

Dear Fresno Unified Student,

Fresno Unified School District has provided you with this device for the purpose of accessing educational resources when you are at home or at school. This device is checked out to you for your use until you graduate or leave the District. Like textbooks, this device remains the property of Fresno Unified School District and is to be used for the purpose of learning.

When we return to school later this year, you will be expected to bring this device to school each day.

You are expected to abide by the District's Technology AUP (<http://it.fresnounified.org/aup>)

- Responsibly use the device
- Practice good digital citizenship
- Using the device for any purpose other than educational use may result in device restrictions, including returning the device

While the device is connected to home or non-school-based networks, parents/guardians are responsible to monitor the student usage of the device. To help protect you from inappropriate websites, a safe web search application has been loaded onto the device.

Please read the Quick Start Guide before using this device.

For any questions about this device or for technical support, please contact the Family Learning and Technology Support (FLATS) Center.

Phone: 559-457-3939

Email: flats@fresnounified.org

Business Hours: 7:00am – 4:00pm

Locations:

Burroughs Elementary School: Room 30

Homan Elementary School: Room 3A

Tioga Middle School: Room 3

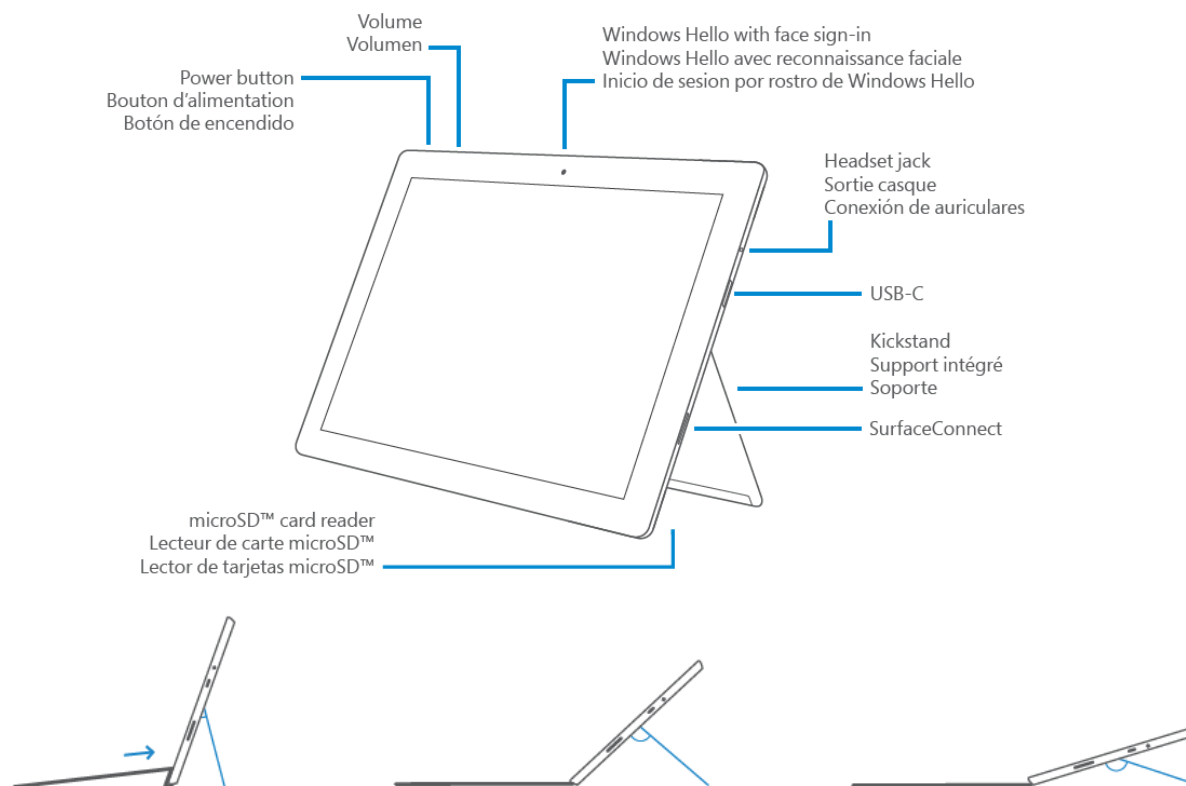
Due to COVID-19, **appointments are REQUIRED** when visiting a FLATS Center. All visitor must wear a mask and maintain social distancing



Surface Go Laptop – Quick Start Guide

How to log into your laptop

1. Press the Power Button on the left or right side of the laptop.



2. Attach the Keyboard to the bottom of the Surface Go tablet.
 - a. If you have a **ARTECK** Bluetooth keyboard, ensure the keyboard is fully charged. After signing into the computer (Step 4), connect the keyboard via Bluetooth using the provided instructions. Bluetooth keyboard will need to be charged separately from Surface Go.

3. Connect to your Home Internet

IMPORTANT: You must connect to the internet BEFORE signing on to your laptop for the first time.

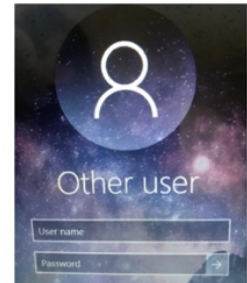
To connect to the internet, you will need to connect to a Wi-Fi network near you. Click on the Wi-Fi Icon



found at the bottom right hand side of your screen. Select the Wi-Fi network you want to connect to, and press Connect. If the Wi-Fi network is secured, enter the Wi-Fi password and press Connect. You may need to ask a parent, guardian, or another adult for the password.

4. Sign into your laptop


- a. **After connecting to Wi-Fi**, you will see the following screen.
- b. Type your Fresno Unified School District Username (**xxxx@fresnou.org**) in the Username Box and your Password in the Password Box. Press the Enter key or click on the arrow to sign on.





Applications/Resources

1. How to access Microsoft Teams

After signing on to the laptop, look for the following icon  to launch Microsoft Teams.


If you can't find the Microsoft Teams icon, press the Windows Key  on the laptop keyboard to open the Start Menu and type Teams. Select Teams from the menu.

2. How to sign into ATLAS


After signing on to the laptop, open an internet browser such as **Google Chrome** by clicking on the icon  on the left side of your screen. If you can't find the Google chrome icon, press the Windows Key  on the laptop keyboard to open the Start Menu and type Google. Select **Google Chrome** from the menu.

Once you have a browser open, go to ATLAS by typing **students.fresnou.org** into the search bar of the browser window. Enter your **Fresno Unified Username** in the **Username Box** and your **Password** in the **Password Box** to sign on.


Applications/Resources

The tablet comes preloaded with District approved applications. Additional applications can be installed by visiting the Google Play Store  which is installed on the device.

1. How to use Microsoft Teams


Look for the following icon  to launch **Microsoft Teams**. Once launched, sign in with your District student email username (**xxxx@fresnou.org**) and password

2. How to access Clever

Look for the following icon  to launch **Google Chrome**. Once launched, type **<http://go.fresnou.org/Clever>** into the address bar of the browser window. Login with your District student email username (xxxx@fresnou.org) and password.

3. How to access iReady (within Clever)

A. Follow the same steps as above to access **Clever**

B. Once signed into the Clever portal, locate the **iReady** icon  and select it.

Frequently Asked Questions (FAQ)

1. My district issued device does not power on, who do I contact?

Check to make sure the device is charged using the supplied power cord. Perform a hard reboot by pressing down on the power button for 10 seconds. If it still does not power on, please contact FLATS center at 559-457-3939

2. Can I install additional applications on my district issued device?

Laptop – Only district approved programs listed in Software Center can be installed.

3. My device works, but it is not charging with the supplied power cord, what can I do?

Try using a different outlet or charging cable. If it still does not power on, please contact FLATS center at 559-457-3939

4. What happens if I lose my district issued device(s)?

Contact FLATS center at 559-457-3939. **Replacement fee may apply.

5. My district issued laptop is not accepting my password, who do I contact?

Check to make sure CAP LOCKS is not on. You may reset your password by going to **<http://go.fresnou.org/ATLAS>** or by contacting FLATS center at 559-457-3939