WakeID Portal: Print QR Codes

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.

WAKE COUNTY

PUBLIC SCHOOL SYSTEM

- 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 <u>http://wakeid.wcpss.net</u>.



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.

My Profile	Whitepages	My Studen s	My HomeRoom Students
Change P	assword Un	lock QR Cod	e
Search			X Search Advanced Search
Full	Name	WakeID	Grade Level School/Dept

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

OR

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

3. 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.

1. Click **My Students** tab.

- 2. Enter student WakeID.
- 3. Click **Search**.
- 4. Click **checkbox** for student.
- 5. Skip to the **Generate QR Codes** section on page 3.

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My Profile Whitepage	My Students My HomeRoom Students
Change Password	Unlock QR Code
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Change Password Unlock OR Code

WakeID

Grade ...

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Full Name

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Advanced Search

Page 2 of 4

BYOD

Photo/...

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.



- 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.