

GO TO THE READCLOUD WEBSITE
[HTTPS://WWW.READCLOUD.COM](https://www.readcloud.com)



Download the ReadCloud App for your device

1. Select **'Save'**

2. Select **'Run'**

3. Select **'Install'**

4. Select **'Next'**

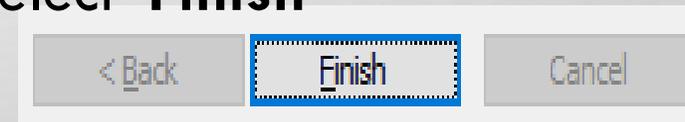
5. Select **'Next'**



6. Select **'Yes'** to allow changes to device



7. Select **'Finish'**



The ReadCloud App will appear on your Desktop or screen





OPEN THE READCLOUD APP

ENTER YOUR COMPLETE EQ
EMAIL ADDRESS HERE

jsmith16@eq.edu.au

A screenshot of the ReadCloud app's login screen. It has a blue background with the ReadCloud logo at the top. Below the logo is the word "readcloud" in white. There is a white text input field with a cursor, and a blue button labeled "Next" below it. A green arrow points from the text "ENTER YOUR COMPLETE EQ EMAIL ADDRESS HERE" to the input field.

SELECT "Next"

ENTER THE DEFAULT
PASSWORD HERE

bayside2020

A screenshot of the ReadCloud app's login screen. It has a blue background with the ReadCloud logo at the top. Below the logo is the word "readcloud" in white. There is a white text input field containing "jsmit16@eq.edu.au" with a blue highlight and a white 'X' icon to its right. Below that is another white text input field labeled "Password" with a cursor. At the bottom is a blue button labeled "Login". A green arrow points from the text "ENTER THE DEFAULT PASSWORD HERE" to the password input field.

**PLEASE NOTE: All passwords have been
reset to 'bayside2020'**

NEW LOGIN FEATURES FOR 2020

There are 3 new features when you log into the ReadCloud App:

- You can show the password by selecting the eye icon 
- Forgot password?
 - Please do not select this. During setup we request that you keep your password as 'bayside2020'.
- Login with Office 365
 - During the installation and initial training please just log in with the 'bayside2020' password. Additional information will come regarding this.

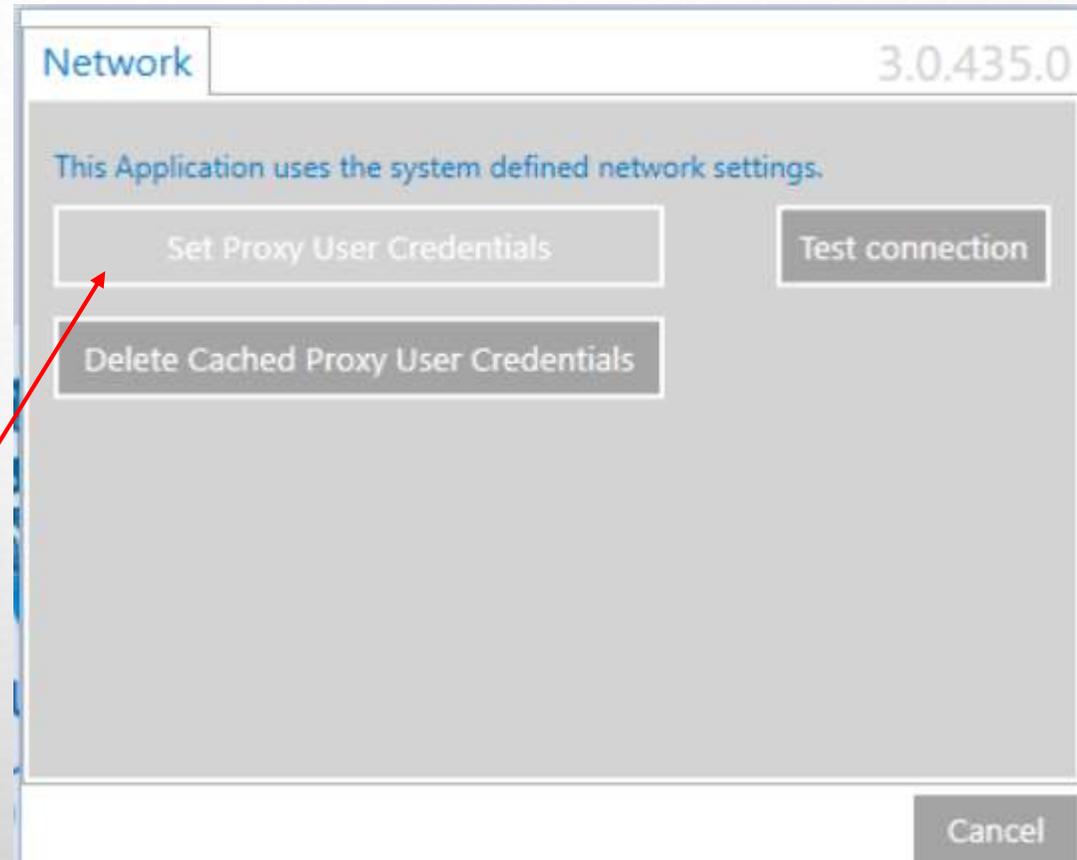


WHEN YOU LOG ON AT SCHOOL YOU WILL NEED TO UPDATE THE PROXY CREDENTIALS



(After Installation and when you change your EQ password)

1. Select **'COGWHEEL'**
2. Select **'NETWORK'**



3. Select **"Set Proxy User Credentials"**



ENTER YOUR EQ ID -
EMAIL PREFIX HERE

Example: **jsmith16**

ENTER YOUR USUAL
LOCAL EQ
PASSWORD HERE

A green dialog box titled "Proxy Credentials" with the subtitle "Enter username and password for proxy". It contains two text input fields: "Username" and "Password". Below the fields are two buttons: "Save" and "Cancel".

NOTE: The Proxy Credentials only has to be entered when logged into the EQ network. Once it is entered it only needs to be entered again when the EQ Password is changed.

NOTE: For Mac Computers, the Proxy Credentials will not appear in a green box but will still state 'Proxy' in the box wording.

A "Network" dialog box with a title bar showing "Network" and "3.0.435.0". The main content area says "This Application uses the system defined network settings." Below this are three buttons: "Set Proxy User Credentials", "Delete Cached Proxy User Credentials", and "Test connection". A "Cancel" button is located at the bottom right.

4. Enter your **msid** (email prefix) eg **jsmith16**
5. Enter your **EQ Password** (not the ReadCloud password - 'bayside2020')
6. Select "**Save**" and "**Cancel**"
7. Select "**Test Connection**" then select "**Cancel**"

FURTHER ASSISTANCE & TRAINING WITH READCLOUD

- For assistance with **installation of ReadCloud App**, please contact the following:
 - IT support at helpdesk@brisbanebaysidesc.eq.edu.au or in Room D101
 - ReadCloud administrator at ReadCloud@brisbanebaysidesc.eq.edu.au or at Student Services

For assistance with **error messages or to reset passwords** contact:

- ReadCloud administrator on ReadCloud@brisbanebaysidesc.eq.edu.au or at Student Services

For assistance with using the ReadCloud – Tutorial Videos, User Guides and FAQ's, please go to **ReadCloud Help Centre** available from:

- The settings (cogwheel) in the ReadCloud app by selecting '**Help**'
- Using the following URL: <https://help.readcloud.com/>