

Laptop Setup Guide & Policy Acknowledgment

Welcome! Your Eastwick College laptop supports your educational activities. Complete the setup below and review your responsibilities to ensure proper use and care.

Laptop Setup Guide:

Step 1: Powering On & Trackpad

The trackpad below the keyboard controls the cursor; tap once to click. Plug in the charger, press the power button (circle with a line), and wait for the laptop to start.

Step 2: Initial Setup Questions

Select your Country/Region (U.S. if in New Jersey) and confirm the keyboard layout (default is usually correct).

Step 3: Create a Private Account

Skip Wi-Fi during setup by selecting “I don’t have internet” → “Continue with limited setup.” Name your account, create a secure password, and set security questions.

Step 4: Privacy Settings & Final Setup

Decline optional sharing/location settings (can change later). Wait while Windows prepares your desktop. Your laptop is ready for use.

Step 5: Next Steps

Connect to Wi-Fi and run Windows Update to ensure your laptop is secure and running efficiently. You are done!

Laptop Student Acknowledgement:

Students are responsible for the care and security of their college-issued laptops. Laptops should be always kept with the student, never left unattended, and not loaned to others. Students must protect their laptops from scratches, spills, or impacts and keep food and beverages away from the device.

Students should not install non-school related third-party software or use any software incompatible with Respondus Lockdown, Proctorio, or Respondus Monitor, as this may cause issues with eBook use and other school-related applications.

Students may not disassemble or attempt repairs on the laptop, as this voids the warranty. For warranty or repair issues, contact CTECH at 15 Overlook Ave, Rochelle Park, NJ 07662, or call 201-368-3454. Please note the student is responsible for repairs that is outside of warranty. Eastwick College does not provide technical support or repair services, so maintaining the laptop in working condition is the student’s responsibility.

Students are expected to follow copyright and software agreements, refrain from altering or reformatting the operating system, and do not engage in harassment, intimidation, or cyber-bullying. Laptops may be inspected by staff or administrators at any time without notice.

Students are responsible for lost, stolen, or damaged laptops (replacement cost \$300). Charges laptops equipment may apply if a student withdraws, is expelled, or terminates enrollment. Laptops issued via the Eastwick Book Grant are limited to one per student and are non-refundable.

The Office of Information Technology at Eastwick College welcomes you and wishes you success in your academic journey. Your college-issued laptop is an important tool to support your learning, and we encourage you to use it responsibly and take full advantage of the technological resources provided.