



Welcome to WCPSS! This document provides information on two important accounts managed by Technology Services --- your WakeID and your Windows Network Login.

IMPORTANT: A message containing your **WakeID** was sent to your personal email account from wakeidadmin@wcpss.net. If you did not receive this message, check your spam folder. If you need additional assistance, ask your supervisor.

Access Technology Resources and Applications: WakeID

Username

WakeID allows you to access a portal that contains several technology resources and applications. Your username is referred to as your **WakeID**. This is the first part of your WCPSS email address.

EXAMPLE:

- Email address: fsmith20@wcpss.net
- WakeID: fsmith20

Password

All staff **must** claim their WakeID account prior to their first login. To claim your account and set your password, visit: <http://bit.ly/claim-wakeid>.

For additional instructions, visit: <http://mywakeid.wcpss.net/claim.htm>.

Access your WCPSS Workstation: Windows Network Login

School-based staff: Your Windows Network Login account is automatically created.

Central Services staff: Your Windows Network Login account is created when your supervisor submits a request to the WCPSS Help Desk.

Username

The Windows Network Login account allows you log into your WCPSS workstation (computer). Your username is the **same as your WakeID**, which is the first part of your WCPSS email address.

EXAMPLE:

- Email address: fsmith20@wcpss.net
- Windows Network Login username: fsmith20

Password

Initial password is your **last name** and **year of birth** in lowercase letters. You will be prompted to change your password on your first day of work.

EXAMPLE:

- smith1980

IMPORTANT: First login must take place at a WCPSS site and on a WCPSS computer connected to the WCPSS network.