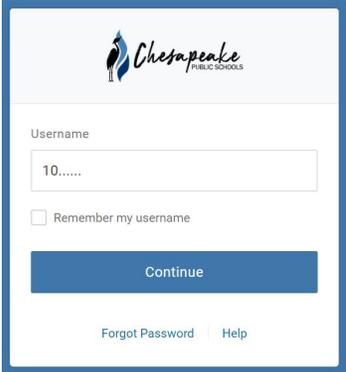


## CPS Students on Personal Device accessing OneLogin

Browse to the CPS OneLogin Portal <http://cpschools.onelogin.com>

### Initial Login

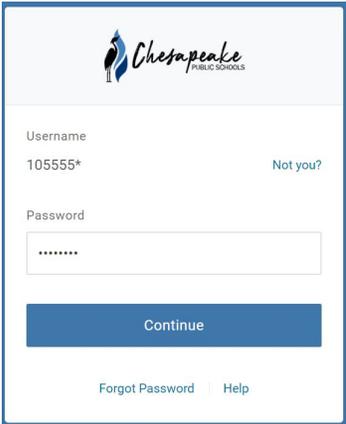
1. Type in your username in the **Username** textbox.  
Username will be your **student ID**: a Seven digit number starting with “1” (11....., 12..... 13....., 14....., etc.)
2. Click **Continue**.



3. Type your default password (see below) in the **Password** textbox.
4. Click **Continue**.

### Default Passwords:

- Grades K-2 - Passwords will be communicated by classroom teacher.
- Grades 3-5 - Default password is birthdate in the following format: “DDmonYY” **Example: 05apr96**
- Grades 6-12 - Default password is birthdate in the following format: “DDmonYY!”, birthdate plus “!” **Example: 05apr96!**
  - \*Grades 6-12 will be prompted to change their passwords. Passwords must be a minimum of 8 characters with at least 1 letter and one number. **There will be an additional screen for students in grades 6-12 to set their password.**

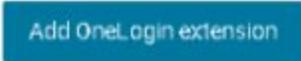
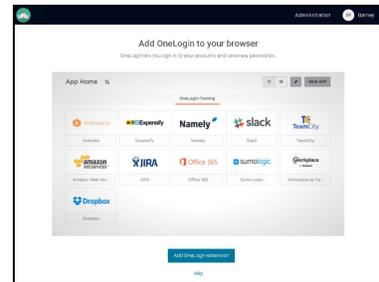


## Install OneLogin Browser Extension

Click on **Add OneLogin Extension**, if you see this image when you login.

The next steps will vary depending on what browser you are using, we have included the directions for Chrome as CPS recommends the Chrome Browser:

Click the button on this page to install the browser extension:



### Install the Chrome OneLogin Extension

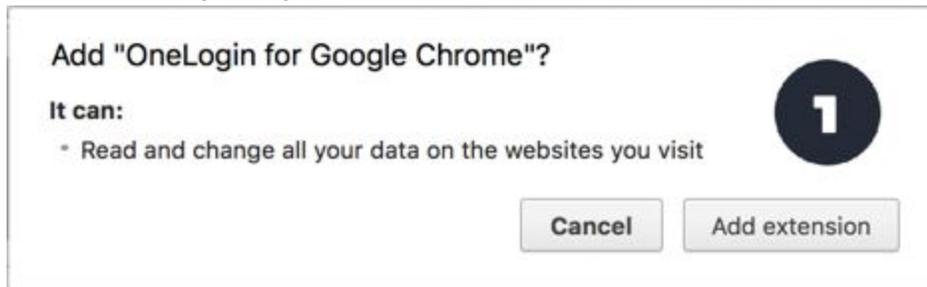
1. Go to `chrome://apps` and click on the Web Store icon .
2. In the Chrome Web Store search box, type "OneLogin".
3. In the search results, find *OneLogin for Google Chrome* and click the **+ Add to Chrome**



button.

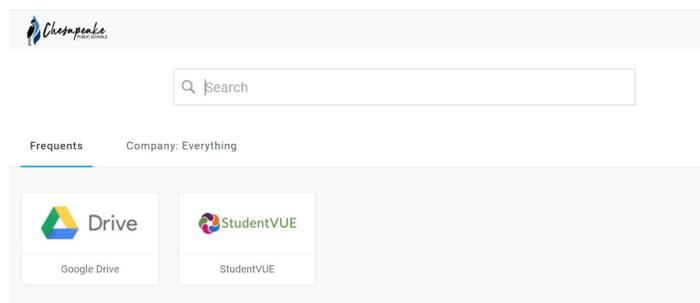


4. At the prompt, click **Add extension.**



## Access Applications

This portal is where you will see all the applications that have been assigned to you. Don't worry that you don't see very much when you first log in. This just means you don't have much



available yet, but more resources will be available in the future.

**Click on Drive to make sure you can sign in to G Suite.**

## Accessing Schoology

Once you have completed the above steps and used OneLogin to Authenticate into Google, you can open a new tab in your browser and go to <https://cpschools.schoology.com> and you should be able to go right into your Schoology account without logging in again.

