

SMPCS Instructions

Middle and High School Student 1:1 Device Setup Instructions

2020/2021 School Year

Step 1:

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

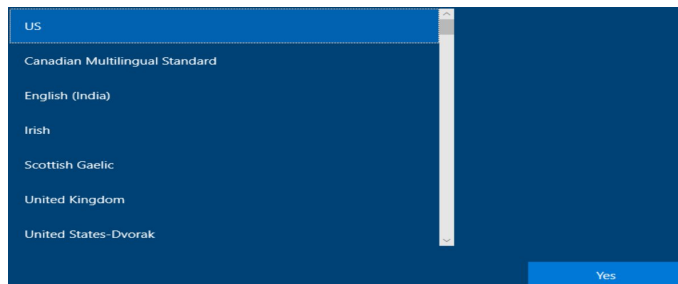
Step 2:

On Region Selection Screen Select “United States” then Click “Yes”



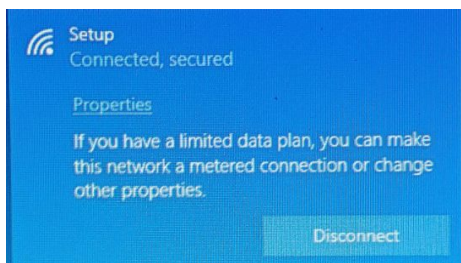
Step 3:

On the Keyboard Layout Screen Select “US” then Click “Yes”. Then 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”



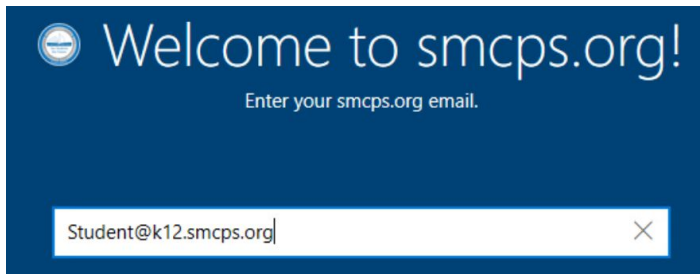
Step 5:

The Computer will Then Restart.



Step 6:

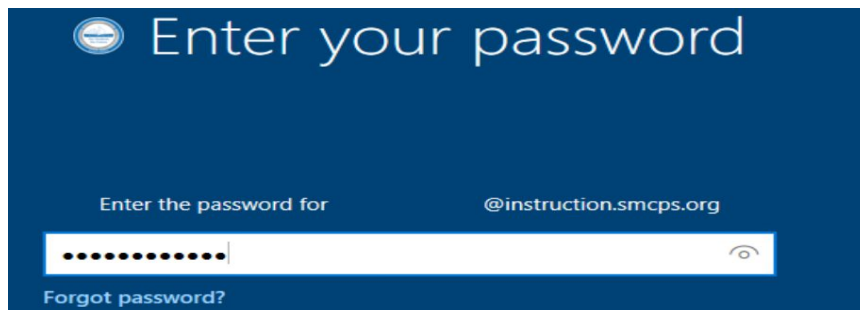
You will be prompted to login in. Students use your SMCPs Windows Username followed by @K12.smcps.org (First Initial + Middle Initial + Last Initial + Last 4 Digits of ID + @k12.smcps.org **Example:** ABC1234@K12.smcps.org). For students with no middle initial, use only your first and last initial **Example:**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



Next

Step 7:

Enter your SMCPs Windows Temporary Password. For Middle and High School students this should be their Student ID Number, a hyphen, their initials, followed by smcps, all lowercase (**Example:** 123456-abscmcps). For students with no middle initial, use only your first and last initial (**Example:** 123456-acscmcps). Then Click Next.

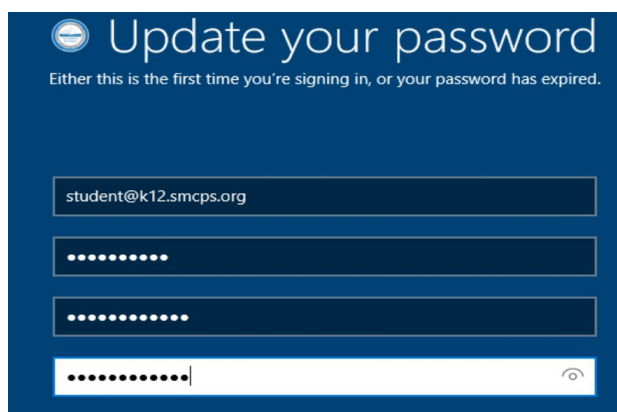


Next

Step 8:

Re-enter your temporary 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 (!@#\$%^&*). Then click “Sign In”.

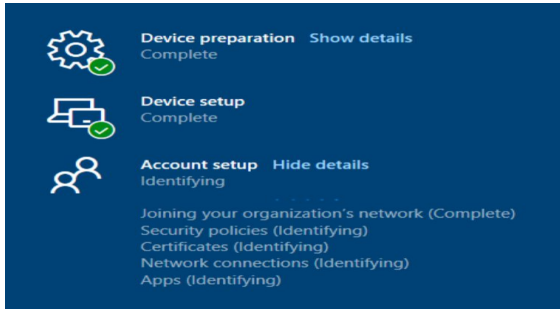
Please Note: Students passwords cannot contain their SMCPs ID number, SMCPs Username, or the Student's any part of the names.



Sign in

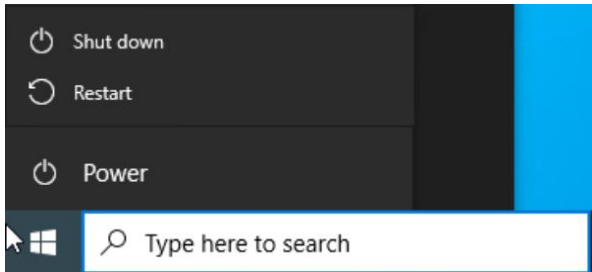
Step 9:

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.



If you require a more accessible way to access this information please contact us at: Helpdesk@smcps.org