



The WakeID Portal allows access to multiple WCPSS applications including Google, Canvas and other district applications. Learn more about your WakeID at <http://mywakeid.wcpss.net>.

**IMPORTANT:**

- Generic account owners should use the WakeID Portal to log in and set their generic account password but do not need to claim their WakeID account.

## Generic Account Login

1. Using Google Chrome or Firefox, visit <http://wakeid.wcpss.net>.
2. Click **Select User Type** and choose **Staff**.
3. Enter the **generic account WakeID**.  
(e.g. ncwise123)
4. Enter the **default WakeID Password**.
  - Tech Contacts and WakeID Contacts were e-mailed information regarding the default password.
  - If unable to determine default password, follow your normal support procedure for technology related issues.
5. Click **Log In**.
6. Click the link "**CLICK HERE to change your password.**"
  - The link will only display after valid credentials are submitted.
7. Enter a **New WakeID Password**.
  - Follow the Password Requirements displayed.
8. Enter the same password in the field labeled **Confirm New WakeID Password**.
9. Click **Next**.
10. Click **Close**.

