You will need your student’s school-issued username and password to setup the device. If you do not have this information, please visit the PowerSchool Parent Portal. This can be done using a mobile phone or other Internet connected device.

Overview
To get your assigned Samsung Galaxy Tab working, you will need to complete several setup steps. In general, you will continue to select the “affirmative” option as you go through the various steps. You MUST have your student’s username and password to complete this setup process.

- Your student’s user name will be in the form of first initial, last initial and their 5-digit PowerSchool Student number. For example Barney Rubble, Student Number 99999 would have br99999 as their user name (all lowercase).
- Your student’s e-mail address is their username + @uchicagocharter.org. Using the example above, the email address would be br99999@uchicagocharter.org
- Your student’s password was given to them at the beginning of the year. If it has been lost, forgotten or somehow “doesn’t work” please use the contact options above.

PLEASE NOTE: ALL Network traffic on school-owned devices is logged and monitored for security purposes, even when used offsite. At-home use is governed by the Acceptable Use Policy included in the school handbook. All devices used at home remain the property of UChicago Charter School and must be immediately returned to the school upon demand.

Device Registration and Activation
1. **Power On the device.** It may be necessary to charge the device before powering it on. With the screen facing toward you, the power button is on the right side near the top of the device. Press the power button briefly to turn the device on.
2. **Let’s go.** To begin the setup process, **Tap the blue arrow.**
3. **Terms & Conditions.** Tap to select each radio button. Optionally, you can tap the bottom radio button to select all of them at once. **Tap Next**
4. **Use mobile data?** Tap continue to setup your device using the built-in mobile internet.
5. **Updating...** No user interaction needed. This screen typically lasts 1-2 minutes.
6. **Set up your device.** This screen informs you that Samsung will direct your device to our device management system. **Tap Accept & Continue**
7. **Setting up work device...** No user interaction needed. This screen typically lasts 1-2 minutes.
8. **Welcome to Chrome.** This allows you to use Chrome. **Tap Accept & Continue.**
Device Management System Enrollment

9. **Microsoft Sign In.** Here you will need to enter your student’s EMAIL ADDRESS to login to our device management system. **Enter the email address; Tap Next.**
10. **Enter password.** Enter your student’s school account password. **Tap Sign in**
11. **Setup your work tablet...** These 3 steps will complete the setup process.
   a. **Install work apps.** This installs the apps necessary for the device to function with our device management system. **Tap Install.**
   b. **Register your device. Tap Start**
      i. On the blue Intune screen, **Tap Sign In**
         1. On the Set up UChicago Charter School access screen, **Tap Next.**
         2. **Enter your password again.** The email address should already be entered for you. **Tap Done**
   c. **You’re ready for work. Tap Done**

Your device will automatically connect to the Google Play store and start pre-installing apps required to complete the setup of your device. You can use it normally while this happens. It should take 5-10 minutes.

Activate Mobile Hotspot

12. **Swipe left on the home screen.** On the AT&T AllAccess tool, **Tap the Hotspot icon.**
13. **The app opens.** It will display a set of Terms and Conditions. To enable the hotspot function, **Tap Agree and Continue.**
14. **The Wi-Fi network name** ATT-Wifi-[4 digit number] will be displayed along with a password. **Write down this info. Use it to connect other devices to the Internet.**

You will eventually get an alert asking you to login to the GlobalProtect Always-On VPN. This prevents access to inappropriate content and also provides network security protection to the device.

Log Into VPN

15. **Swipe up on the home screen.** To open the VPN software. **Tap the GlobalProtect app icon.**
16. **Connect to Global Protect...** On this screen, to begin the process, **Tap the Tap to Connect button**
17. **Enter your student’s username and password.** Remember, the username is the 7 characters before the @ sign in their email address. It is NOT the entire email address.
18. **Tap Sign In**

**Please note,** currently the VPN connection may interfere with the ability to re-activate the hotspot. If this occurs, go into the GlobalProtect app and tap the “Tap to Disconnect” button temporarily disable the VPN. Then go to AT&T Access to enable the hotspot. Then finally, return to GlobalProtect to re-enable the VPN.