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## Computer Administrator Password

Dear Parent/Guardian,

Below you will find the Administrator username and password for the laptop you are leasing. You can use this password to log in to the computer as an Administrator, and can then install any software you wish, control your child's computer usage, etc.

Also inside this envelope you should find a number of pages provided to help you start using the computer once your child receives it. Included are step by step instructions on how to log on, how to change the password, how to run a virus scan, and some suggestions for Internet Filtering.

Please note that all of these help articles will be available on the child's laptop for digital viewing, along with being accessible on the school's wiki's, with the exception of the Administrator username and password of course.

It is vital that you keep the password secure and do not reveal it to your child without first understanding the risks and consequences of doing so. This will have been outlined at the Parent Information Night. Please remember that a student with access to the Administrator password has complete control of the computer, and could even change the password to prevent you from being able to use it.

**Student Name:** Fred Test

**Administrator Username:** ###XPS13\Admin

**Administrator Password:** #####

Please find the included instructions to log on and change the Administrator password. If you find that your password or username does not work, or you are having trouble logging on, please feel free to email the IT Helpdesk at **helpdesk@mackillop.wa.edu.au**.

Kind Regards,

MacKillop IT Team