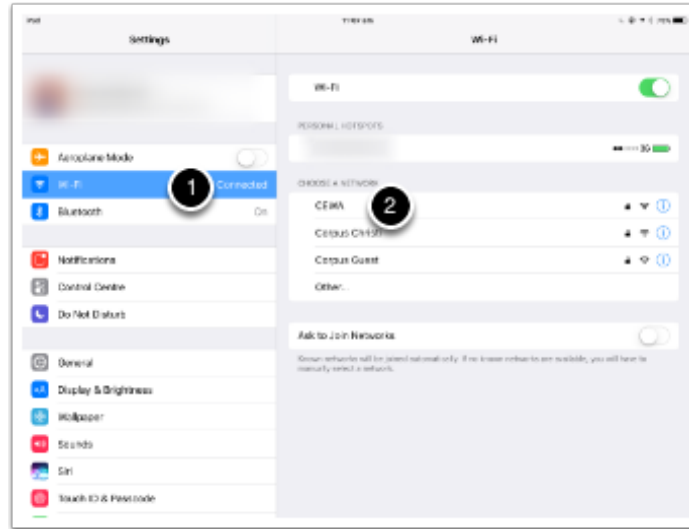After the tenancy migration, these instructions will assist staff in connecting their Apple Macbooks back onto the network and reconnecting their email.

1. Connect to the CEWA wifi

The College's old Wifi no longer exists and we will now connect to the CEWA wifi.
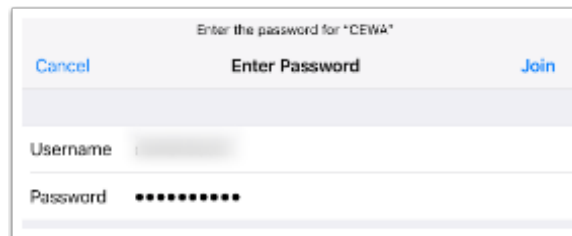
1. Select Wi-Fi from the left hand column
2. Then choose CEWA from the list of available networks

2. Login with your new CEWA credentials

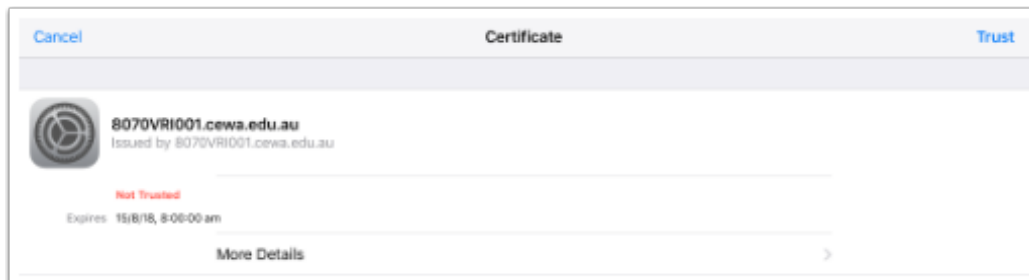Before the migration you were emailed a set of login credentials.

Type your username and password into the spaces provided and please notice that the username DOES NOT include the @cewa.edu.au suffix.

3. Accept the Certificate

A pop-up box will appear which asks you to accept a certificate. Click the "continue" button.

Once this part is completed you will be able to access the internet.

4. Change your password

Next you'll need to change your password from the temporary password which was given to you.

1. go to http://pass.corpus.wa.edu.au in your browser
2. type in your full cewa email
3. login with your temporary password (currently set to date of birth)
4. then type in your old password and create a new password

Please note that new passwords must be at least 8 characters in length, contain numbers and special characters

5. Setup new email

Once you have changed your password a pop-up will appear asking you to put in your new password to configure your email.

If your email does not appear after **one hour** it is likely that your device isn't enrolled on our servers and you will need to go to helpdesk to get your device setup.

This will involve going to http://mdm.corpus.wa.edu.au/enroll , following the prompts and logging in with your new details.

6. Remove old email

Once your new email is setup you can remove your old email.

1. Go to "Settings" on your iPad
2. Click on "Mail"
3. Select your old College email account

7. Delete Account

Once you have located your old email account and selected it. Please the click "Delete Account" and follow the prompts.
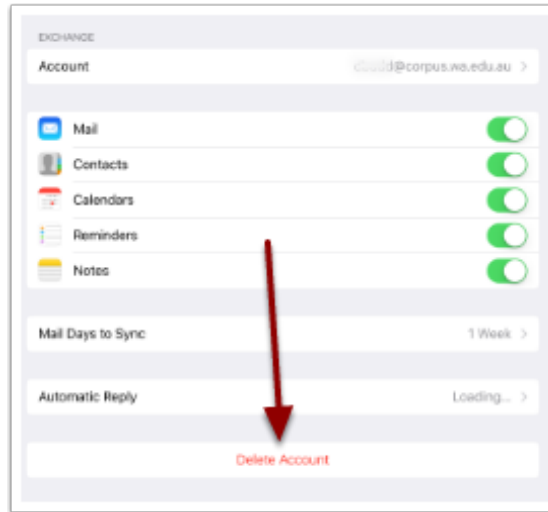
8. Install OneDrive

Go to Self Service, locate and install OneDrive.

If you do not have Self Service, it is likely that your email is also not working and you will need to go to Helpdesk to have your device configured. This will involve going to http://mdm.corpus.wa.edu.au/enroll , following the prompts and logging in with your new details.

9. Already installed?

If you already have OneDrive installed you will need to log out of your Corpus account. **If you have only just installed OneDrive then skip this step.**

1. Go to Settings on your device
2. Scroll down until you find OneDrive and select it
3. Under the "reset" header turn on the switch which says "Clear Account Settings"
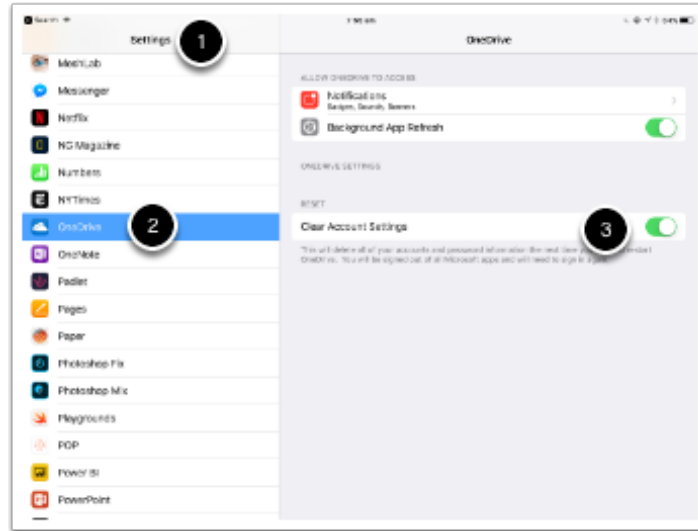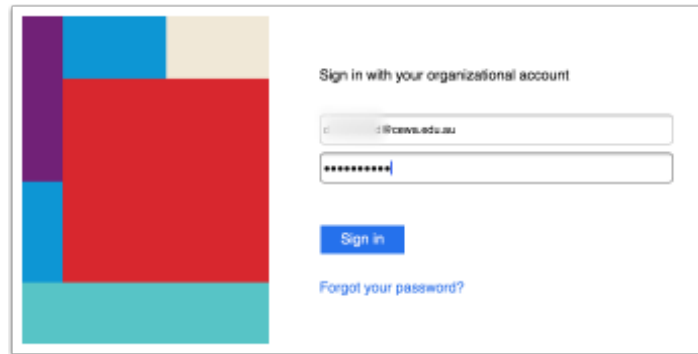

10. Open OneDrive

Find where OneDrive has been installed and open it. You will be prompted to enter your CEWA email address.
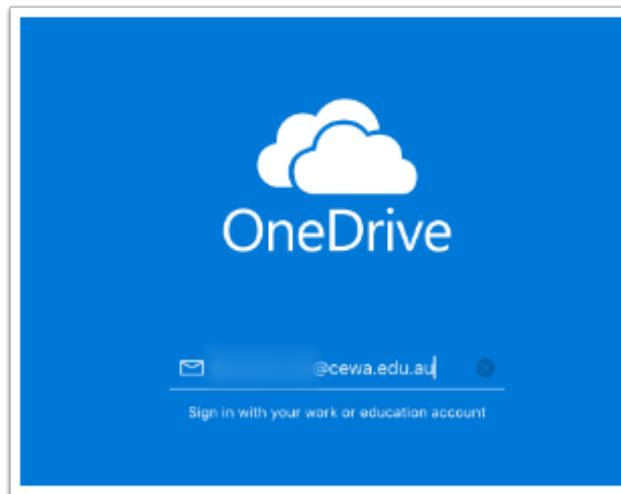
11. Enter password

12. Browse Files

Once you are logged in you should now be able to see your files and folders.