

Chromebook Setup Instructions



Welcome to Bluevale Collegiate. Now that you have a Chromebook, you need to login to your G Suite account and also register your security questions.

Step 1: Login to your device for the first time

Enter User Name

Your username is the first four letters of your last name + first initial + last four numbers of your student number. Example: smitr1234

The @wrdsb domain will fill automatically after your username. The two parts together form your email address. Example: smitr1234@wrdsb.ca

Enter Password

Enter your WRDSB password from grade 8 (or current password, if not in grade 9). If you are new to WRDSB schools, your password is your student number. You may need to choose 'Browse as Guest' and then follow Steps 2 and 3.

If you are unable to login, you can "Browse as Guest" for now. Please see one of your teachers or Mr. Hill (In-School Technician) or Mrs. Rampelt (Teacher-Librarian) for assistance.

If you are able to login successfully, continue with the next steps below.

Step 2: Register your security questions

1. Go to <https://mypassword.wrdsb.ca/> and login
2. You must register in "About Me" by completing 3 security questions.
You must remember the EXACT answers to these questions so you can change your password yourself in the future if you forget it or if it expires.
3. Now that you have registered, you **MUST "Change Your Password"**:
 - Password must be at least 8 characters in length.
 - Password must contain an upper and lower case letter and at least one number or special character.
 - The password cannot contain your name.
 - You cannot reuse old passwords.

Step 3: Reset your G-Suite account

To access your Chromebook after a password change, you will need to **re-initialize your G Suite account**. You will need to "Browse as Guest" and log into google.wrdsb.ca with your new password. Once you do this step, you can log into a Chromebook normally again (with your new password).

Your password will expire every 90 days. You will need to follow Step 3 every time your password is changed.