



From Unpacking to Up-and- Running

**A Parent's Guide to Setting
Students Up for Success**



Once the room's set up, the real transition begins.

The first week can be overwhelming, so use this guide to help your student get ready before you leave.



Connect Devices to the Campus Network

- **Computer & Phone:** Make sure both are connected to the secure campus Wi-Fi.
- **Test Internet Access:** Visit a few school webpages or log into the student portal to ensure it's working.

Have them connect both Wi-Fi and any required VPN while you're there. That way they can access school resources off-campus later without a headache.





Set Up Printing

- **Find Printers:** Identify where the nearest printers are located (library, dorm lounge, academic buildings).
- **Install Printer Access:** Follow campus instructions for adding printers to their laptop.
- **Test Print:** Have them print a syllabus, schedule, or welcome document to confirm it works.

Encourage them to add multiple printers across campus—not just the closest one. When deadlines hit, the nearest printer might have a line or be out of paper.





Organize School Email & Web Resources

- **Email Shortcut:** Create an easy-to-find shortcut for their school email on their laptop and phone.
- **Student Portal Favorites:** Bookmark the school's "Current Students" page for quick access to important links, announcements, and deadlines.

Put the school email app or shortcut on the phone's home screen—students are more likely to check it if it's one tap away.





Confirm Class Schedule

- **Check for Updates:** Log into the student portal to confirm class times, locations, and professors (these can change over the summer).
- **Save & Print:** Take a screenshot or photo, then print a copy to keep in their backpack.

Have them write room numbers and building names on the printed schedule. On day one, it's easy to mix up "Smith Hall" with "Smith Labs."





Access the LMS

(Learning Management System)

- **Log In Early:** Whether it's Blackboard, Canvas, or another system, make sure they can access it.
- **Look for Syllabi:** Download and save any available syllabi. These are great documents to use for your "test print."

If syllabi aren't posted yet, check daily – professors often upload them right before classes start. Early access gives you a head start on books and materials.





Locate & Activate Campus Mailbox

- **Find Their Mailbox:** Visit the mailroom and ensure they know how to access it.
- **Shipping Basics:** Review the correct mailing address format for receiving packages.
- **Practice Sending:** Understand the steps for mailing or shipping packages out, especially for ordering textbooks or supplies.

Save their full mailing address in their phone so it's always handy when ordering online.



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