



Students in grades K-2 can log into the **WakeID Portal** with a QR Code printed by the teacher. Follow the instructions below to print QR Codes.

**QR Codes will...**

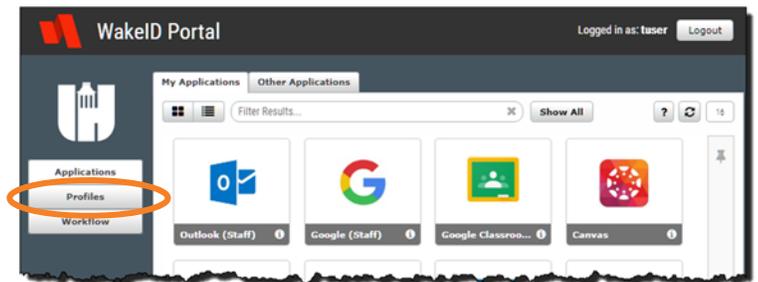
- log K-2 students into the WakeID Portal.
- log K-2 students into Chromebooks.
- require the device to have an enabled camera.
- require good lighting to scan.
- need to be regenerated and reprinted after a password or name change.

**QR Codes will NOT...**

- log a user into the WCPSS network.
- work if used outside of the WCPSS network (e.g. home).
- work after a password or name change.

**Access the WakeID Portal**

1. **Using Google Chrome or Firefox**, log into the WakeID Portal at <http://wakeid.wcpss.net>.
2. Click **Profiles**.

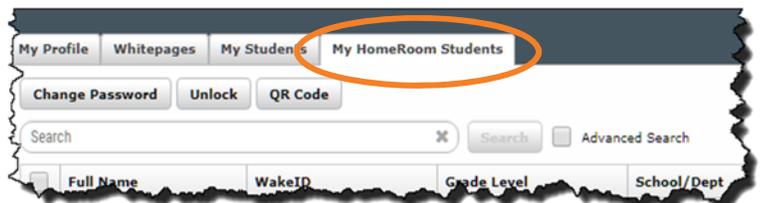


**Select Students**

**Homeroom Teachers**

**NOTE:** Non-homeroom teachers skip to **Non-Homeroom Teachers** section on page 2.

1. Click **My HomeRoom Students** tab.



- To print the entire class, click the **select all checkbox**.

OR

To print specific students, click **individual checkboxes** for each student.

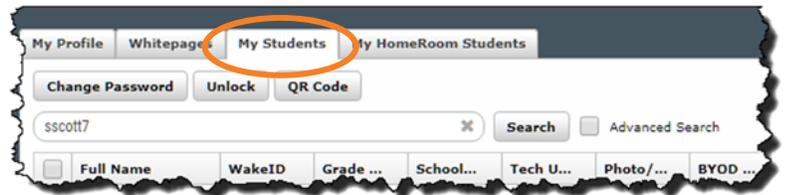
- Skip to the **Generate QR Codes** section on page 3.



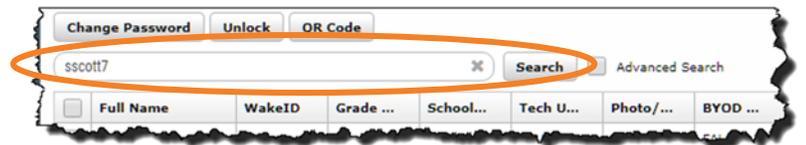
### Non-Homeroom Teachers

Non-homeroom teachers at the school can print QR Codes for individual students.

- Click **My Students** tab.

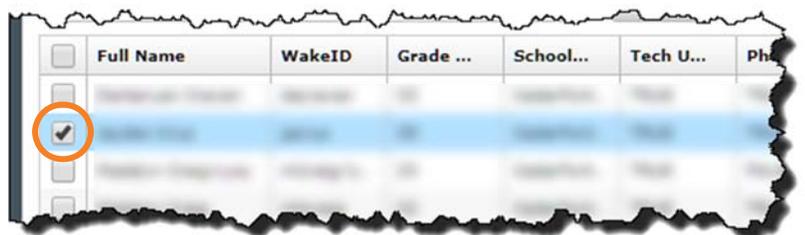


- Enter **student WakeID**.



- Click **Search**.

- Click **checkbox** for student.



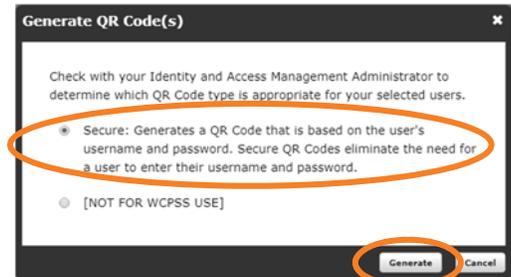
- Skip to the **Generate QR Codes** section on page 3.

## Generate QR Codes

1. Click **QR Code** button.



2. Select **Secure** message.



3. Click **Generate**.

QR Codes will be displayed in the browser window.

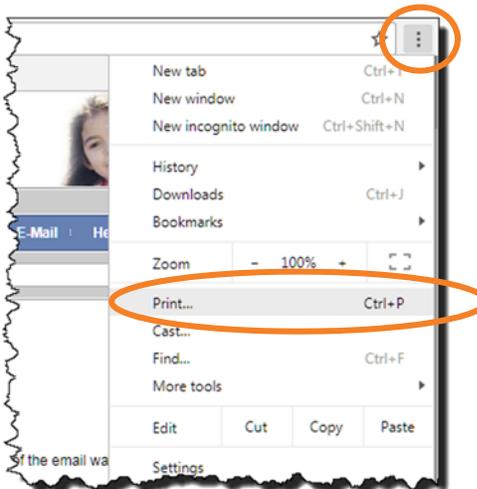


## Print QR Codes

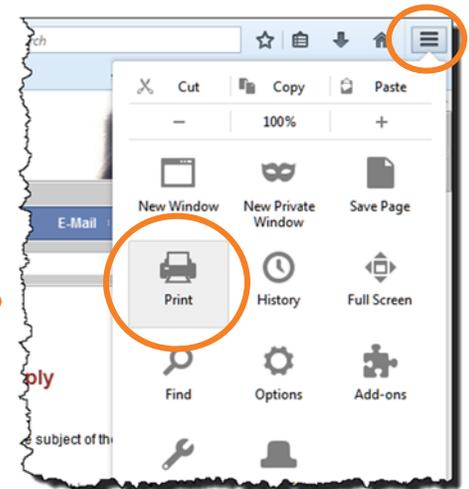
1. Use the browser menu to **print the page**.

- For Chrome, click  to print.
- For Firefox, click  to print.

### Chrome



### Firefox



2. Select your **printer**.
3. Click **Print**.
  - Change print layout from **Portrait to Landscape** to fit more QR Codes on one page.
  - QR Codes do not need to be printed in color.
4. **Cut** QR Codes into individual badges.

**Important:** For security purposes, do not write any personal information on the QR Badge (e.g. school name, website URL, WakeID).

### Notes:

- The QR Code will break anytime the student password or name is changed. Follow the same procedures above to create a new QR Code.