FLINT HILL SCHOOL

Laptop Exchange

We are excited to announce that we will be exchanging your old laptops for new ones during the first week of the new school year. Please read the following carefully and prepare your current laptop as indicated to help the exchange go quickly when your class year is scheduled.

On the first day of school, please bring your laptop, charger, and charging cable with you to the laptop exchange. If you do not return your charger and charging cable, you will be billed for a replacement.

Steps to Take Before Returning Your Laptop

Complete these steps as soon as possible. If you need help, visit the Help Desk right away.

1. Sign Out of Apple ID & Find My Mac.

- Click the **Apple Icon** (top left) → **System Settings...**
- Click your **Name** → **Sign Out...**
- Enter your Apple ID password, then your computer password to complete sign-out.
- Apple ID Sign-Out Guide

2. Back Up Your Files.

- Make sure all documents, music, videos, and media are saved to **Google Drive**.
- Need school apps later? Use **Husky Help Self Service** to reinstall them anytime.

3. Clean & Prepare the Laptop.

- Remove all stickers and sticky notes.
- Remove any protective cases.

My Apps? *Husky Help Self Service will allow the installation of any school apps.*

When should I complete these steps? *You should start completing these steps as soon as possible.*