

# Middle and High School Student 1:1 Device Setup Instructions

2023/2024 School Year

Please Note! Laptops setup should **NOT** be done on a **hotspot**. Please use your home wireless or use the “SMCPS-Azure-Setup” wireless network at the school site. The password for this network is: **SetupSMCPS**.

## Step 1:

Plug the computer into power, and press the power button.

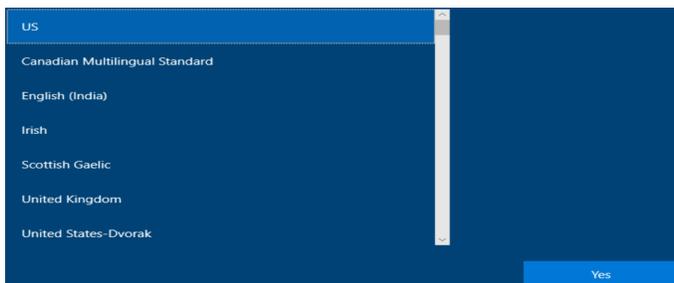
## Step 2:

On Region Selection screen, select “United States”, then Click “Yes”



## Step 3:

On the Keyboard Layout screen select “US”, then click “Yes”. Click “Skip” when prompted to enter a secondary keyboard.



## Step 4:

On the network Selection screen, find and connect to your wireless network, then select “Next”. If you are at a SMCPS site, select “**SMCPS-Azure-Setup**”. The password for this network is **SetupSMCPS**



## Step 5:

The computer will then restart.



## Step 6:

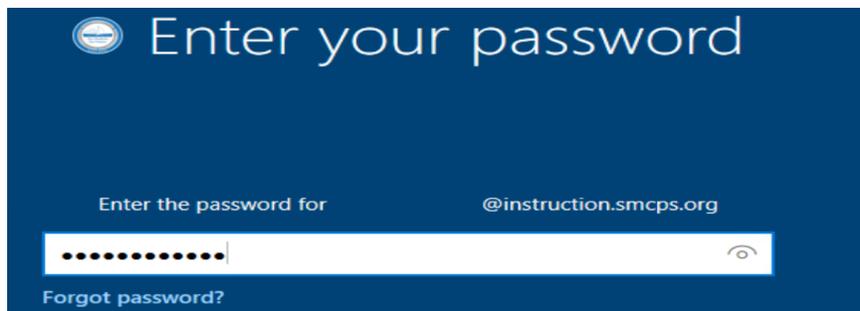
You will be prompted to login in. Students: use your SMCPs Windows Username followed by @K12.smcps.org (First Initial + Middle Initial + Last Initial + Last 4 Digits of ID + @k12.smcps.org **Example:** [ABC1234@K12.smcps.org](mailto:ABC1234@K12.smcps.org)). For students with no middle initial, use only your first and last initial **Example:** [ac1234@K12.smcps.org](mailto:ac1234@K12.smcps.org). Then click Next.



## Step 7:

If you have changed your password in **Gmail, Schoology, or Clever** or **are a returning student**, please log in with **your existing password**. **If you are not prompted to change your password, please log skip to step 9.** New Students password will be their Student ID Number, a hyphen, their initials, followed by smcps, all lowercase (**Example:** 123456-abcsmcps).

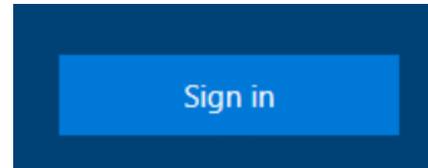
If you have forgotten your password, please navigate to the student password reset portal at <https://selfservice.smcps.org> using a separate device.



## Step 8:

Re-enter your password from Step 7 in the “Current Password” box, then enter a new password in the two remaining boxes.

Please note the student's new password must be at least 8 characters long and must contain three of the following: A capital letter, lowercase letter, number, symbol (!@#\$%^&\*). Additionally, student passwords cannot contain their SMCPS ID number, SMCPS Username, or any part of the student's name. Then click “Sign In”.



## Step 9:

Allow Windows to complete the setup. This may take 15-20 minutes.



## Step 10:

Once the device has finished its setup, the computer will be in Windows. Please restart that computer, and log back in using your SMCPS Windows password.

