

Santa Rosa Junior College - Information Technology

Check-out Laptop: Apple MacBookPro

Introduction:

The Information Technology Department of the Santa Rosa Junior College is pleased to provide laptops for check---out to staff and faculty. Every effort has been made to make them usable for the most common tasks such as email, web, and office document needs. However, please understand that these laptops are repurposed, older equipment and should not be expected to perform like new equipment. To maintain high availability for all staff & faculty, these units are intended to have a limited loan period, not to exceed two (2) weeks.

Software Installation:

As stated above, the check-out laptops have been provided to be usable for the most common tasks. The laptops are running Mac OS X 10.9.5 Mavericks Operating System. With that in mind, there are many standard software programs pre-installed for your use: Microsoft Office 2011 for office documents, web browser choices Firefox or Safari, and Acrobat for PDF reading and writing. If you require additional software, you may install it yourself and use throughout the duration of the loan period. Please ensure that you have a proper license before installing.

College email can be accessed through Outlook Web Application or Citrix. See the IT website for quick links to these resources: it.santarosa.edu

How to Logon to the laptop:

The laptop will automatically logon at startup. However, if you are prompted for a username or password, use the following (all lowercase):

Username: srjc


Password: Laptop1

Saving documents:

You may save documents on the desktop for the duration of the loan period. However, we strongly encourage you to utilize another storage method, such as a USB flash drive. When the laptop is returned to us, we will restore the system back to the condition it was prior to you borrowing it. This means any software you installed or documents you have stored on the laptop will be erased. This is necessary to provide a consistent reliable system, to protect your data and privacy, as well as the data and privacy of the next person who will be using the system.

Wireless Network Access instructions:

The laptops include the ability to connect to wireless networks. Santa Rosa Junior College [Wireless coverage map \(PDF\)](#)

1. Wireless networks will show up in the Airport menu bar icon(). Click this icon to see a list of networks available. To join, click the network. Keep in mind that some access points are open, while others require authentication.
2. If the airport icon does not have lines through it, click on the airport icon, then click turn Airport on, then follow step 1.

Loaner laptop bag inventory:

- 1) Apple MacBookPro
- 2) 85W power adapter
- 3) Ethernet cord
- 4) DVI to VGA adapter
- 5) Apple Mouse

Please ensure all items are returned.