

Name: _____

Instructions for Accessing your WCPSS Email and WCPSS Google Drive/Apps

Per WCPSS policy, all students are required to use their WCPSS-designated email account for all communications with teachers/staff. Just like the adult working world, *you will keep your professional (school) business and your personal business separate.*

Your user ID and password for WCPSS email and WCPSS Google Drive are the same.

Your user name/ID: _____@students.wcpss.net

Your initial password is your student ID number. **Change it to something secure** when prompted. *Your student ID number is NOT secure. Do not re-use it.*

Write your new password here: _____

Keep this sheet in your notebook. There is no "password reset" function. If you forget your password, you will have to go to the Media Center and have it reset there.

Logging into Your Accounts for the First Time:

1. Log into email and change your password at this website: <http://webmail.students.wcpss.net>
(Use the same address to access your email anytime.)

When logging in at school, use only your email prefix as your user ID, do NOT type in "@students.wcpss.net".

2. Then access your WCPSS Google account at <https://wakeid.wcpss.net>
 - a. Select User Type: Student
 - b. Type username* and password; click LOG IN
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Logging into Your WCPSS Google Account Ever After:

Go to Google (see below), and be sure to choose your WCPSS Student Google user profile, **NOT your personal Google account!**

* If you are logging in from any WCPSS computer or going to the above addresses to log in, you only need your user ID/email prefix (what comes before the "@"). If you are logging in from any computer *outside* the WCPSS network or at Google.com directly, you will need to use your entire email address: yourusername@students.wcpss.net to log in successfully.

Keep this sheet in your notebook!