



## School Issued Laptops - WEB

Welcome to your Miller Place-issued device. When using the device log in as follows:

1. **Turn on** device by pressing the small power button located on the right side of the device.
2. **At the Miller Place School District screen**, press <Ctrl>+<Alt>+<Del>

---

**IF YOU ARE USING DEVICE AT HOME, CONTINUE WITH STEP 3, BELOW. IF YOU ARE USING DEVICE IN SCHOOL, SKIP TO STEP 4, BELOW.**


---

3. **Connect to your home wi-fi** by clicking on the wireless symbol (globe) in the lower right-hand corner, and entering the credentials for your personal wi-fi. You also have the ability to install your personal, home printer.
4. **When the *Other User* screen appears** enter your Miller Place school district credentials.
  - a. Username: Miller Place Network **ComputerID/Username** (Example: [msmith](#))
  - b. Password:

5. **Click on the Google Chrome icon.**



6. **Type [www.google.com](#)** in the url bar and press enter.

7. **Click on**  the blue "Sign In" button located on the top, right-hand corner.

Gmail Images  [Sign in](#)

- a. **Type in**, Miller Place Google Account, **[ComputerID/Username@millerplace.k12.ny.us](#)** (Example: e.g. [msmith@millerplace.k12.ny.us](#))
  - b. Password:  (NOTE: This is the temporary password.)
    - i. You must create a new Google password.
    - ii. **DO NOT** use same password as your network password.
    - iii. New password must be at least 8 characters including uppercase letter, lowercase letter, and a number. Make note of your new password.
8. **Click on the apps icon (Waffle)** located in the upper, right-hand corner. Click on **Drive**. Click on apps icon (**Waffle**) again. This will now display all google apps. Click on **Google Classroom**.

*Please contact your teacher or email the helpdesk below.*

**AMPS helpdesk**, please contact [AMPSHelpdesk@millerplace.k12.ny.us](mailto:AMPSHelpdesk@millerplace.k12.ny.us).

**LADSBS helpdesk**, please contact [LADSBSHelpdesk@millerplace.k12.ny.us](mailto:LADSBSHelpdesk@millerplace.k12.ny.us)

**NCRMS helpdesk**, please contact [MSHelpdesk@millerplace.k12.ny.us](mailto:MSHelpdesk@millerplace.k12.ny.us)

**MPHS helpdesk**, please contact [HSHelpdesk@millerplace.k12.ny.us](mailto:HSHelpdesk@millerplace.k12.ny.us)