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](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.
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.
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.