	<h2 style="margin: 0;">Adding a Laptop to the Admin Domain</h2> <p style="margin: 0;">Release: 1.0 Date: 12 February 2008 Author: Peter Trang Team: Service Desk</p>
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Audience	School Administrators on the Admin Domain
Scope – included	EDNET Schools, School Admin Domains, District Education Offices
Scope – excluded	LWICT, GD-SOE Schools, School Curriculum Domains
Assumptions	<p>It is assumed that:</p> <ul style="list-style-type: none"> • You know the Schadm Username and Password. • You know the Domain Name for the Admin Domain. • The notebook is plugged into the Admin network port
Overview	This document is designed as a guide for the task of adding a new laptop computer running Windows XP to the Admin Domain.

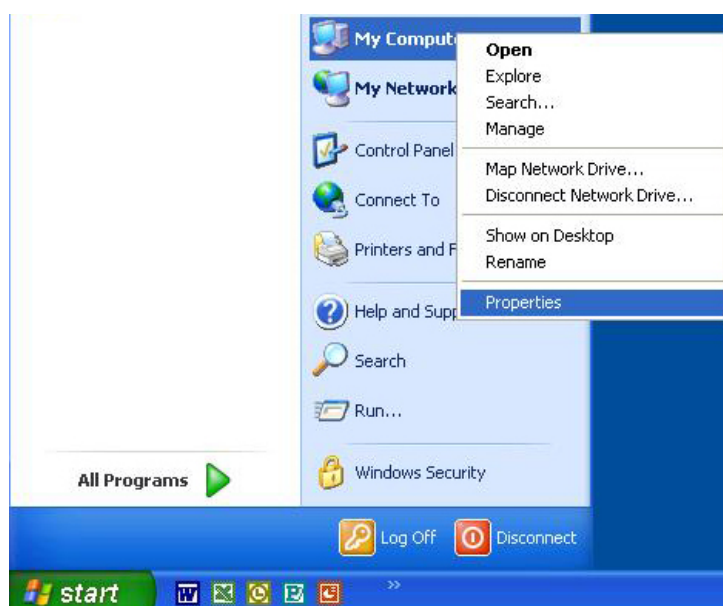
Document History

Version	Author	Date	Description of Changes
0.1	Darryl Smith	31/01/2008	Initial draft with screenshots.
0.2	Peter Trang	29/01/2008	Updated process
0.3	Natalie Schmeiss	04/02/2008	Tech writer's edit and applied template.
1.0	Alfred Gorman	12/02/2008	Added extra info and updated for release

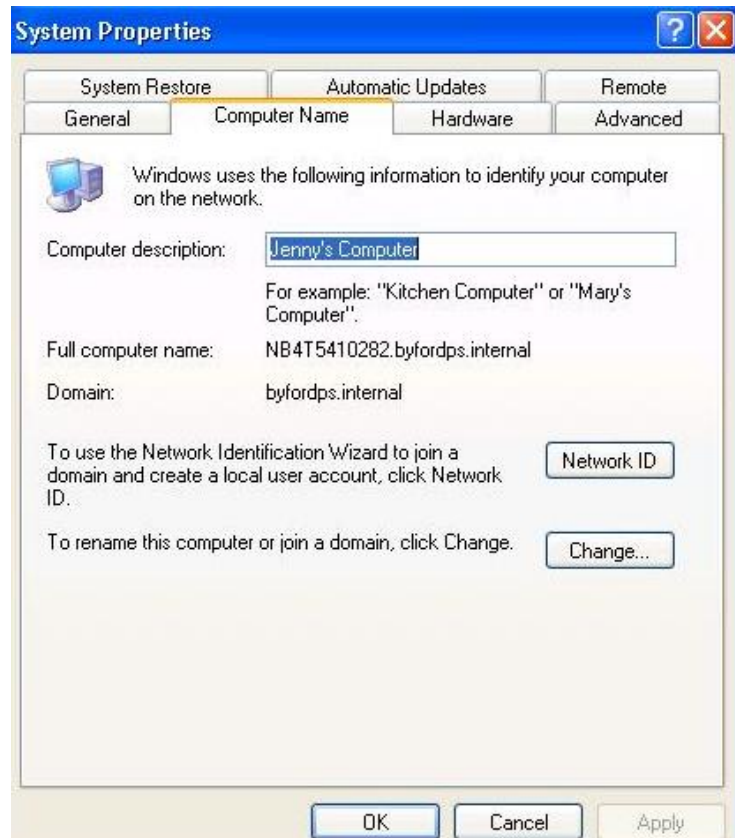
How to add a new staff laptop to the Admin Domain

1. Log onto the computer as **LocalAdmin** or as a user with Administration rights on the computer.

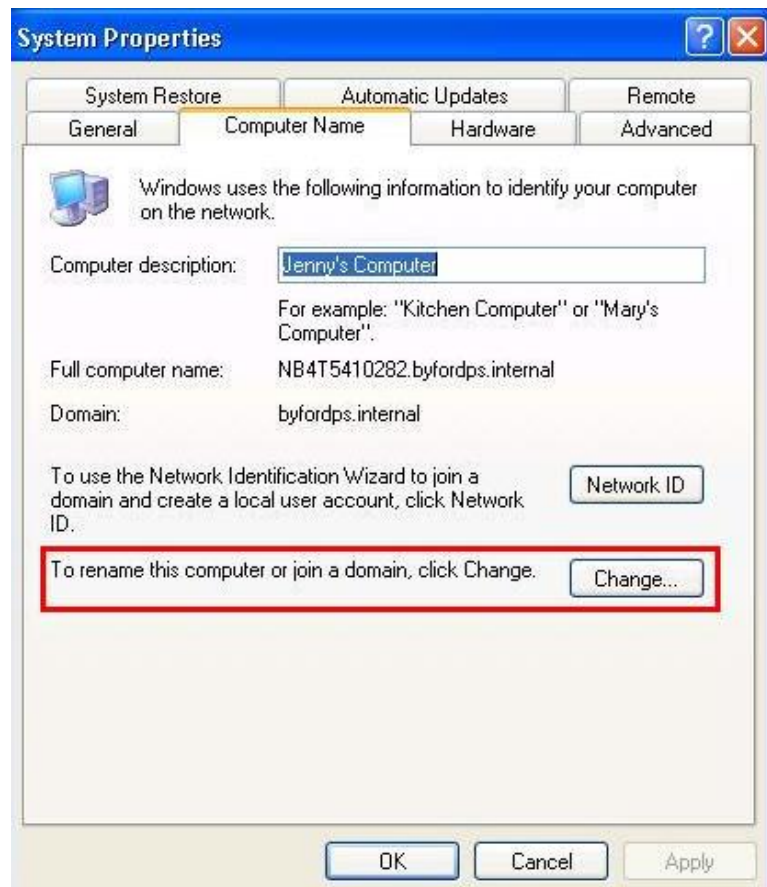
2. **Left-click** on the **Start** button, then **right-click** on **My Computer** and select **Properties**.



3. Select the **Computer Name** tab.

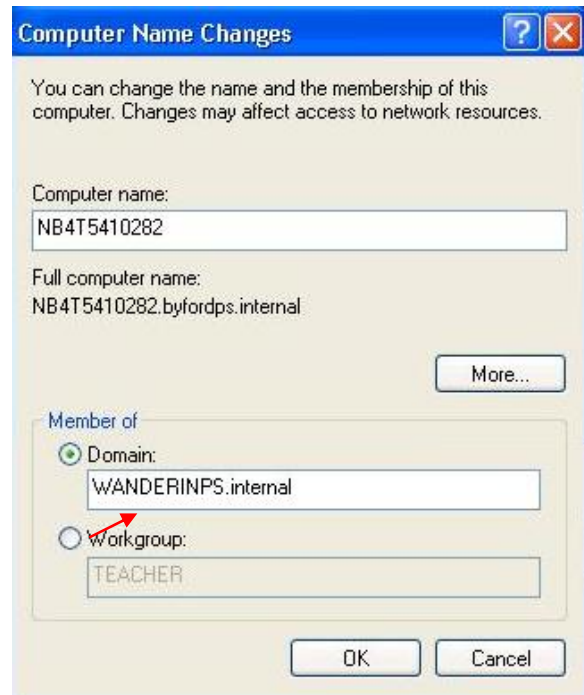


4. Click on the **Change** button.



5. Select the Member of **Domain** option.

Type the desired Domain name and click **OK**.



6. Enter your **Schadm** password after typing **det\schadm** into the **User name** field.

Click **OK**.



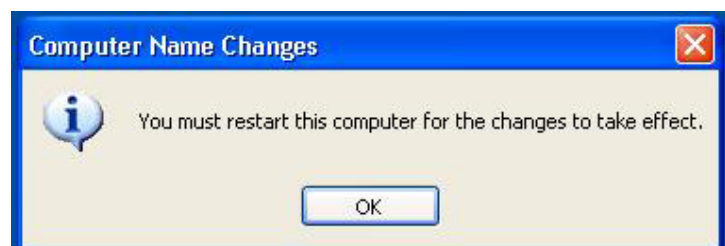
7. If successful you will see a window that welcomes you to your school's domain. Click **OK**.

If unsuccessful, check that the username, password and domain name is correct and try again.



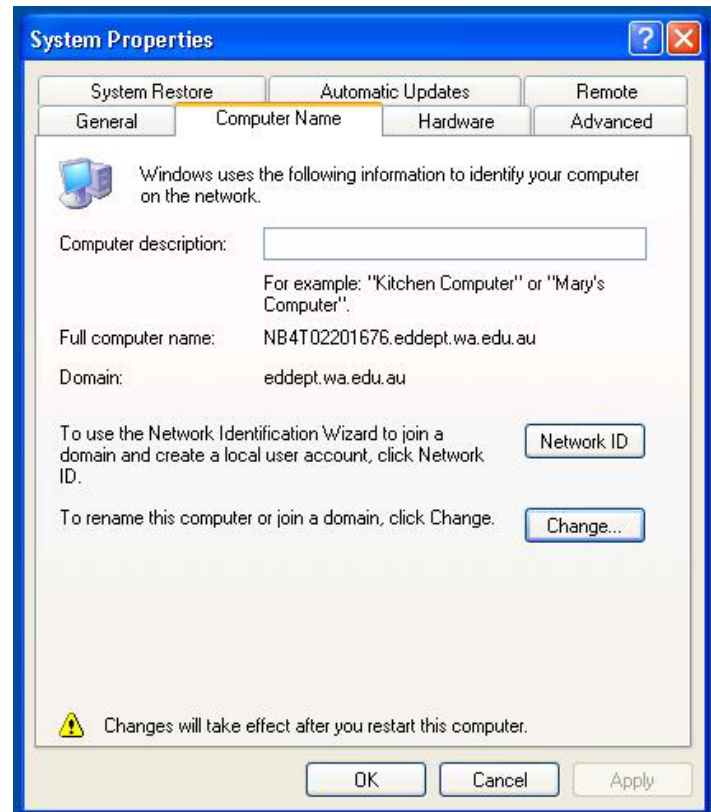
8. The **Computer Name Changes** dialog box will appear.

Click **OK**.



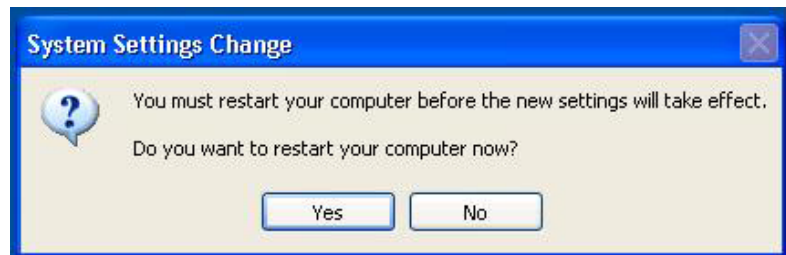
9. The **System Properties** dialog box will appear.

Click **OK**.



10. The **System Settings Change** dialog box will appear. Select **Yes**.

The computer will now restart.



The computer has now been successfully added to the Domain.