

## **How to perform critical “Windows® Updates” before installing SchoolLeader**

Before you begin the SchoolLeader installation, **you MUST perform all Microsoft Windows updates** to ensure your PC has the latest security updates. This is the second step in our document titled **3 Critical Steps you must perform before installing SchoolLeader**. If you have not read that yet, please do so now before continuing with these Windows Updates.

*Why do I need to do these updates?* Windows Updates are **critical** because SchoolLeader is dependent on these patches from Microsoft to function properly. If you have an older version of Windows, such as Windows XP, SchoolLeader will almost certainly not even install without these updates.

**NOTE TO NEW CUSTOMERS:** If you are running an older operating system such as Windows XP, and do not have your computer already configured to receive Windows Updates automatically, there may be many updates needed. As a result, this step might be time consuming and require multiple restarts of your PC. Be patient and follow through with these instructions.

**NOTE TO EXISTING CUSTOMERS:** If you are currently running an older version of SchoolLeader, this does not mean the upgraded version will also work without doing these Windows Updates. We do not advise skipping this step. If you do not (or cannot) perform these Windows Updates at this time, please **DO NOT** attempt to upgrade your SchoolLeader software. It will potentially leave your SchoolLeader system unusable and cause an interruption to your business operations.

### **1) Perform Microsoft Windows Updates:**

**Windows Vista or greater:** For these computers, Windows Updates are usually performed automatically for you as long as the PC is connected to the internet and you have not intentionally disabled the updates. Regardless, check for any needed update by doing the following:

1. Click on the START button and then clicking “Control Panel” from the listed menu.
2. On the displayed Control Panel click “Windows Updates”.
3. Install all “Important” and “Optional” updates it shows are available.
4. After they are installed start over at step 1 because many updates require updates as well. If there are more updates, repeat these steps. REPEAT until there are no more updates available.

#### **Windows XP:**

By default, Windows XP does not perform these updates automatically, nor does it have a built-in tool for performing the updates. However, it is still easy to do by following the instructions below;

1. Open Internet Explorer, or the internet browser of your choice.
2. Type the following address in the *Address Bar* box of your browser: **windowsupdate.microsoft.com**
3. Wait for the computer scan to complete, then click the option titled “CUSTOM”. Do NOT select “Express”
4. The computer will check for updates and you will be presented with a tally on the left margin. Follow instructions for selecting and installing ALL the available updates – not just HIGH PRIORITY.
5. After all the updates are installed, you may be asked to reboot the PC. Follow the instructions given and REBOOT if requested.
6. After they are installed start over at step 1 because many updates require updates themselves. If there are more updates, repeat these steps. Do this until there are no updates available.

### **2) Repeat - Microsoft Windows Updates:**

This is a **critical** step to ensure successful updates and **cannot** be ignored. It is important to realize that updates which are installed could, in themselves, have flaws and require updates. The last “repeat” step in the above instructions is CRITICAL to ensuring you successfully update your PC with all necessary updates. Do not be surprised if you see more updates after finishing an update. Simply select all the new items listed and repeat the process. Repeat this CONTINUOUSLY until you finally see an update tally of zero for ALL categories including; “**High Priority**”, “**Important**”, “**Optional**”, and “**Software**”.

**FINAL NOTE:** This process must be performed on **EVERY** PC using SchoolLeader – NOT only the main SchoolLeader server. Once again, this may be a time consuming step if you do not already have Windows Updates set to “Automatic”. **Please do NOT be tempted to skip this repeat step.** We understand this may be time consuming, but we assure you it is necessary and time well spent to ensure SchoolLeader installs and operates smoothly.