

Technology Services Standard Operating Procedure (SOP)

Title: Student Account Claim Procedure – Chromebook Guest Mode

Date: August 19, 2020

Overview: Student accounts are automatically generated by internal systems as soon as a student’s enrollment is complete and has processed through Infinite Campus. Once the account is generated, a new student can access their username and set a unique password for their account through the district’s Identity Management System. This process ensures that new students have secure access to claim and later access their account with unique credentials.

The first steps cover how to access “Guest Mode” on a District Chromebook to complete the process when other devices are not available.

Steps:

1. Open the Chromebook and connect it to a wireless network.
 - a. District Chromebooks will automatically connect to the District wireless network if within range, otherwise connect to another available network (home, business, hotspot, etc.)
2. On the sign-in screen, in the bottom left hand corner click on “Browse as Guest”
3. Open the Chrome web browser and go to the following address:
<https://identity.westminsterpublicschools.org>
4. Click on **Claim My Account**.
5. Under ‘Choose a Policy’ select **Claim Student Account** from the drop down menu and click **Next**.
6. Two pieces of personal information will be requested to identify the user:
 - a. Student ID Number
 - b. Birthdate (in MM/DD/YYYY format. i.e. 09/03/2003 - must include the zeros)
7. After these are entered click **Next**. The student Username will be displayed.
8. On the next screen the student will be prompted to enter their new password.
 - a. The password must be at least 8 characters long.
 - i. We recommend creating a password that is memorable, and using a combination of uppercase and lowercase letters, numbers, and symbols.
9. Click **Finish**.
10. The Username will be displayed in green, indicating that the user has successfully claimed their account.
 - a. Please write the student’s username down for future use.
 - b. The student’s e-mail address will be their username followed by @studentwps.org
11. Several password reset questions will be offered, which will allow the user to reset their own password by answering them in the future when needed.
12. After filling out at least 3 of these questions, click **Next**.
13. The user will now be able to log in to Chromebooks and required services and applications that are utilized by WPS.