Laptop Best Practices

**Charge the Battery**

To charge your laptop, **push it ALL the way in** to the charging tray.

![Flashing Battery Symbol = Charging](image)

When properly docked, the laptop battery light will flash momentarily, even if the battery is completely charged.

**Log In**

1. Press the **power button** to turn your laptop on, then **wait a few seconds** (about 10) once the Time/Date screen appears in order to give your laptop a chance to “catch” the wireless network.
2. Press any key, or Control + Alt + Delete to reveal the Windows 10 log in screen.
3. Enter your teacher or student credentials and password. **DO NOT INCLUDE** @lcisd.org or @students.lcisd.org after your user name.
4. Press the **Enter Key** on your keyboard, or click the arrow on the screen.

**Keep Your Laptop Healthy**

Keep your laptops healthy by shutting them down **completely** at the end of every day.

**Important:**
- Closing the lid before the laptop shuts down interrupts the shut-down process. Do not shut the lid, until the power indicator light is off.

**Having trouble?** Report the issue by clicking the **Help Desk** icon on any computer, or by visiting: [http://helpdesk.lcisd.org](http://helpdesk.lcisd.org)