

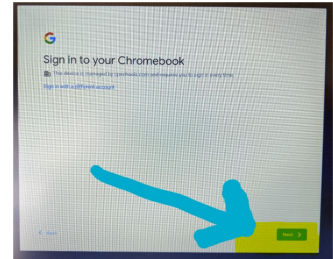
## CPS Students on CPS Issued Chromebook

Open up your Chromebook and wait for it to power on.

You should see the following login screen:

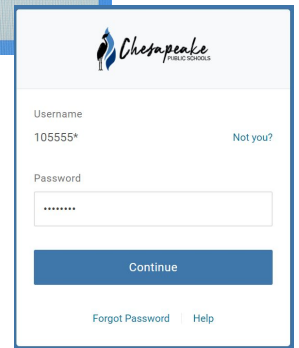
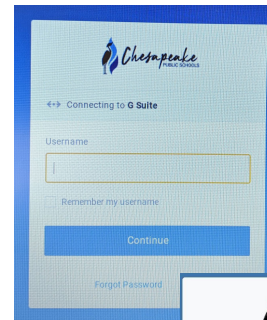
### Click the Next Button

If you do not see this screen, please make sure the device is connected to wireless and reboot the device. You may need to reboot more than once to ensure that the device receives pending updates.



### On the login screen

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 must contain at least 1 letter and 1 number.** **There will be an additional screen for students in grades 6-12 to set their password.**

## The OneLogin Extension - Access Applications

You are now signed into both Google and OneLogin.

You will notice a OneLogin icon in your extensions in

your browser. When you click the icon, you will see icons of the apps available to you via one login. You can also go to the portal: <https://cpschools.onelogin.com> but you don't need to go there unless you don't have the extension. 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.

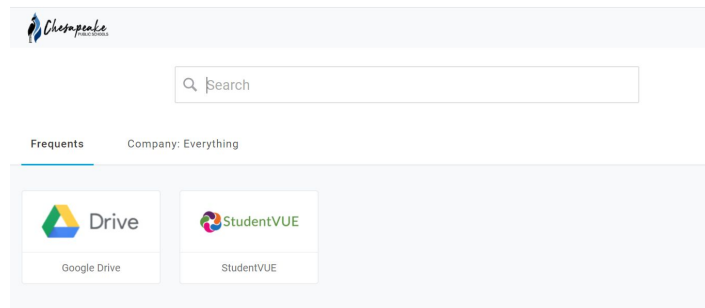


**Click on Drive under the extension icon to make sure you can sign in to G Suite.**

## Access The Portal

This portal is where you will see all the applications that have been assigned to you.

<https://cpschools.onelogin.com>



## 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.

