

### **ANNEXURE A**

## Guide to access MS Operating and Productivity Software

## Schools connected to WCG Broadband

- 1.1 A call must be logged at SchoolsIT ServiceDesk.
- 1.2 To obtain a serial key (MAK) from Service Desk an **official letterhead signed by the principal with a school stamp** must be emailed to <u>SchoolsIT.ServiceDesk@westerncape.gov.za</u>.

#### Note:

- Machines NOT JOINED to the WCGSCHOOLS Domain will require a serial key (MAK).
- Devices joined to the WCGSCHOOLS domain does not require a serial key (MAK) for activation as it will be activated by the WCGSCHOOLS KMS Activation server.
- 1.3 Ensure that the pc that is going to be used for download is connected to the WCGSCHOOLS network.
- 1.4 Login as a normal user and open a Web Browser. In the address bar, type <u>https://ced-cei-iso01.wcgschools.gov.za/</u> and press **Enter** to open the website. The following web page will appear:

•	S File server	× +			- • ×	
←	→ C thtps://ce	d-cei-iso01.wcgschools.gov.	za	©	🖈 坐 🛯 😩 i	
	🔺 Login	🗹 Select	<b>Q</b> Search	🌣 Options	👪 Zip	
(	<b>+ *</b>				1 file, 5 folders, 998 B	
	🖿 Delphi				03/01/2024, 11:57 AM	
	НожТо				08/22/2023, 11:04 AM	
	MSOffice				03/01/2024, 11:35 AM	
	MSServer				03/01/2024, 11:35 AM	
	MSWindows				03/01/2024, 01:03 PM	
	Important Informatio	on - Please Read.txt		998	B – 03/01/2024, 11:39 AM	

- 1.5 Multiple options will be displayed. For information how to create an installation DVD or USB Key, please navigate to the **How To** section by clicking on it to obtain the necessary documentation and files.
- 1.6 To download **MS Office** for example, click on the file required to start the download

👗 Login	🗹 Select	Q Search	🌣 Options	🚺 Zip
<b>( )</b>				1 file, 5 folders, 998 B
🖿 Delphi				03/01/2024, 11:57 AM
НожТо				08/22/2023, 11:04 AM
MSOffice				03/01/2024, 11:35 AM
MSServer				03/01/2024, 11:35 AM
MSWindows				03/01/2024, 01:03 PM
Important Information	tion - Please Read.txt		998	B – 03/01/2024, 11:39 AM

# 1.7 Select **2021** folder.

💄 Login	🗹 Select	Q Search	🏟 Options	🔓 Zip
🗲 🏾 🏶 MSOffic	е			1 file, 2 folders, 724 B
2019				08/28/2019, 02:15 PM
2021				03/01/2024, 11:40 AM
Serial.txt			724	B – 03/01/2024, 01:03 PM

# 1.8 Click on Office2021\_WithOutlook.iso file.

👗 Login	🗹 Select	Q Search	🔅 Options	👪 Zip
🗲 🎽 📸 MSOffic	e 2021			2 files, 1.9 GB
Office2021_WithOut	utlook.iso	_	1.9	GB – 09/08/2023, 01:54 PM
Readme.txt			613	B – 03/09/2023, 10:22 AM

1.9 Click on the **Download** dropdown arrow to start downloading.



Note: The following download limitations/restrictions applies:

- A **Maximum of 10** machines can download files at any time. If the server has more than 10 connections a message will be displayed to try and access the site later.
- Download clients (Like IDM) are permitted and resuming is supported.
- All downloads are limited to 3MBps (or 30Mbps) to ensure safe server operation.

### 2 Schools NOT connected to WCG Broadband

- 2.1 A call must be logged at SchoolsIT ServiceDesk.
- 2.2 To obtain a serial key (MAK) from Service Desk an **official letterhead signed by the principal with a school stamp** must be emailed to <u>SchoolsIT.ServiceDesk@westerncape.gov.za</u>.
- 2.3 Copies of the requested software must be obtained from the district office by arranging an oppointment via the C-el district Services Manager for copies on an External Hard Drive or USB Flash Drive <u>which the school must supply</u>.