

Notebook Configuration & Software Installation From Home

(For Windows OS Only)

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1) Overall Process to Configure Notebook

The overall process to configure notebook is as shown in diagram 1. The processes involved in configure notebook from home are highlighted in blue.

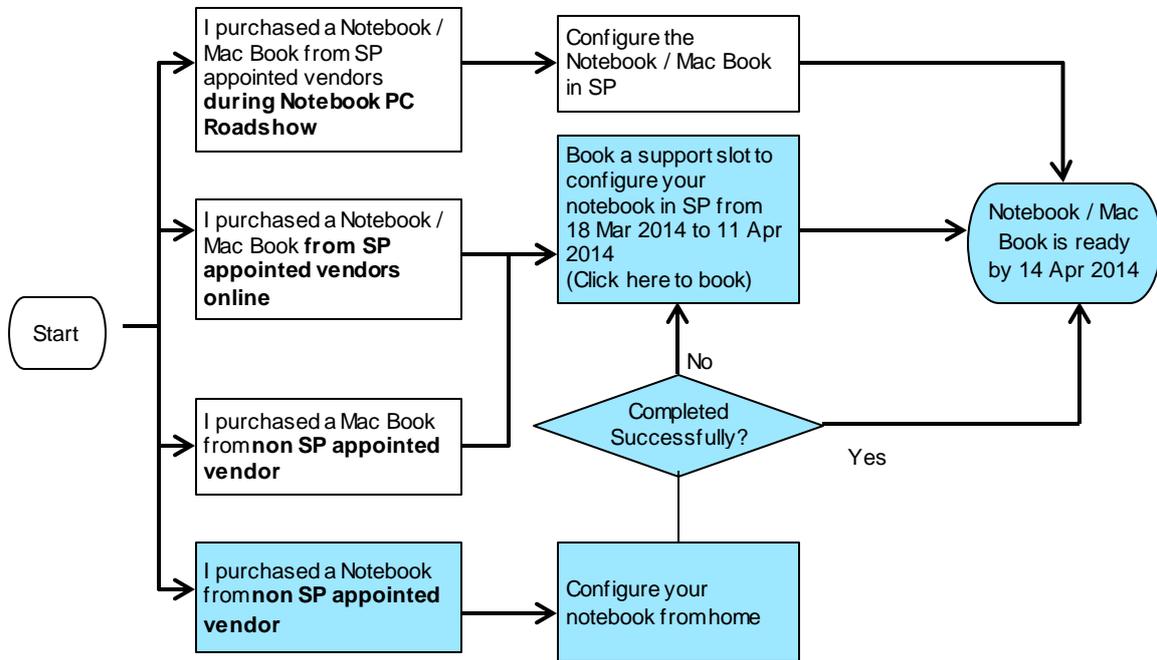


Diagram 1

2) Pre-requisite of Notebook Configuration from Home

1.	Hard disk space of at least 80GB
2.	OS must be at least Windows 7 or above
3.	Must have ONLY 1 active antivirus software installed on the Notebook (Non trial version) Note: Microsoft Windows Defender is free anti-virus software that comes with windows 8 OS. http://www.microsoft.com/security/pc-security/windows8.aspx - antivirus
4.	Must have Internet connection Note: <ul style="list-style-type: none">• The download time is subjected to your home broadband speed.• You can perform this procedure in Singapore Polytechnic if your notebook is connected to Singapore Polytechnic's wireless network.
5.	Must have complete the online enrolment (2 days before configuration)
6.	Refer to Appendix 1 if your are using McAfee, AVG Antivirus software

3) Notebook Configuration Procedure

- Verify your password by logging in to <https://idms.sp.edu.sg>.
- Each student is entitled to only one copy of the bundled applications that can only be installed in one notebook.
- It is the student's responsibility to remove the bundled applications from their old Notebook when they change their Notebook.
- Remember to backup all your data and create an OS recovery disk before proceeding with the following steps as you may accidentally delete/corrupt your data.
- If you have been using your system for some time, we strongly recommend that you restore your system to factory default and apply all security patches through Windows Updates before proceeding with the configuration.

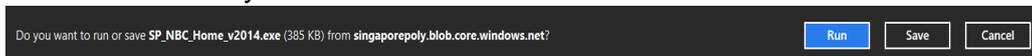


3.1) Video demonstration

You are recommended to view this video from Youtube to understand the configuration process.

3.2) Notebook Configuration

1. Click [HERE](#) to download and run the configuration program.
2. Click on "Run" in your IE



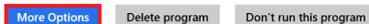
3. After the file has been downloaded click on **Actions** -> **More Options**

This program might harm your computer

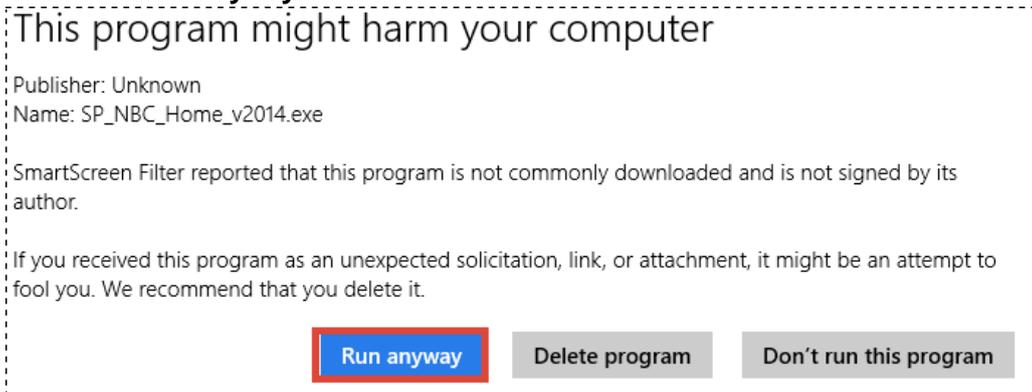
Publisher: Unknown
Name: SP_NBC_Home_v2014.exe

SmartScreen Filter reported that this program is not commonly downloaded and is not signed by its author.

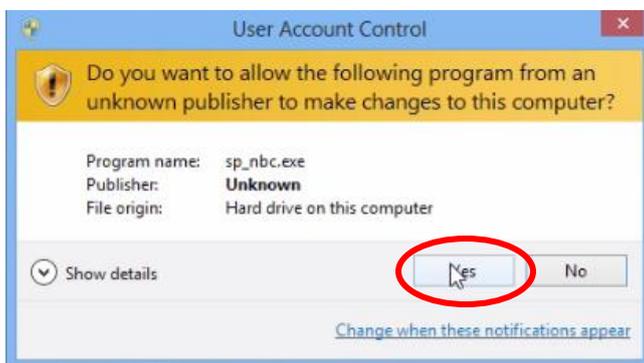
If you received this program as an unexpected solicitation, link, or attachment, it might be an attempt to fool you. We recommend that you delete it.



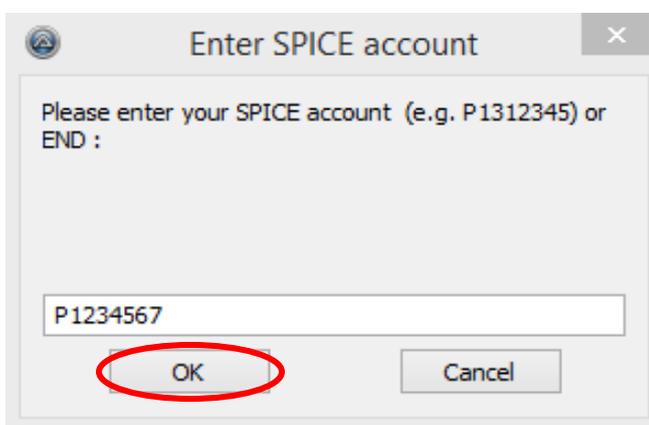
4. Click on "Run anyway".



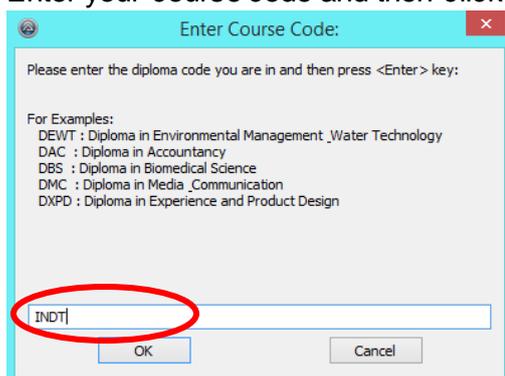
5. After clicking on “Run anyway”, a series of windows will pop-up showing the downloading process
6. Click on “Yes” button.



7. A pop-up will appear, key in pxxxxxxx, where xxxxxx is your student admission number (this is also known as SPICE account) and click on the “OK” button



8. Enter your course code and then click on “OK” button.

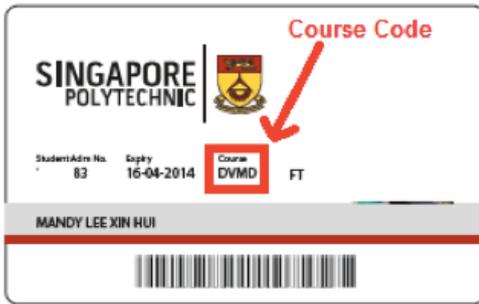


Your course code can be found on

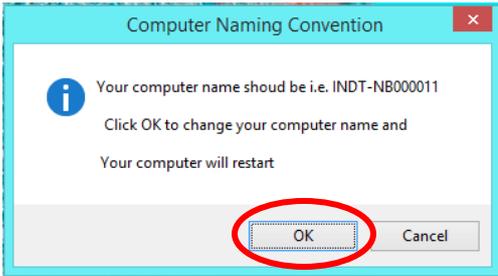
- SP offer letter

Or

- Student admission card

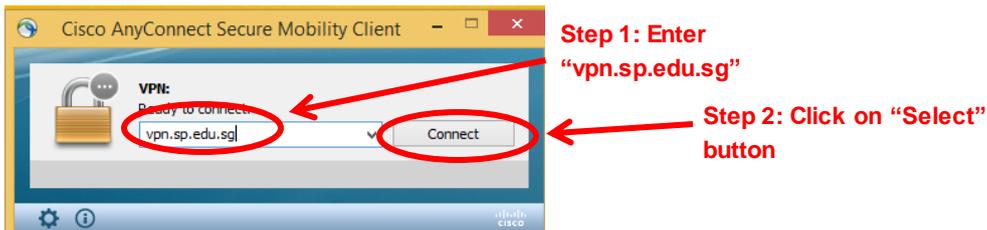


9. If this message is shown, click on “OK” to change computer name.



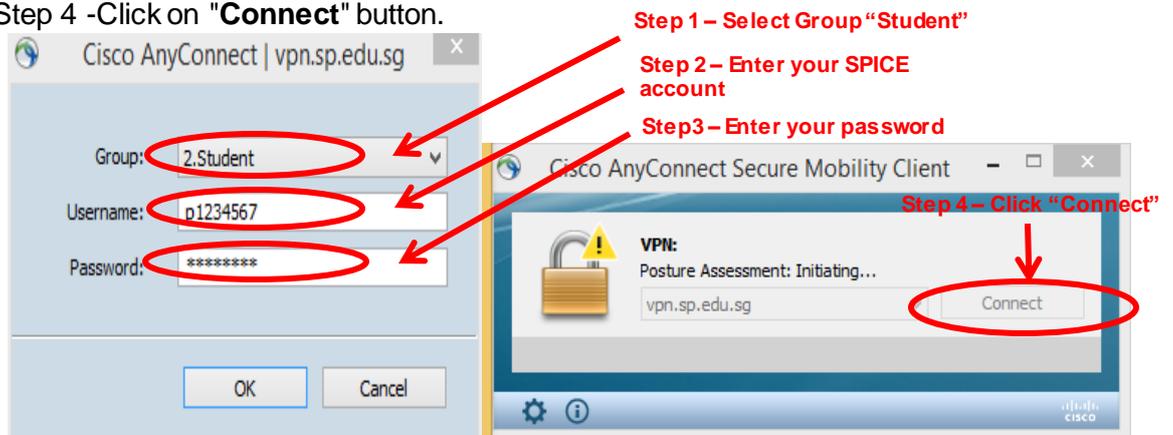
10. After the Notebook has restarted, repeat steps 5 to 7.

11. Enter “vpn.sp.edu.sg” and click on “Select” button.

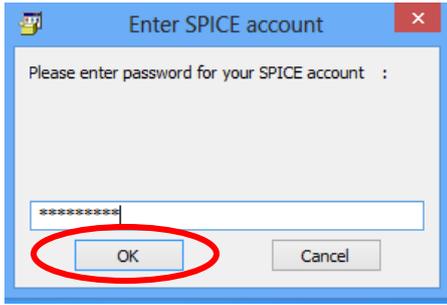


12. Follow the steps accordingly.

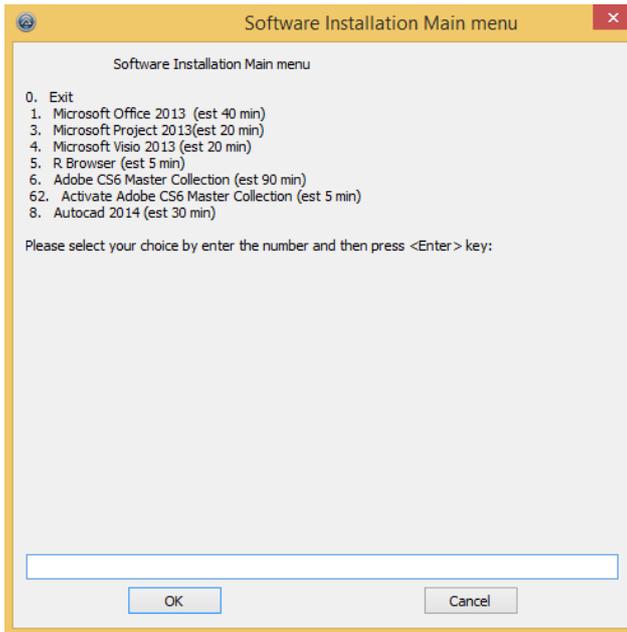
- Step 1 - Select Group "2. Student"
- Step 2 - Enter your SPICE account
- Step 3 - Enter your password
- Step 4 - Click on "Connect" button.



13. Enter your SPICE password which you had created during the online enrolment and click on the “OK” button.



14. The **“Software Installation Main Menu”** will appear, all the software that appear in the menu is the software required by your course.



***Note:**

1. The software listed in the menu will vary according to the diploma course you are studying
2. The time show in the menu is the estimated installation time
3. The actual software downloading time is dependent on your Internet Service Provider (ISP) downloading speed.

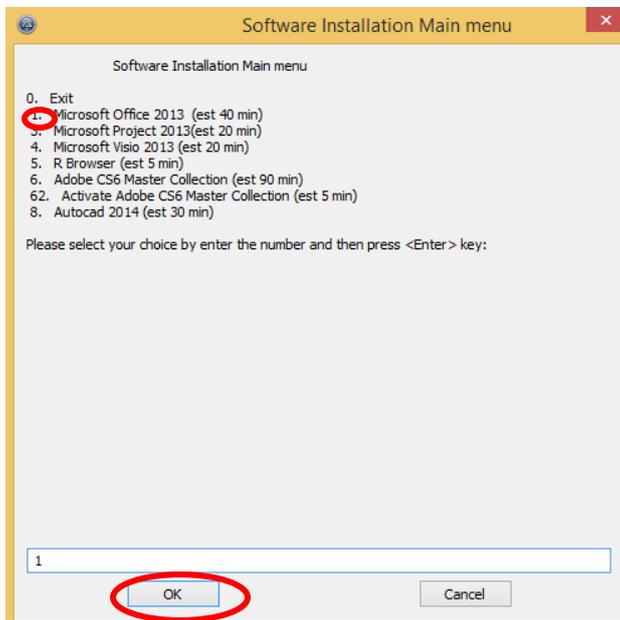
Software	Download Time
Microsoft Office 2013	50min
Microsoft Project 2013	30min
Microsoft Visio 2013	30min
R Browser	1min
Adobe Creative Cloud	300min
AutoCAD2014	100min

4. If the download is aborted before completion, the script will re-download again.

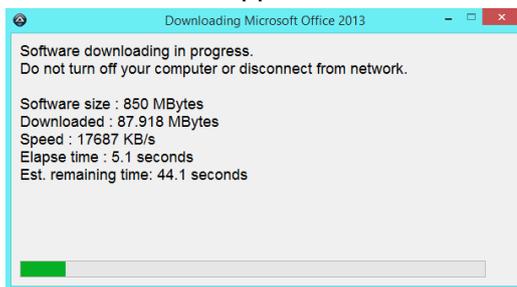
3.3) Software Installation

Option 1: MS Office 2013

- Key in **1** and then click on “**OK**” button.

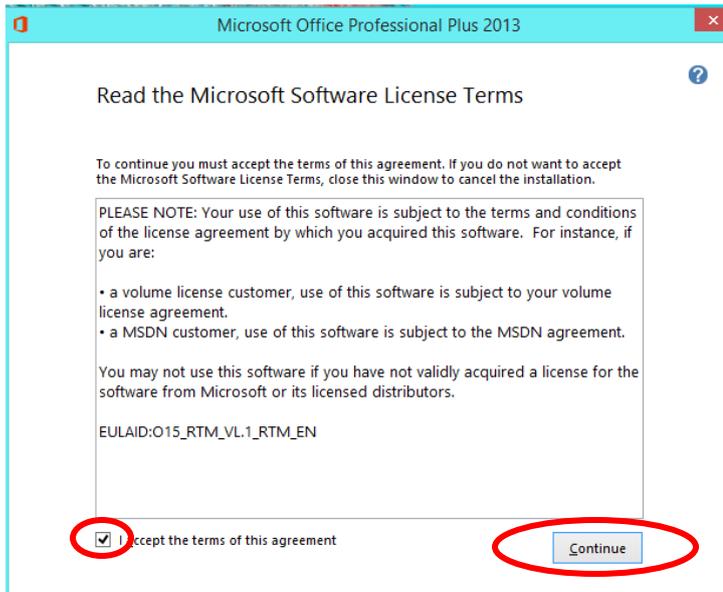


- This window will appear.

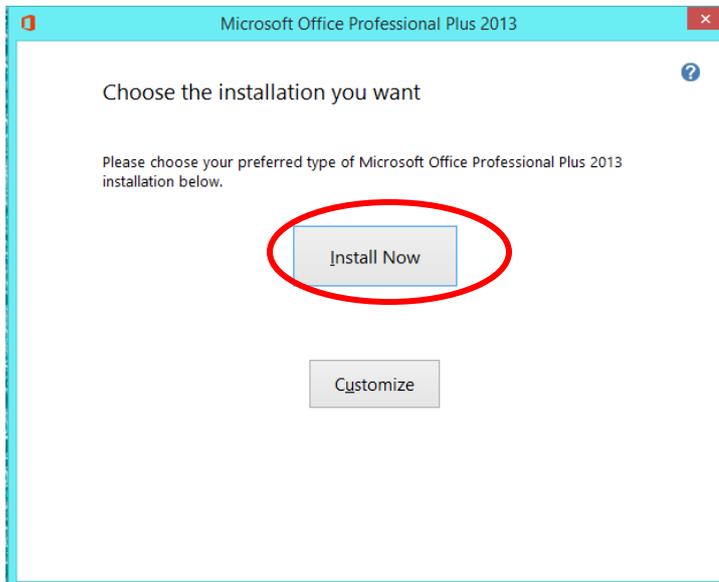


After download complete, the installation process will begin.

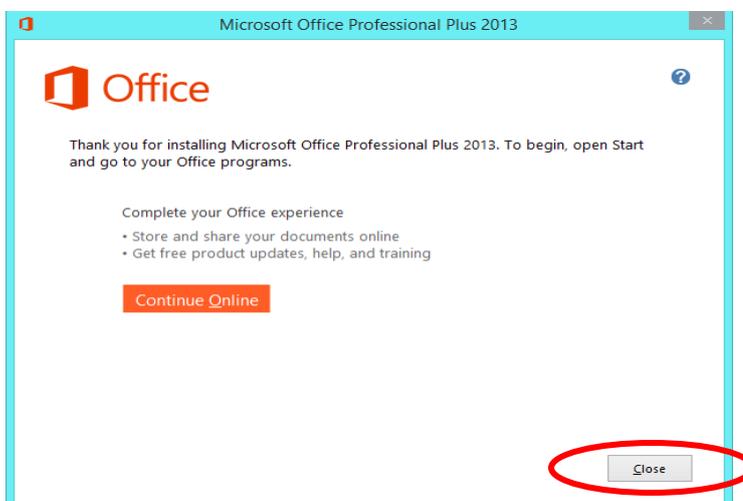
- Check **“I accept the terms of the agreement”** and click on **“Continue”** button



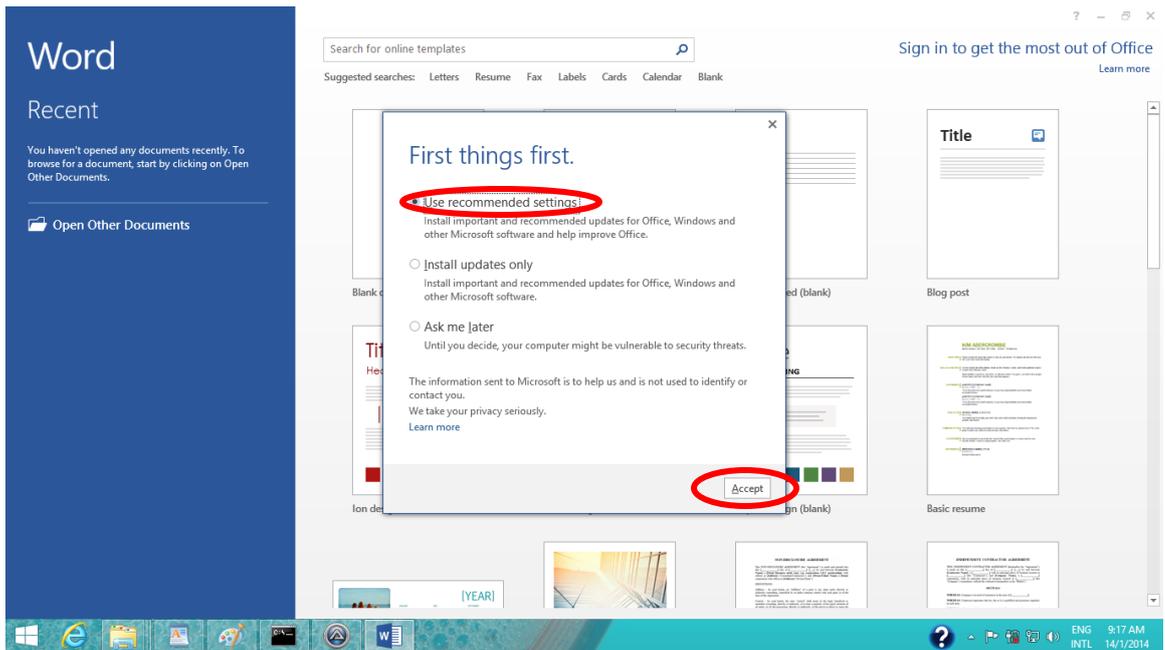
- Click on **“Install Now”** button



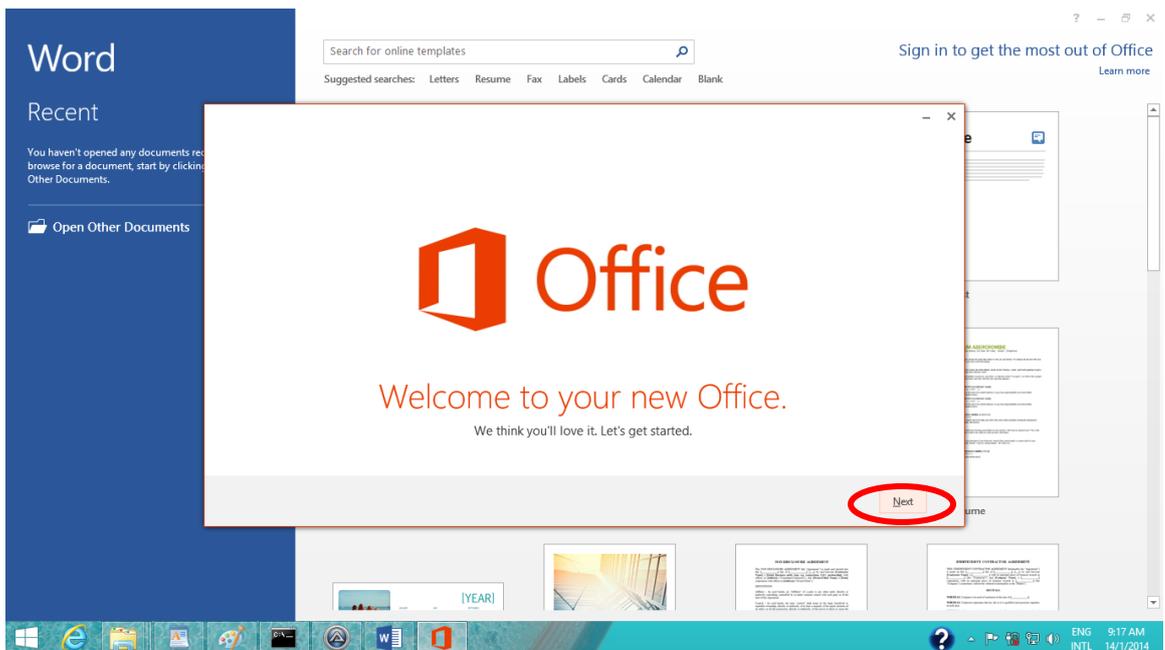
- Click on **“Close”** button.



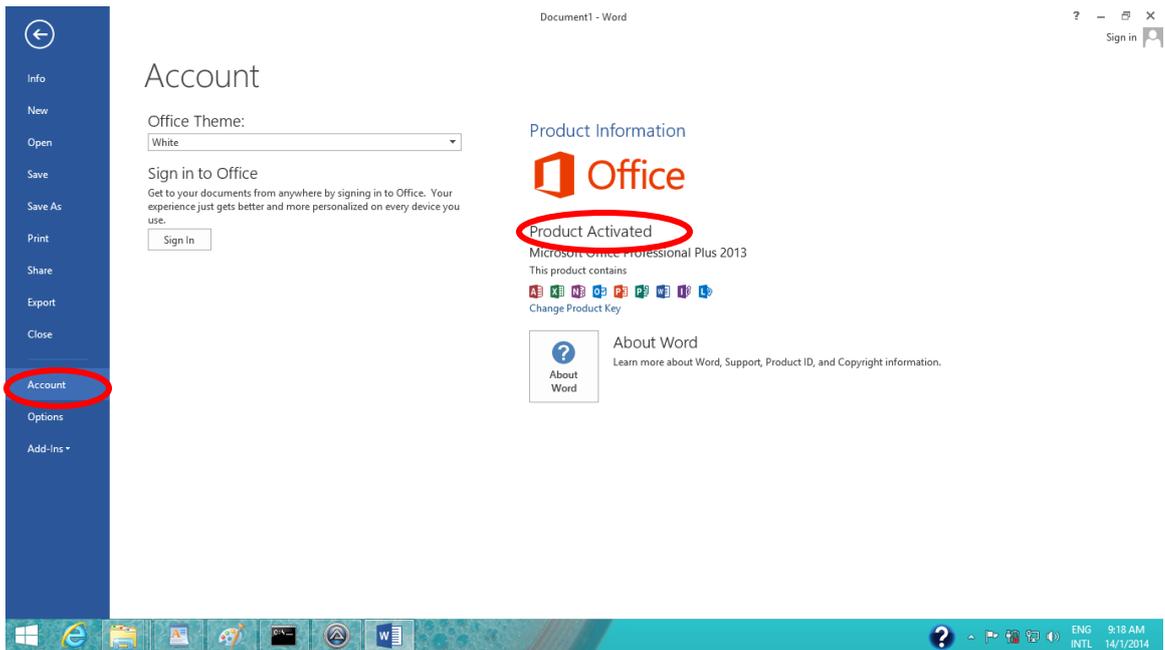
- Select **“Use recommended settings”** and click on **“Accept”** button.



- Click on **“Next”** button.

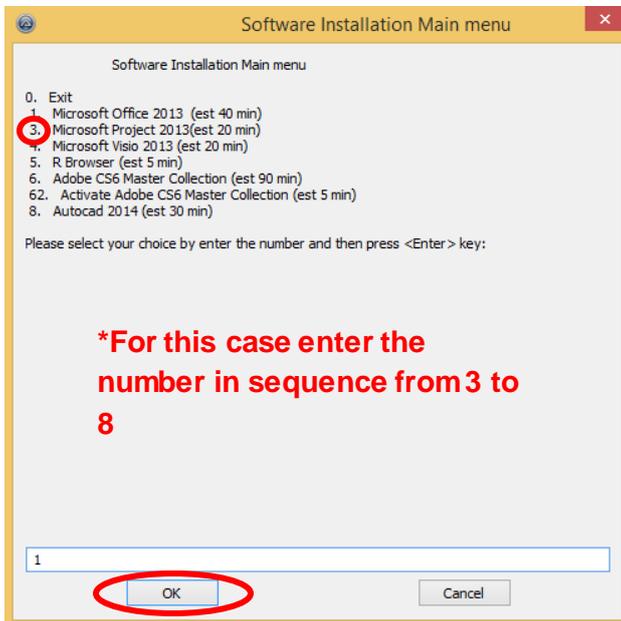


- On the left panel click on **Account**, make sure that **Product Activated** status is shown.

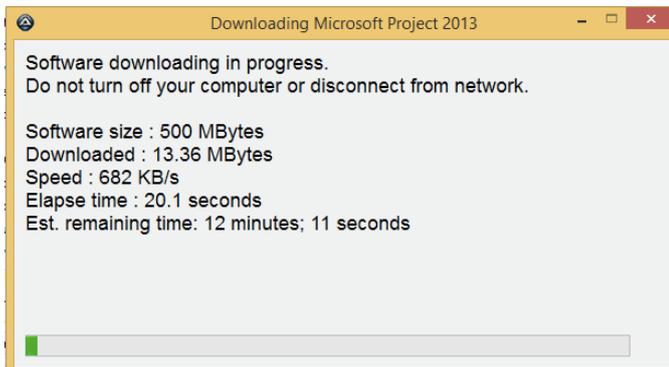


Option 3: MS Project 2013

- Key in **3** and click on “**OK**” button.

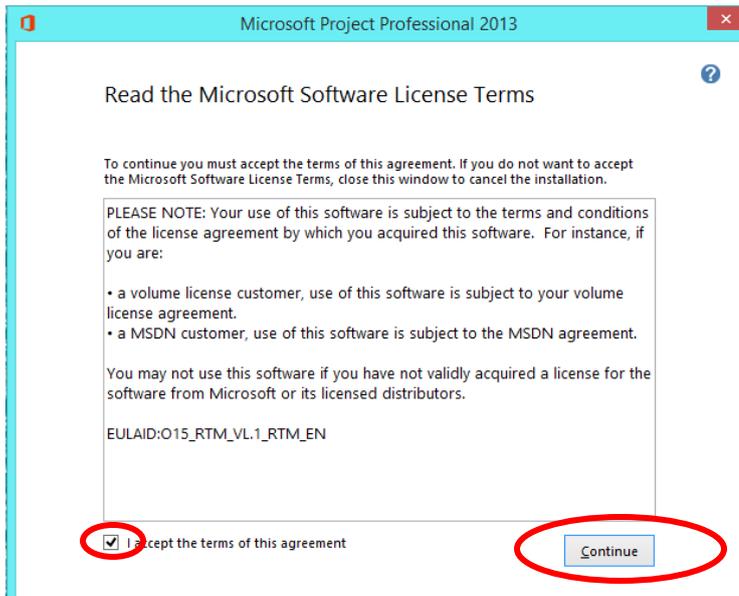


- This window will appear.

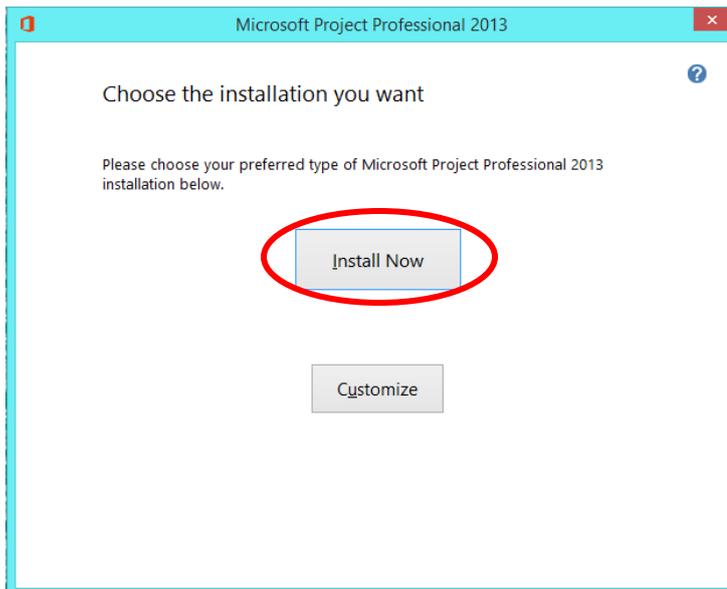


After download complete, the installation process will begin.

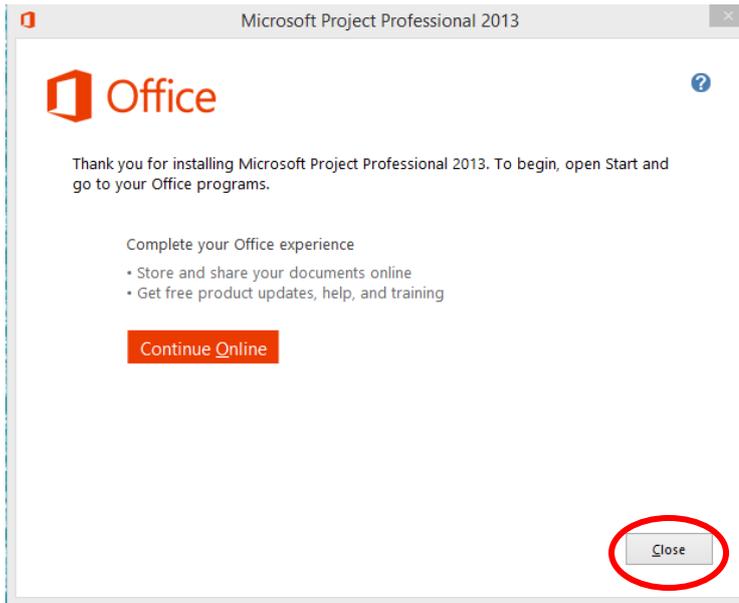
- Check “**I accept the terms of the agreement**” and click on “**Continue**” button



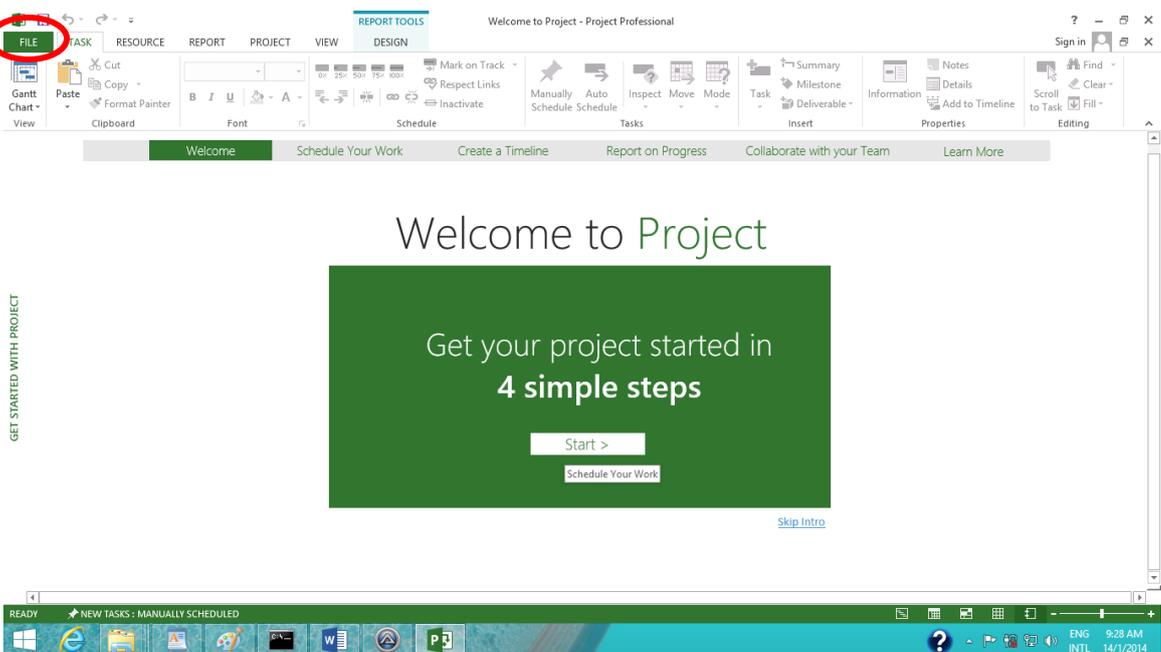
- Click on “**Install Now**” button



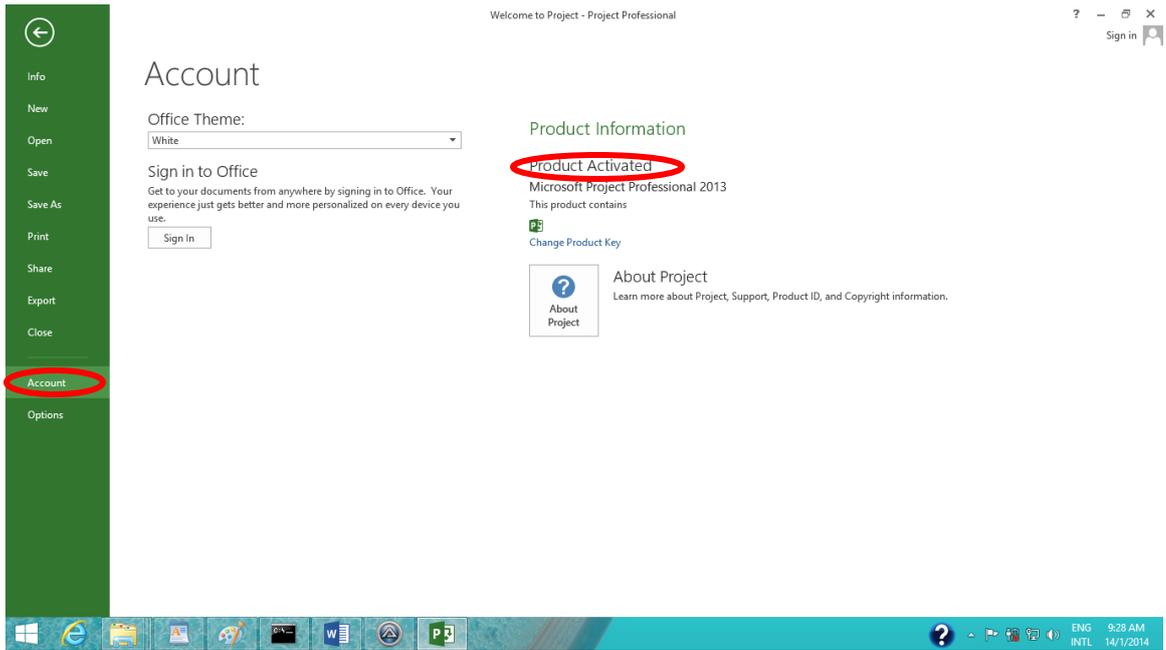
- Click on “Close” button.



- Click on “File” from the Menu panel.

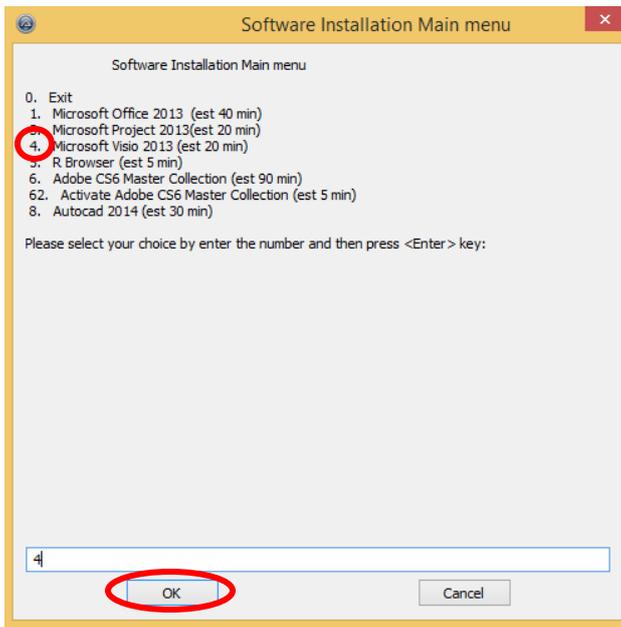


- On the left panel click on **Account**, make sure that **Product Activated** is shown.

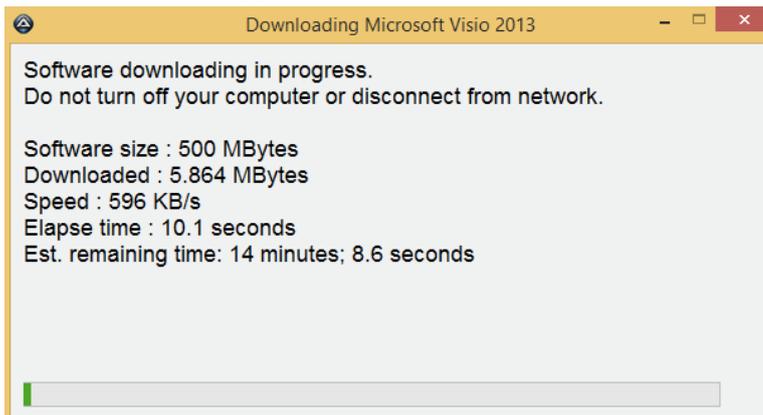


Option 4: MS Visio 2013

- Key in **4** and then click on “**OK**” button.

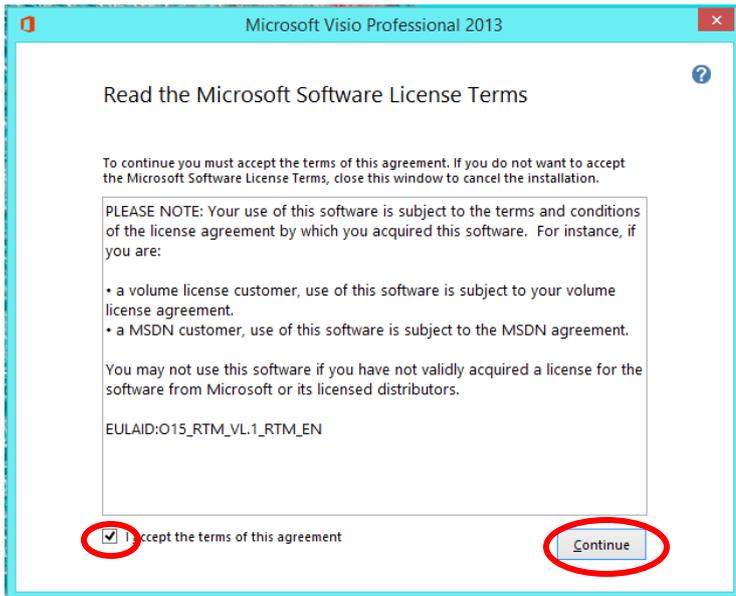


- This window will appear.

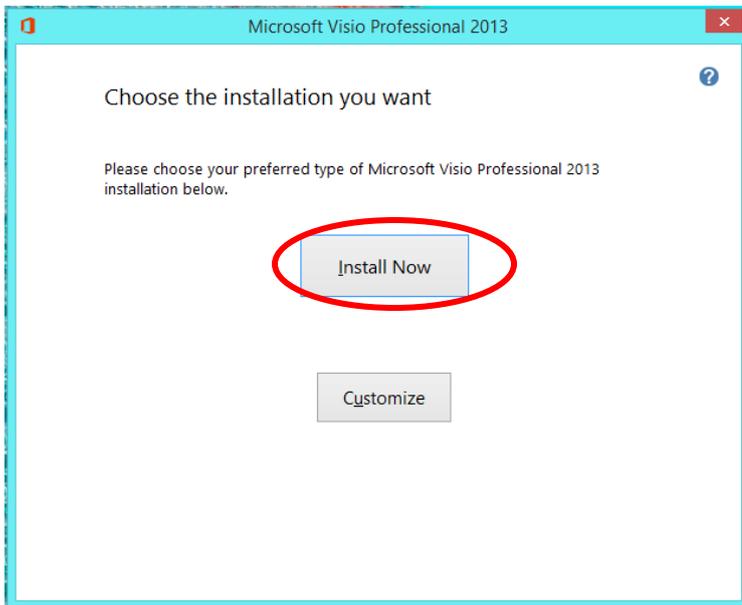


After download complete, the installation process will begin.

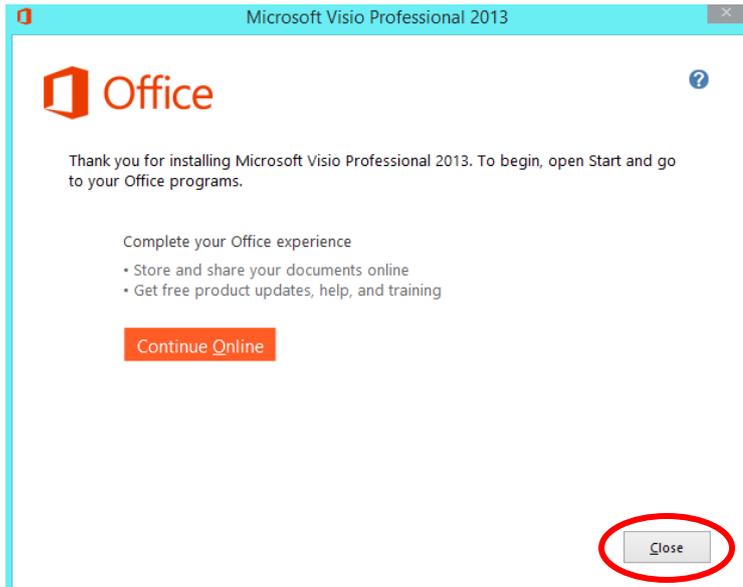
- Check “**I accept the terms of this agreement**” and click on “**Continue**” button



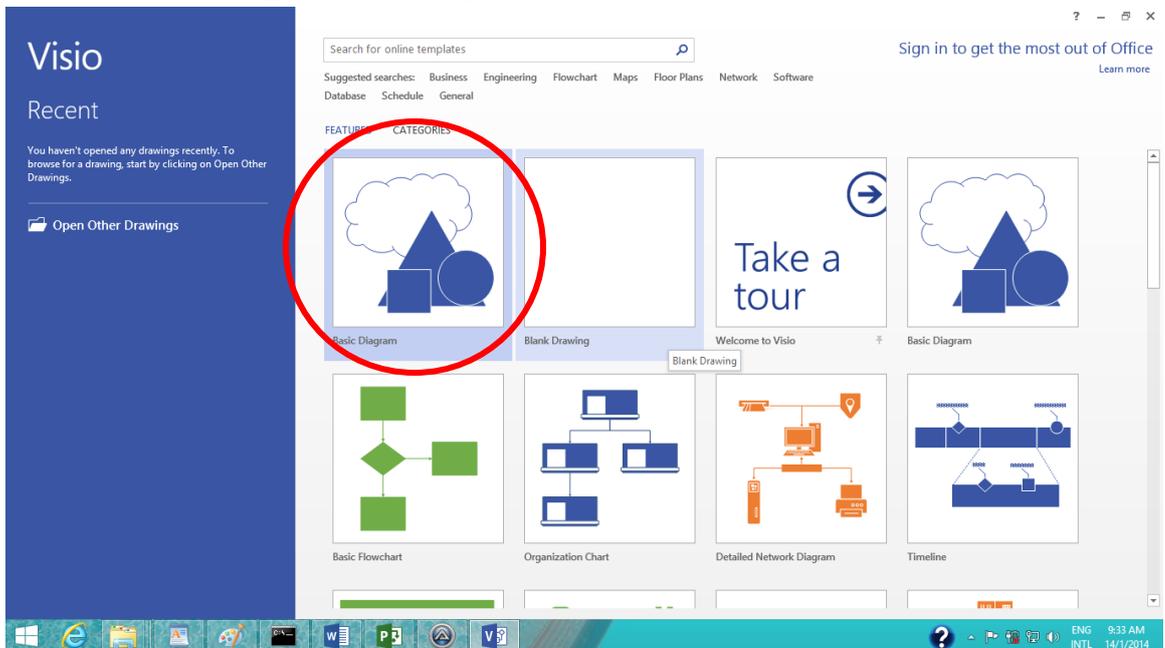
- Click on “**Install Now**” button



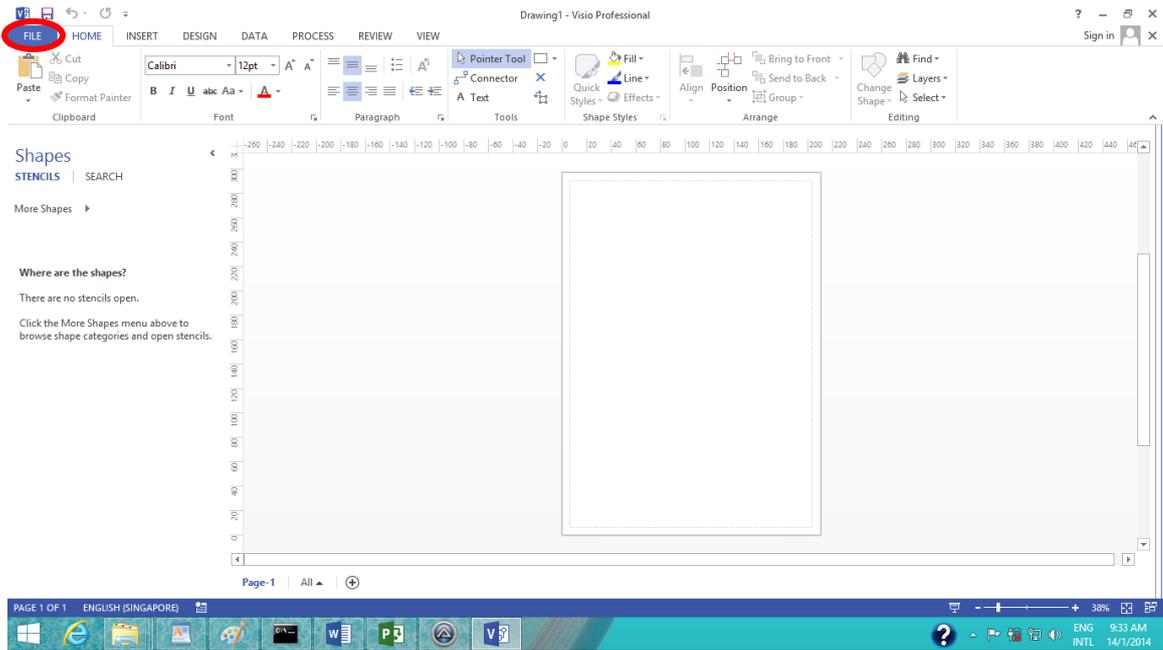
- Click on “Close” button.



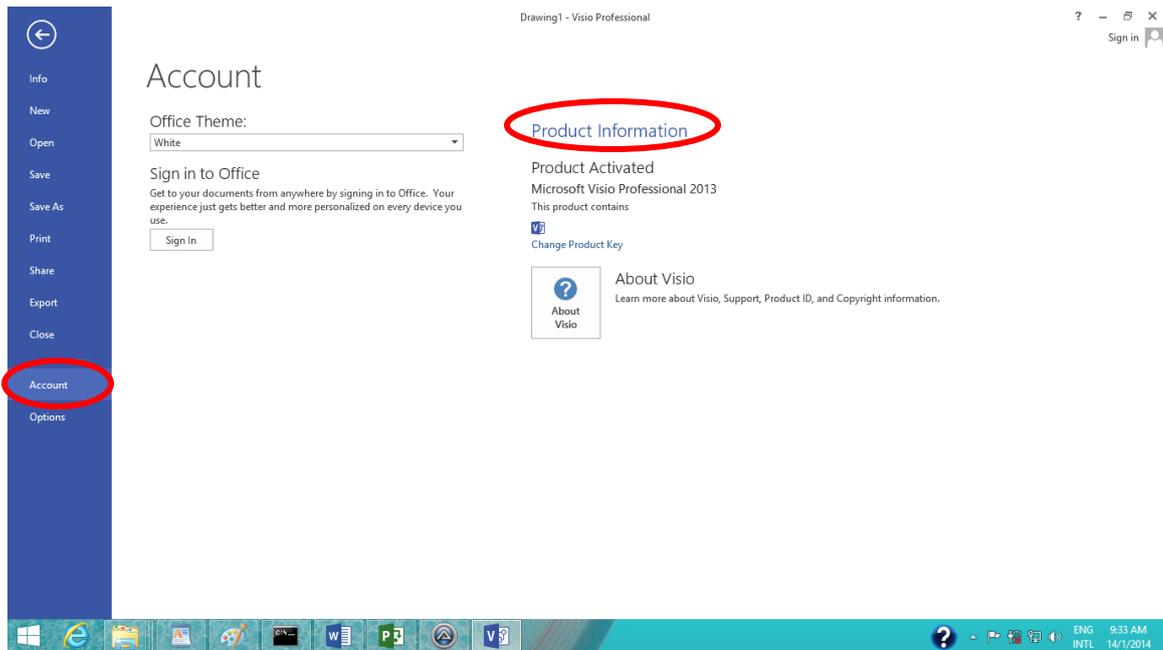
- Click on “Blank Diagram” on the right pane.



- Click on “File” on the Menu panel.

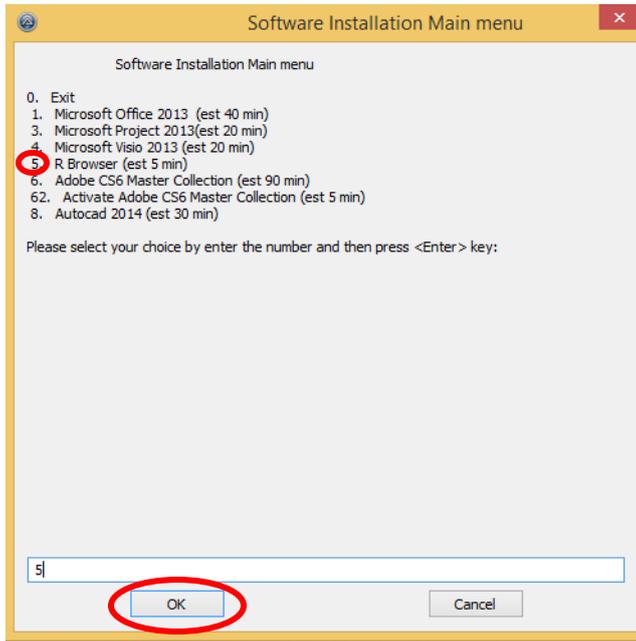


- On the left panel click on “Account”, make sure that “Product Activated” is shown.



Option 5: R Browser

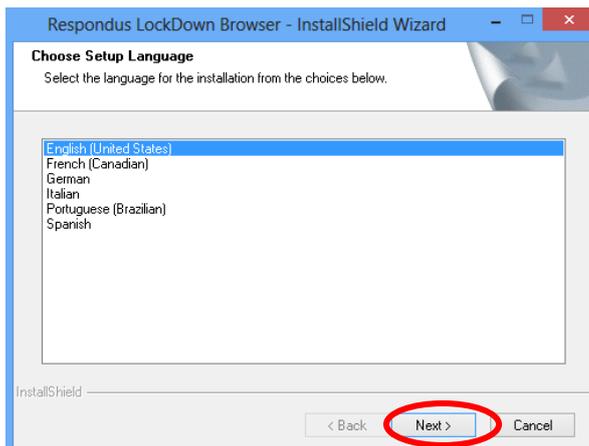
- Key in **5** and then click on “**OK**” button.



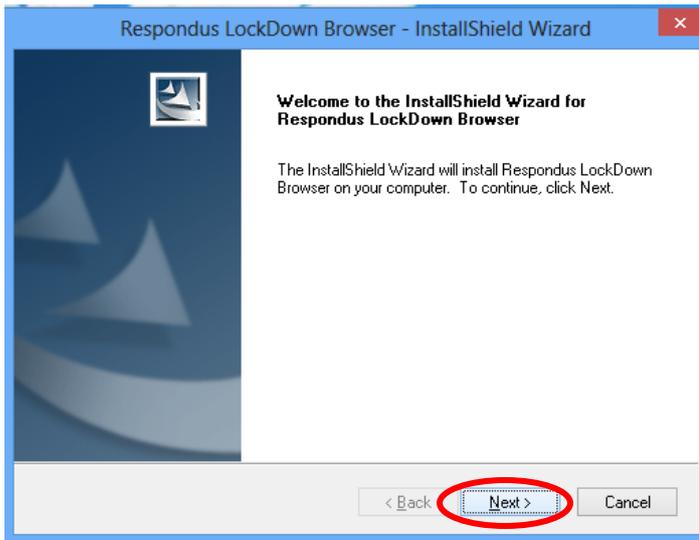
- Click on “**LockDown Browser**” button to start the installation.



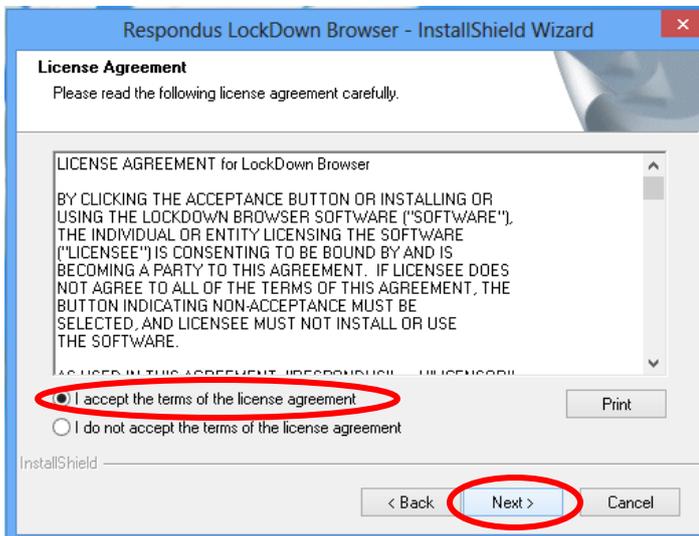
- Click on “**Next>**” button.



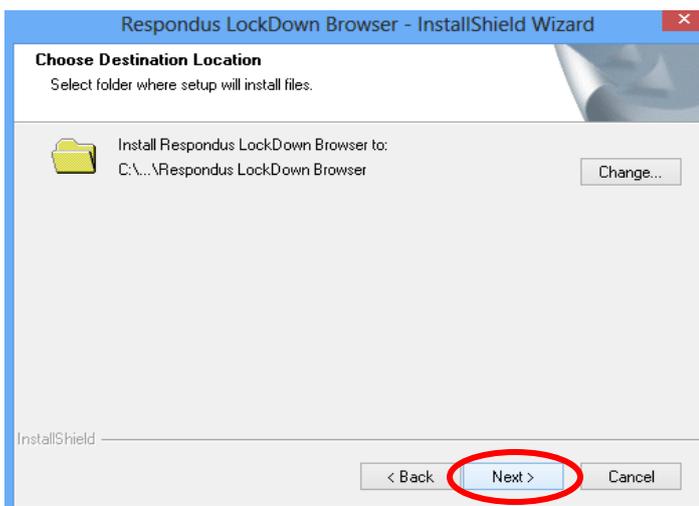
- Click on “**Next>**” button.



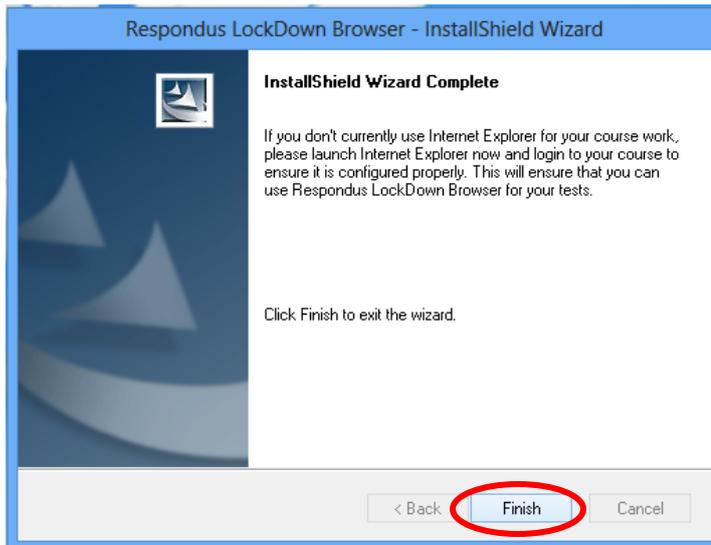
- Check on “**I accept the terms of the license agreement**”, and click on “**Next>**” button.



- Click on “**Next>**” button.

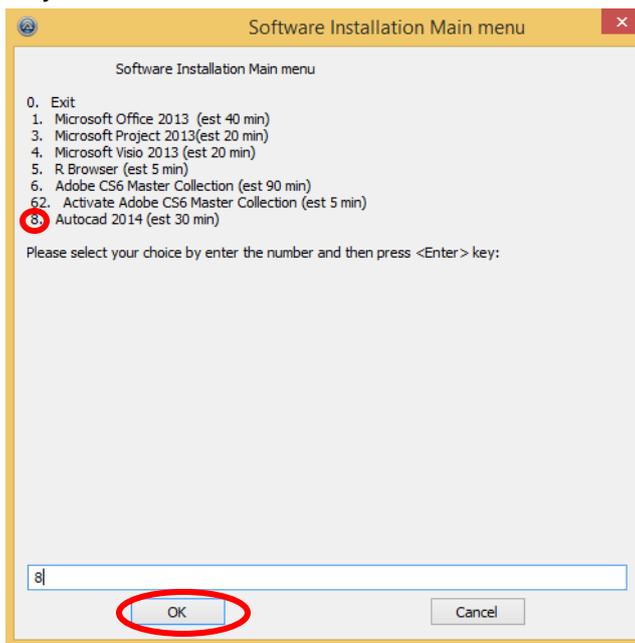


- Click on “**Finish**” button.

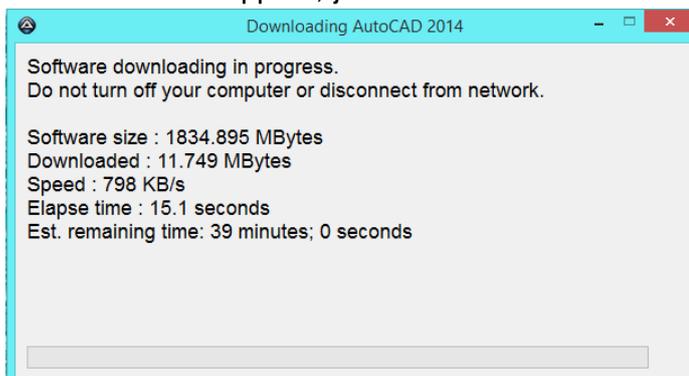


Option 8: AutoCAD 2014

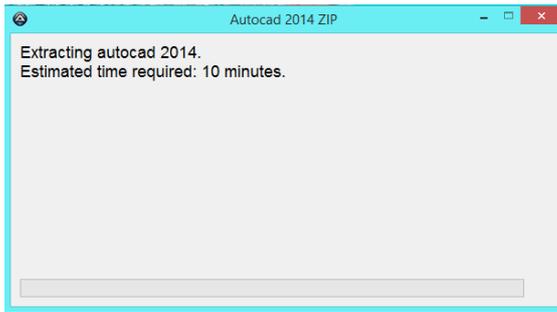
- Key in **8** and then click on “**OK**” button.



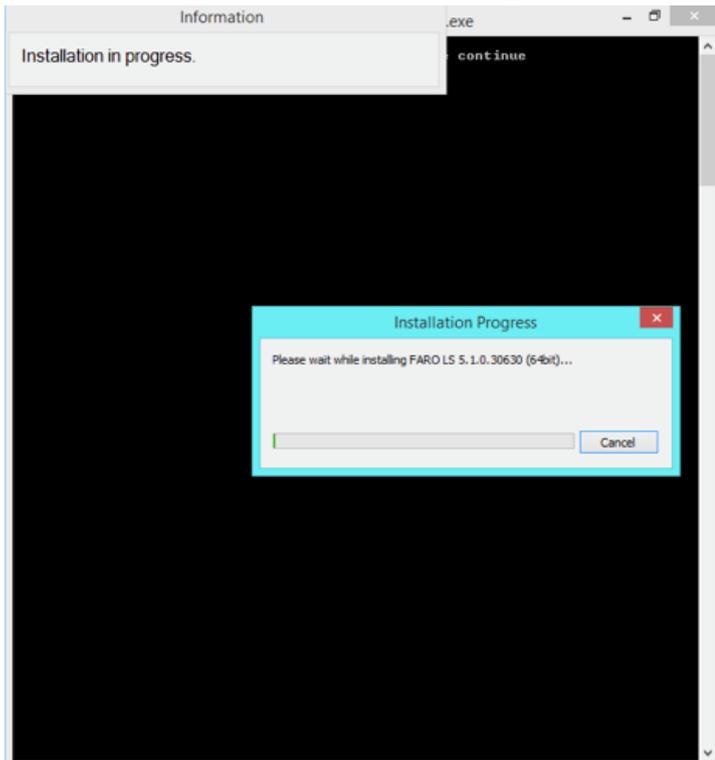
- This window will appear, just wait for the file to be downloaded.



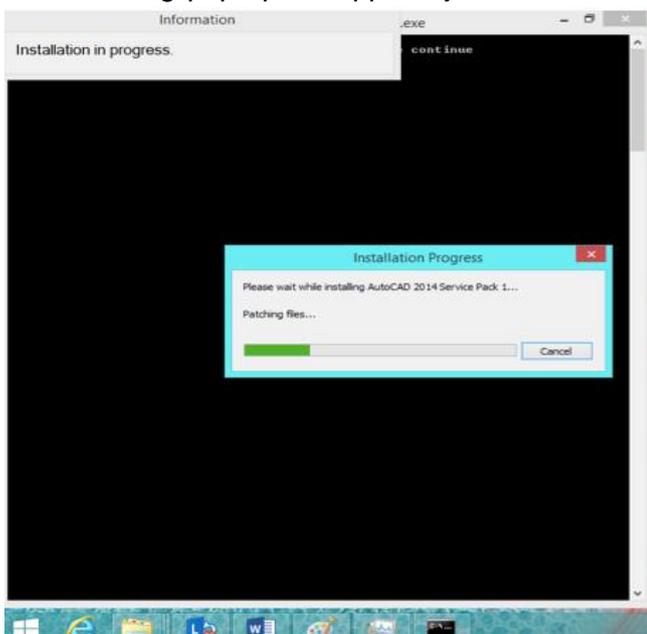
- Once the file finished downloading, a pop-up will appear wait for 10 minutes(estimated)



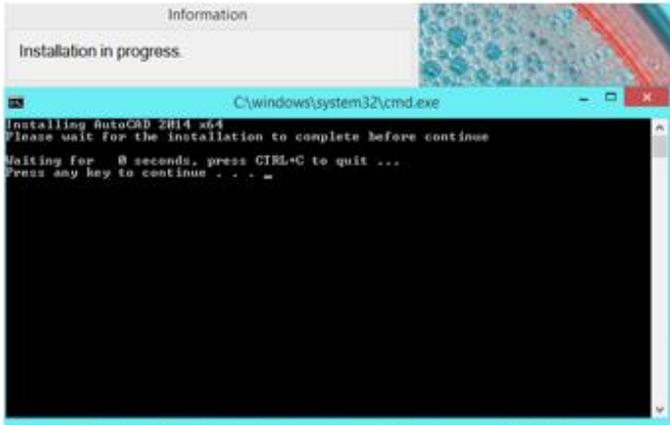
- Wait for the installation to finish running, it will takes about 45 minutes.



- The following pop-up will appear, just wait for the installation to complete.

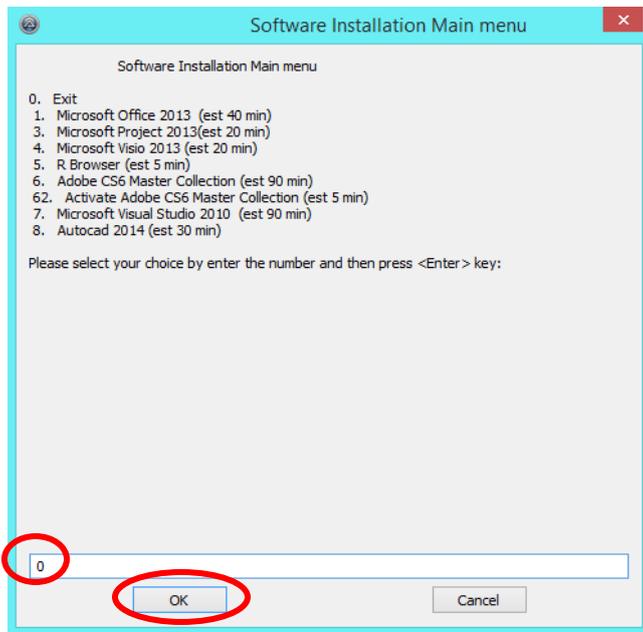


- Press any key to complete the installation



Option 0: Exit

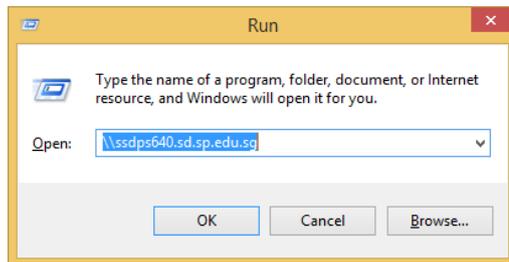
- Once AutoCAD 2010 installation has completed, the software menu will appear again, enter “0” and click on “OK” button.



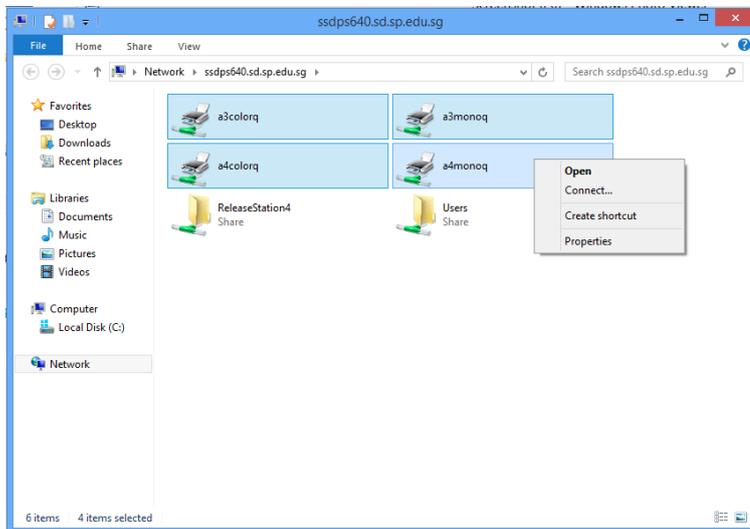
***Note that once you click on “OK” button, you will be brought to a survey webpage. Please complete the survey.**

3.4) Install print queues of Commercial Printing Service at Singapore Polytechnic

- Click on “**Connect to P**” icon in the desktop.
- Follow the instruction on screen to **enter your SPICE account and password**. Wait for the message **P drive connected successfully**.
- Press the **Windows** key and **[R]** together
- Type “**\\ssdps640.sd.sp.edu.sg**” and then click on “**OK**” button.



- The following print queues will appear. Select **ALL** print queues then **right** click on mouse and click on “**connect**”. Click on “**YES**” if prompted to install driver.



Configure Email Account (Outlook) and forward outlook mail to personal Email

Check Email Address

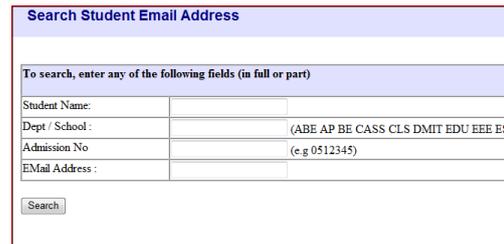
- Click [HERE](#) if you do not know your email address.
- Logon with your SPICE Account and password.
- Enter your **Admission No.** and click on **Search**.



Please enter

SPICE User ID :

Password :



Search Student Email Address

To search, enter any of the following fields (in full or part)

Student Name:	<input type="text"/>	
Dept / School:	<input type="text"/>	(ABE AP BE CASS CLS DMIT EDU EEE ES)
Admission No	<input type="text"/>	(e.g 0512345)
Email Address:	<input type="text"/>	

Access your Email

- Go to this site <http://mail.office365.com> to access your email. Key in your email address and your **default password**. All accounts are created with a pre-generated initial temporary password: **p<admission no><birth date>** (Note: birth date in ddmmyy format).



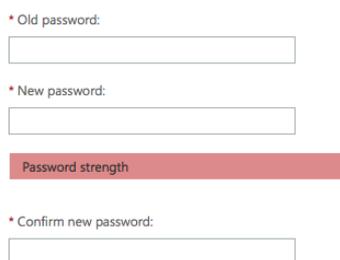
Office 365

Sign in with your organizational account

Keep me signed in

[Can't access your account?](#)

- If you are logging in for the first time, you will need to update your password.



* Old password:

* New password:

Password strength

* Confirm new password:

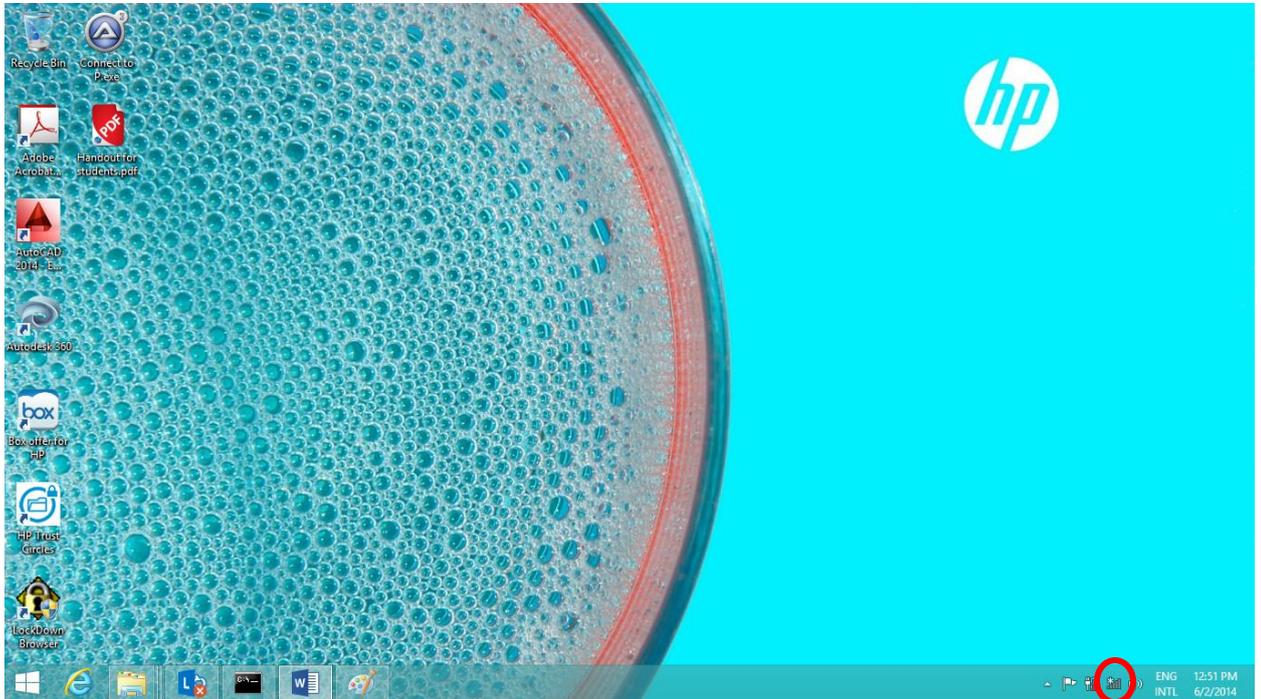
Forward all emails to personal Email Address (Optional)

- Refer to this site <http://help.outlook.com/en-us/140/ms.exch.ecp.learnredirectto.aspx> on how to automatically re-direct all emails to another account.

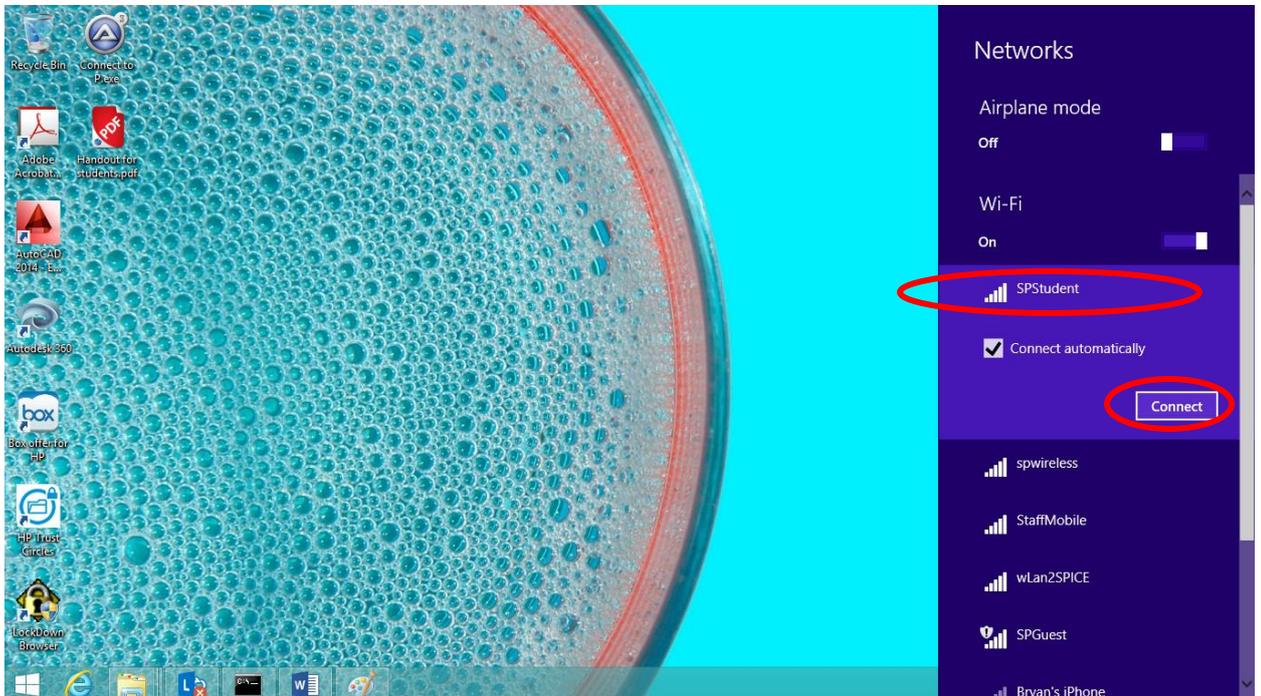
3.6) Connect to SPStudent network

Perform the following steps when you are in Singapore Polytechnic campus

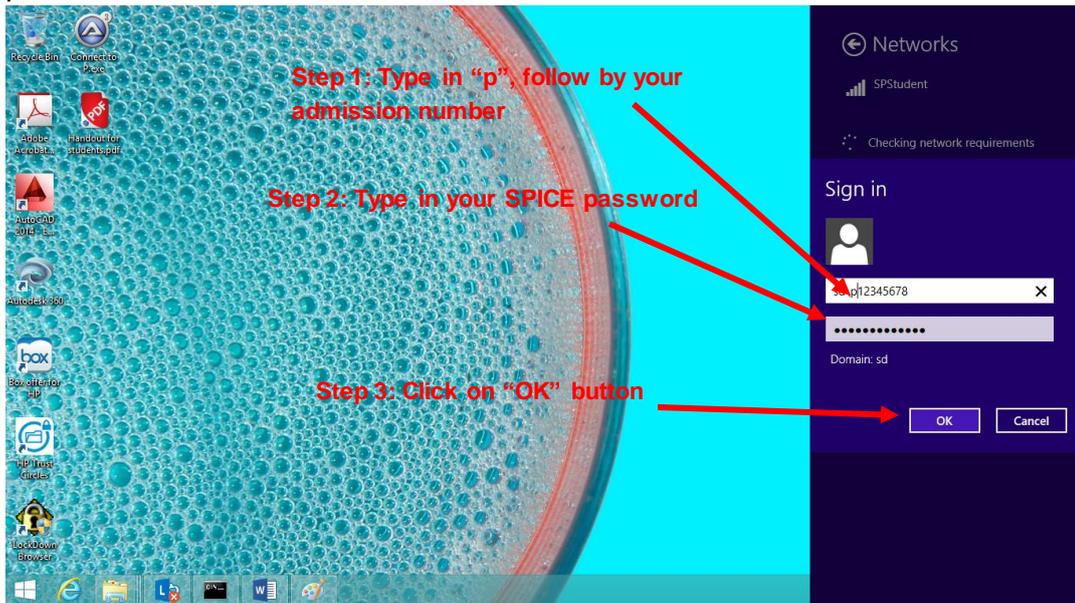
- Click on the “wireless” icon .



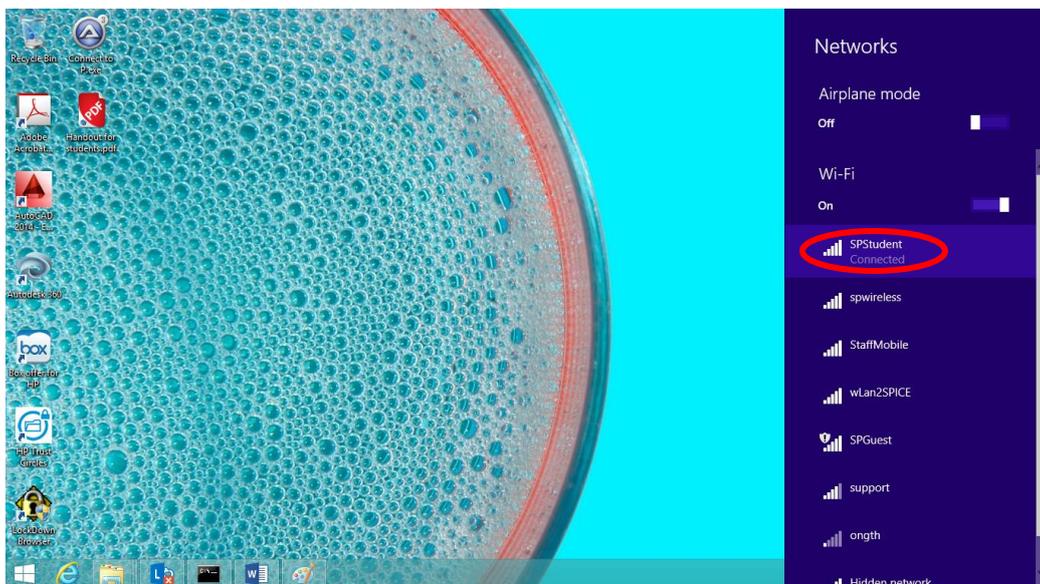
- Click on “SPStudent” and then click on “Connect” button



- Enter “p” follow by your admission number on the 1st row and enter your SPICE password on the 2nd row, then click on the “OK” button.

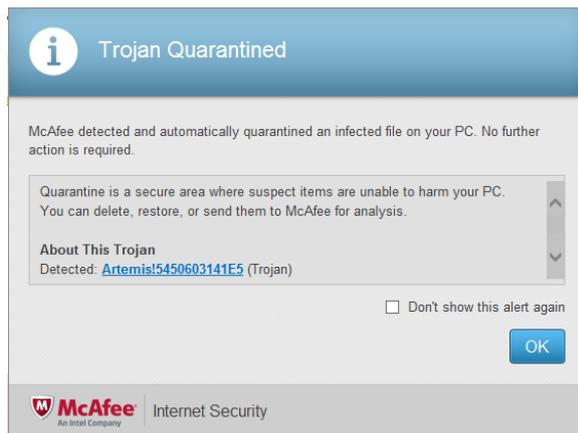


- Make sure that “SPStudent” shows status as “Connected”

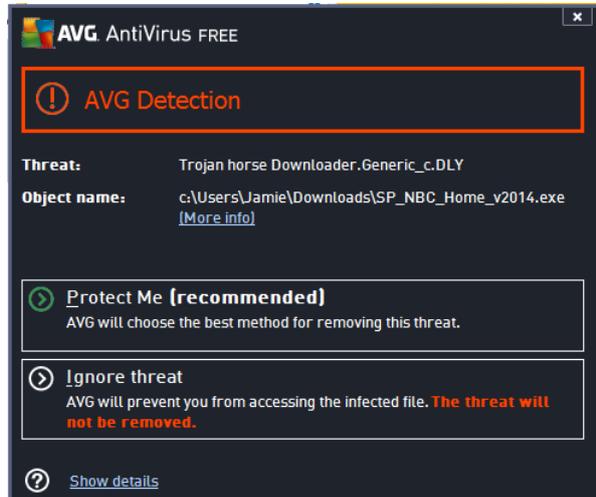


Appendix 1

If your notebook is installed with McAfee or AVG anti-virus software, it may give a false alarm that the notebook configuration program may be a Trojan. The notebook configuration program has been scanned with Microsoft Defender, Symantec End-Point Protection, and Norton anti-virus software and it is safe to run. While this known issue is being looked into, you may allow the program to configure your notebook.



Report by McAfee Anti virus Software



Report by AVG Anti virus Software