

## Laptop Checkout procedure

Carefully pick a laptop computer from the cart. Be careful not to drop it.

When you are back at your seat, open the laptop and inspect it for damage or anything wrong. If you find anything wrong, immediately report the problem to your teacher.

Turn on the computer

Log into student

Now log into your student server account.

Always save your work to your student server account.

When you are done at the end of the period, remove or trash any items you placed on the desktop.

Go to the apple menu and pull down to shutdown.

Wait for the computer to completely shutdown before you close the lid. If you close the lid too soon, the computer will not finish shutting down. ‘

Put your laptop back in the correct slot.

Attach the charging cord to the laptop

You are done.