have an Apple ID, that you also utilize iCloud so that you can use the Find my MacBook feature to locate your MacBook should you misplace it. Contact your building Technology Integrator or email [TechSupport@mcfdsd.org](mailto:TechSupport@mcfdsd.org) if you have questions about how to do this or if you need an Apple ID to use for this.

### **Network Drives (i: drive, j: drive, etc.)**

If you wish to open these Network Drives from your home or anywhere offsite, please first read the next section, Page 3, Remotely Accessing the Network Drives.


Many things on our Windows PC's and Windows network, revolved around the network drives such as "the i: drive, the j: drive, the P: drive" etc., where you have your personal files in your i: drive and shared items in the other network drives. As we move more and more into Google Apps, each person's Google Drive will be utilized more and more, instead of the traditional network drives. The network drives will probably always have a place, just, potentially less as we use Google more. But the bottom line is, we still need a convenient way to get to our own server shares / network drives, on these MacBook Airs, so, this section covers that.


Where to find them? Well, you will only see two items on your desktop initially. The Macintosh HD, and, a folder called "Network Connections". Open the Network Connections folder. This folder contains a link to each of the network drives that you typically would have on your Windows PC. The only difference is, they are named based on their folder share, and no "drive letter". So you'll just have to determine which is which, but it's pretty straightforward. Your "i drive" on Windows, on your MacBook, look for the one that is your Windows Username, and double-clicking that one will open your i: drive. The J: drive, is labeled your building name. L: is "Curriculum", P: is "Pictures-and-HR", S: is "Software", etc.

If you've just turned on your MacBook from being in the OFF state, and you open one of these network drives, there may be just a slight delay. We've already programmed these to contain your Windows network credentials, so it should never ask you for these. However, if it ever does ask you for credentials, you will need to enter the username and password you use to login to the Windows computers in the district. (and you can check the "Keep in my keychain" checkbox.).

The rest is fairly self-explanatory regarding the network drives. To access these when you are NOT within the district buildings, please read the next section.


### Remotely Accessing the Network Drives

This software tool is called “GlobalProtect”, which is a type of “VPN Client” (VPN stands for Virtual Private Network). To explain it in non-technical terms, it’s like a private tunnel through the internet that can connect your device to a separate, private network (in this case, our school network) to be able to remotely access private network resources, in this case, our network drives. In the upper-right hand corner, left of your WiFi icon and Battery level icon, look for the small Globe-ish looking icon that looks like this:  It will most likely have the red “X” in it like this picture and that is completely normal. The red X in it means that it is currently “OFF” or “Disabled”. Which, you will always see this red X when you are INSIDE any of the district buildings and connected to the MSD wifi network. And that is normal.

Make sure you are connected to your home WiFi or wherever you currently are, verify you are on the internet. Click on the Globe icon that has the red X on it. It will bring up a submenu. Click on “Enable”. That’s it! You will then see the globe have a small shield spinning around a couple times while it connects. When it’s done connecting, the shield will be in one place, with no movement, and the icon will look like this:  and that means your VPN is connected!


At that point, open your Network Connections folder, and open any of the network drives. Double-click one of them to open it. The first time opening it may take a few more seconds. Also depending on your internet connection speed. It may never be as quick as when accessing them within the district, but, it still should be better and more convenient than the TERM remote desktop servers were. If by chance it asks you for a username and password, you’ll need to use your network username and password, the same as what was described in the previous page, second to last paragraph.

Now, the only other Very Important / Equally Important piece of this, is merely to remember to Turn OFF the VPN client when you are done using it. If you leave it ON, it’s not the end of the world, but, when you get back to your classroom at school and go to use your MacBook, you will notice the globalprotect icon is just spinning away, trying to connect itself (but can’t because it’s now already inside our network), which may take up valuable resources on your macbook.

First, make sure you’ve closed out of any open Finder windows you might have had open accessing any of the network drives (or it will stall and give you an error later). Then, to Turn OFF the GlobalProtect. Click on the globe icon. The fourth item down, now instead of saying “Enable”, will say “Disable”. Click Disable. Now, for whatever reason, and which we were not able to change, it makes you enter a “reason” to disable it. This “Reason” field simply needs some sort of text entered into it, even if it’s just one character. So just hit any key on your keyboard so some text goes into the reason field, and then it will let you click the OK button. The icon will return to having the red X in it . There, that’s it. If you realize you forgot and are in your classroom and see it spinning away, you can click Disable at that point as well, it’s just not as “clean” that way. Should you encounter any issues with this, please send an email to [TechSupport@mcsfsd.org](mailto:TechSupport@mcsfsd.org)


### Printing



- Open up the Self Service Application (this icon: ) which can either be found on your Dock or in the Applications folder (Macintosh HD – Applications).
- Go to the Printers category on the right hand side of the page, and you should see all of the printers available for you to install.
- Click the install button next to the printer you want. It may take a few minutes to download and install. You will see a progress bar across the top.
- Once the progress bar goes away, the printer you installed should now be an option when you go to print.
- If you encounter any issues with this, please send an email to [TechSupport@mcfdsd.org](mailto:TechSupport@mcfdsd.org)

### Software



- Open up the Self Service Application (this icon: ) which can either be found on your Dock or in the Applications folder (Macintosh HD – Applications).
- Go to the Software Category on the right hand side of the page. You should see a list of all of the software available. (As of January 2016 it is just a large list of Adobe products).
- Click the install button next to the program you would like to install. It may take a few minutes to download and install. You will see a progress bar across the top.
- Once the progress bar has gone away, you should see the application you installed within the Applications folder on your computer.
- If you encounter any issues with this, please send an email to [TechSupport@mcfdsd.org](mailto:TechSupport@mcfdsd.org)