



WakeID Portal allows access to multiple WCPSS applications including Google, Canvas and Office 365. 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 are emailed information regarding default password.
 - If unable to determine default password, contact the WCPSS Help Desk.
5. Click **Log In**.
6. Click **CLICK HERE to change your password**.
 - Link will only display after valid credentials are submitted.
7. Enter a **New WakeID Password**.
 - Follow Password Requirements displayed.
8. Enter the same password in the field labeled **Confirm New WakeID Password**.
9. Click **Next**.
10. Click **Close**.

