



WESTMINSTER K-12 VIRTUAL ACADEMY

where online education is personal

Directions for Password Reset OR Claiming Your Account (First time users)

1. The Chromebook will need to connect to your home WiFi or hotspot for internet connectivity
2. We've temporarily enabled Guest Mode on the WVA Chromebooks, it enables use of a browser/internet access without logging in (More on guest mode here: <https://support.google.com/chromebook/answer/1057090>]
3. Open a 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:
 - i. Student ID Number
 - ii. 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.
 - i. The password must be at least 8 characters long.
 1. 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.
 - i. Please write the student's username down for future use.
 - ii. 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.