SMCPS Instructions

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). For students with no middle initial, use only your first and last initial Example: 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 students new password must be at least 8 characters long and must contain three of the following: A capital letter, lowercase letter, number, symbol (l@#$%&*). Additionally, student passwords cannot contain their SMCPS ID number, SMCPS Username, or any part of the student's name. Then click “Sign In”.

![Update your password](image)

**Step 9:**

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

![Device setup](image)

**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.

![Restart](image)