

Faculty & Staff Laptop Setup Guide

CA Tech Support Team

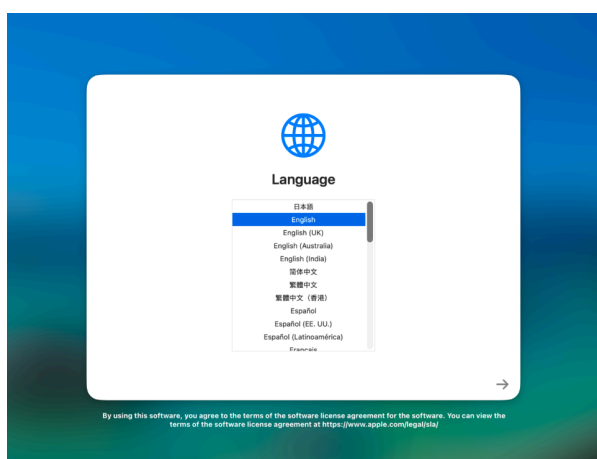
Updated 2026-06-04

Read this document online

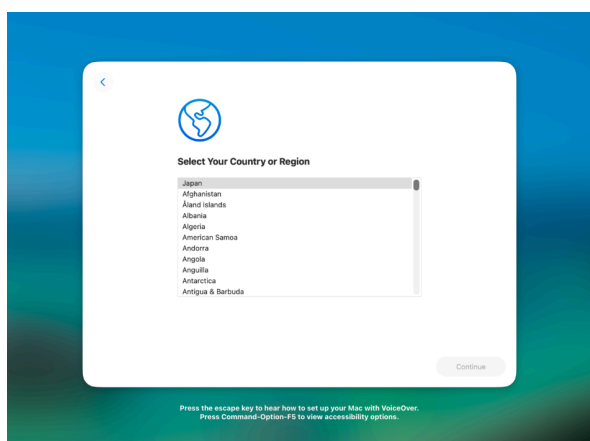
t.ly/EbloT

Before you start, please have your Canadian Academy Google Account's Password ready.

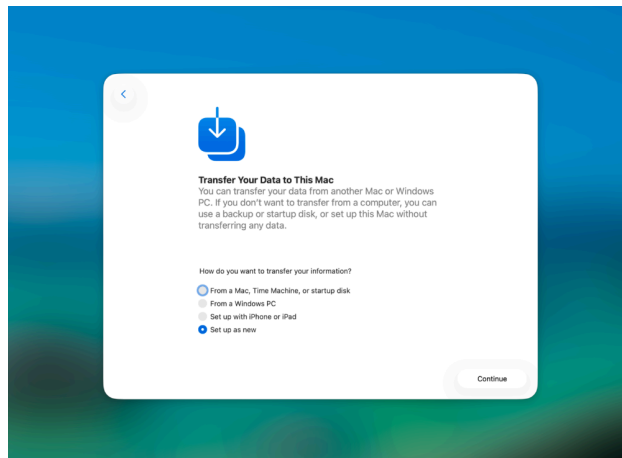
1. Turn your computer on. Select English for your language and continue.



2. Select your country or region. Select Japan and continue.



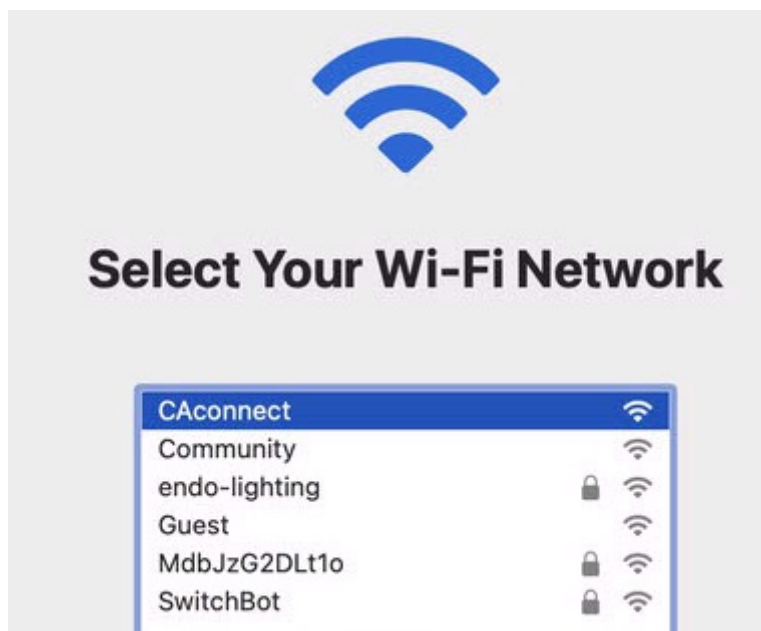
3. **Transfer Information to This Mac.** Please select “**Set up as new**” and continue.



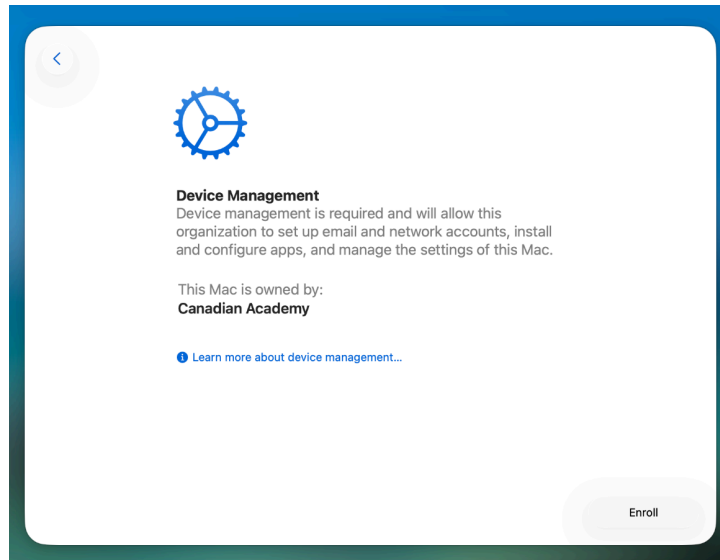
After completing the setup process, if you would like to transfer files from your previous computer, you can save them to Google Drive and access them from your new computer, or use an external drive. If you do not have an external drive available, please contact Tech Support and we can provide one temporarily.

4. **Select your Wi-Fi network**

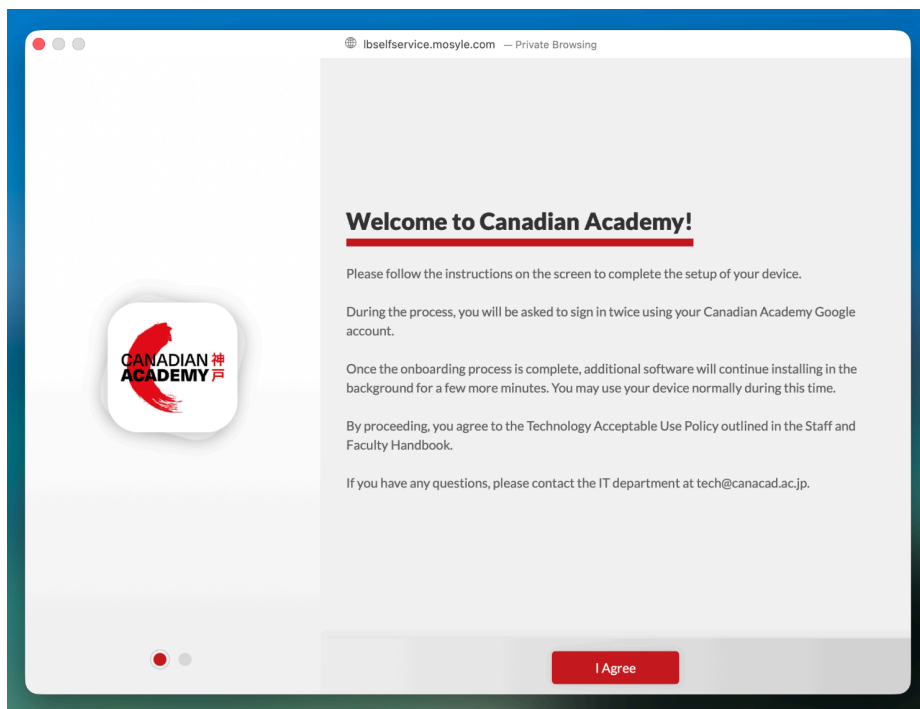
If you are on CA campus, select **CAconnect**. The first time you connect a device, you will be prompted to sign in with your school ID and password. Your iD is your school email username (before “@canacad.ac.jp”). Use the password you received from the school.



5. **Device Management.** Click on Enroll to continue.



6. **Welcome to Canadian Academy screen.** Please read the information on screen and agree to continue.

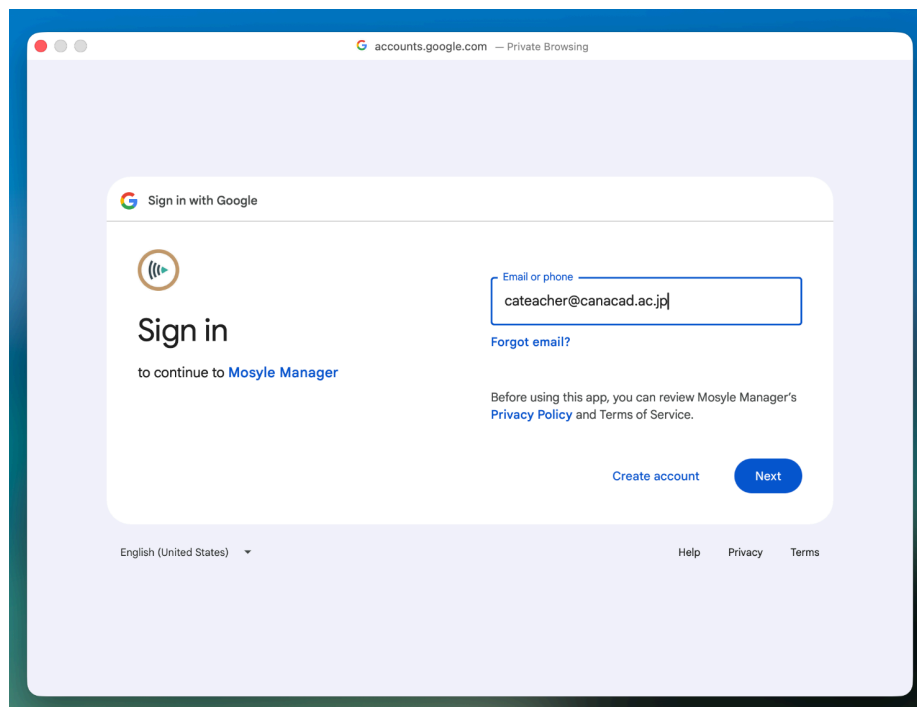


7. Authenticate with your Canadian Academy Google Account.

Please follow the on-screen instructions to grant Google permission to access your account.

If a passkey is configured on your account, you will be presented with a QR code that you can scan with your phone to complete a passwordless sign-in. If you are unable to log in using this method, click Cancel and choose a different two-factor authentication method.

Depending on your account settings, available options may include a one-time password (OTP), a Google prompt on your phone, or SMS verification.



8. Log in using your Canadian Academy Google Account a second time.

Passkeys are not supported during this step. If you have a passkey configured for your account, please choose another available two-factor authentication method to sign in.

After you authenticate with your Google Account, a local user account will be created on your Mac. Please wait for the process to complete before continuing.



 Sign in with Google



Sign in

to continue to [Mosyle Manager](#)

Email or phone

[Forgot email?](#)

Before using this app, you can review Mosyle Manager's [Privacy Policy](#) and [Terms of Service](#).

[Create account](#)

[Next](#)

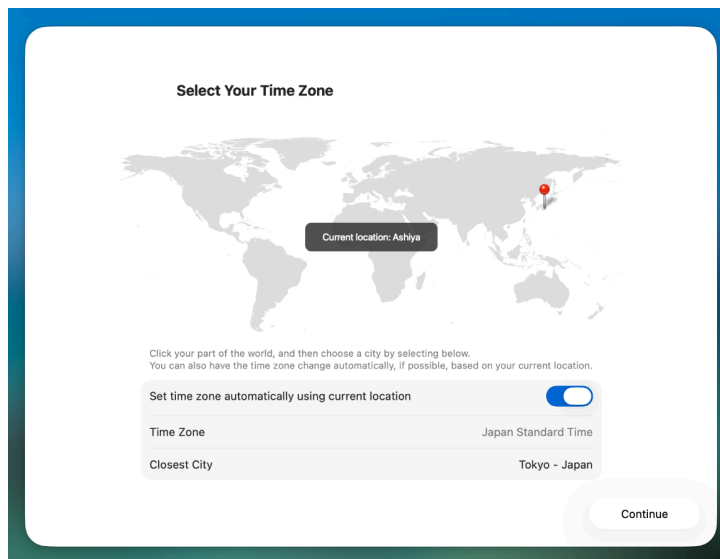
English (United States) ▾

[Help](#) [Privacy](#) [Terms](#)



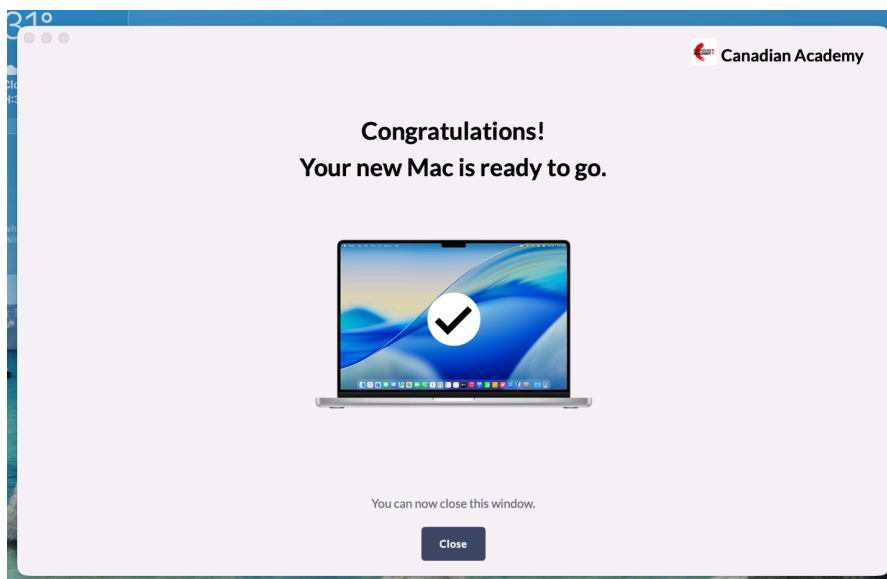
Creating account with your Google password...

9. **Select the correct time zone.** You can enable “Set time zone automatically using current location” to automatically select Japan Standard Time. Once the correct time zone is displayed, continue to the next step.



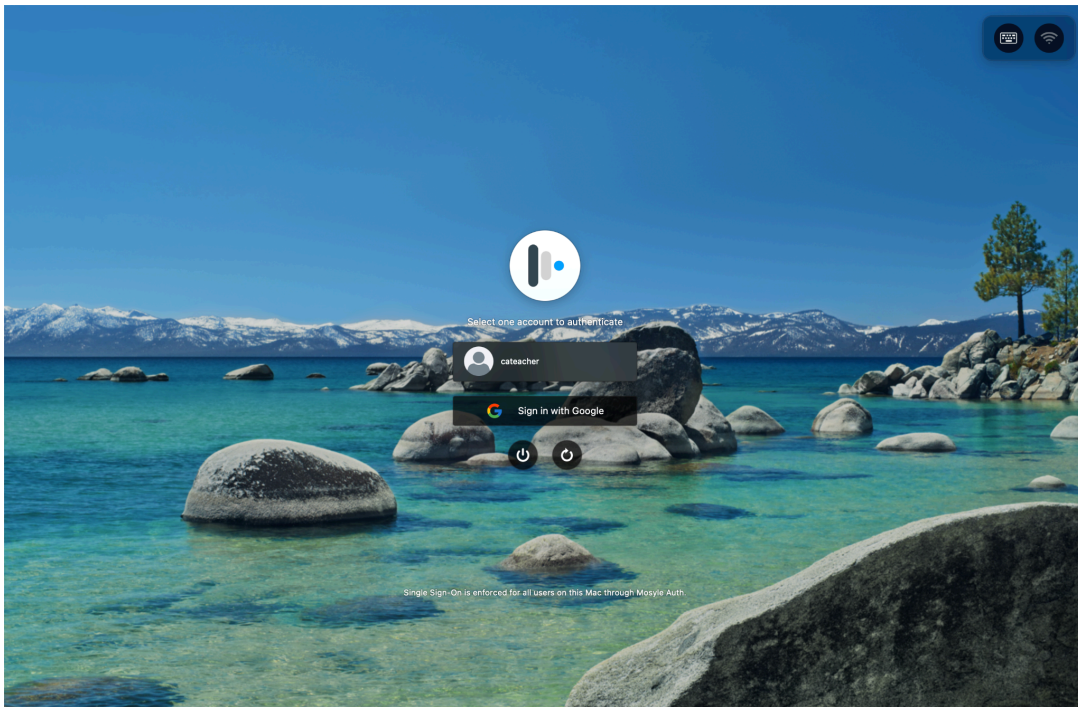
10. **Setup complete.**

Please note that some applications and settings may continue to be installed and configured in the background over the next few minutes. You may continue using your device while this process completes.

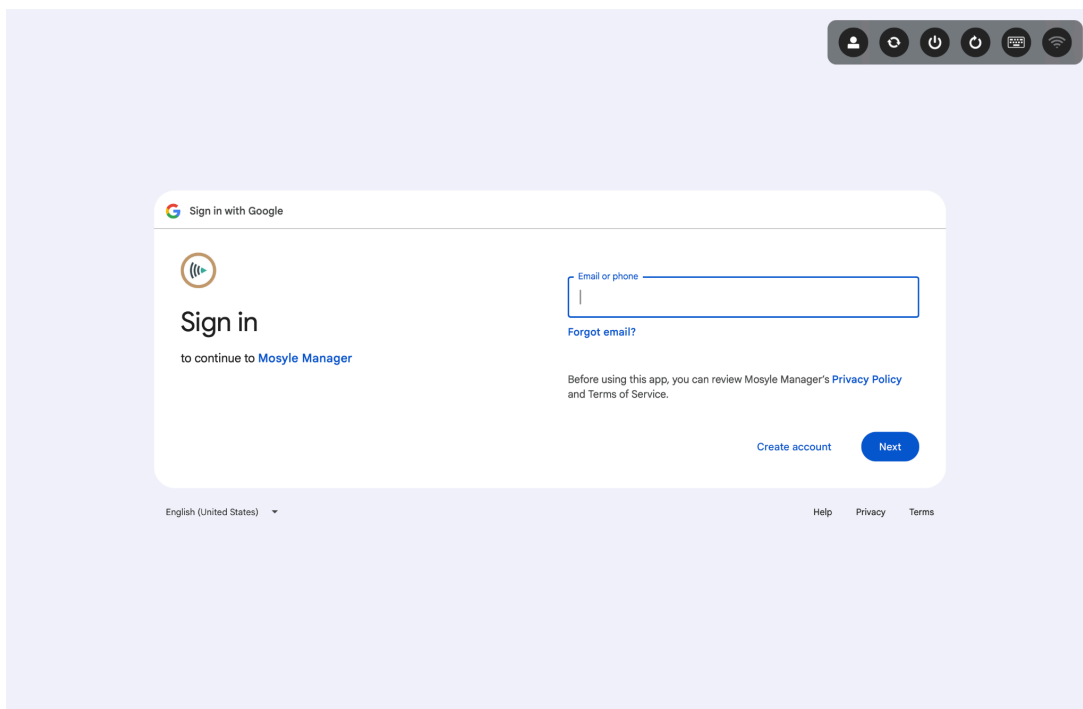


How to log in after restarting your computer

To log in to your computer, you'll be presented with the following login screen:



Click on the **Sign in with Google** button to proceed to the next screen:



From here, you have two options for signing in:

a. Sign in with your Google account

Enter your email address and password, then complete the sign-in process using your configured two-factor authentication method.

Please note that this method requires an active internet connection.

b. Sign in with your Mac local account

Click the User button (the first button in the top row), then enter:

- Your username (the part of your email address before @canacad.ac.jp)
- Your password

This method works whether or not you have an internet connection.

How to install apps via Self Service

For security reasons, Staff and Faculty computers are configured with standard user accounts and do not have administrative privileges.

As a result, some actions in macOS require assistance from the Tech Department. These include tasks such as changing certain system-level settings, installing applications that have not been approved, and other administrative actions.

To make common software easily accessible, a list of pre-approved applications is available for self-installation. These applications can be found in the **Mosyle Manager app** under Self Service > My Apps.

Applications installed through Self Service do not require administrator privileges or assistance from the Tech Department.

If you need assistance, feel free to contact us at tech@canacad.ac.jp. With your permission, we can establish a remote support session to access your computer and help troubleshoot issues directly.

