Signing into the Surface Go 2

1. Power the computer on by pressing the power button on the top left of the device. (This is located next to the volume up and down buttons). Click anywhere using the track pad, or swipe with your finger, to reveal the Windows 10 sign-in screen. **IF YOU DO NOT SEE THE SCREEN TO THE RIGHT, STOP IMMEDIATELY & CONTACT THE HELPDESK! (913) 780-8058**

2. Click or tap on the network connection icon (circled in red). Select from the available wireless options in order to connect to the Internet. If you are using a mobile hot spot device, make sure it is powered on prior to this step.

3. Click or tap in the **Username** field. Type your student username. (This value is the last 3 digits of the student’s ID, followed by the student’s initials, followed by the day of birth. Ex. 123abc12).

4. Click or tap in the **Password** field. Type your student password and press Enter.

   **IF YOU DO NOT KNOW YOUR STUDENT PASSWORD, PLEASE CONTACT THE HELPDESK: (913) 708-8058.**

5. It will take a few minutes for the computer to sign in for the first time. **DO NOT** turn the computer off at any point during this process.

6. After successful sign in, you will see the screen to the right. **Leave your computer on and connected to the Internet.** Feel free to browse around your new computer while things finish setting up. This process can take up to **60 minutes** depending on your Internet connection. **Please leave your device on and plugged in for this 60 minutes.**