

Chromebook Setup Instructions

Welcome to Preston High School. Now that you have a Chromebook, you need to complete your registration to set yourself up for success.

Your Google account is being transitioned for secondary school. Right now, you can still access your account with the password you used last year. This current password will automatically be reset on the evening of September 8th between 4PM and 12AM and you will have a new **temporary password**. Because of this, you are advised to **continue using the Guest login** and your current password until **September 9th**. Follow these instructions in the interim:

1. On the Chromebook, select **"Browse as Guest"**, despite being prompted to sign into your Chromebook.
2. Open the Chrome browser and go to the **WRDSB MyPassword dashboard** at <https://mypassword.wrdsb.ca/>
3. Select **Change Password**. Enter your user name and temporary password
 - **User Name**
This has not changed - usually the first four letters of your last name, first initial, last four numbers of student # @wrdsb.ca (i.e. smita1234@wrdsb.ca)
 - **Temporary Password**
Your WRDSB password is your **student number + "wrdsb"** added to the end.
ie/ 12345678wrdsb
If you have a student number that starts with a 0, do not include the 0

Enter your new 12-character password using the recommendations below:

When deciding on your new password, consider using the passphrase method:

- Select **3 or more unrelated words**. Each should be between 4 and 8 characters in length
- **Change the word case** on at least one of the words
- Use a **special character or number as a separator** between each of your words; or **pad the password with a number or special character at the start or at the end**. Use a simple-to-remember pattern

The randomness of the word choice and length of the passphrase makes it strong. The most important thing to remember is that the words need to be random.

For example, "catinthehat" would be inadvisable as a combination because it's a common phrase and the words make sense together. But, something like "correct_horse_battery_staple" is random. The words are uncommon and don't make sense together and it is also much easier to remember than a traditional random password. Very common words - like colours, or month names, or seasons - may cause your password to be rejected.

**** This password will remain the same unless you decide to change it. ****

4. Close your browser and exit out of guest mode (click bottom right corner)

5. Then, follow the prompts to add yourself as a user to your Chromebook using your WRDSB email address and newly-created password. Be advised that it may take a few minutes for your new password to be recognized.

***** Please note that it may take several minutes for your new password to take effect. Wait 5 minutes if your first attempt is not successful. If you are still not able to log in then continue using the 'Browse as guest mode' and report the issue to your teacher on the first day of classes *****

New PHS Registrant Login Instructions

1. Your Google account will become active 24 hours after you have attended a class (virtual or in-person) and your attendance has been recorded for that day
2. Please use the **Browse as Guest** option until you attend your first class.
3. Your login information will be as follows:
 - **Username:** first 4 letters of your last name + first initial + last 4 numbers of your student number
 - **Password:** student number + "wrdsb"
 - **Email:** username@wrdsb.ca

The first time you log into your account you will have to initiate your account by accepting Google's Terms of Service. To initiate your account please follow the steps below

1. On your Chromebook click on **Browse as Guest**
2. Open Chrome
3. Click on **Sign In** in the top right hand corner
4. Use your school email address account and password to sign in
5. On the Welcome screen that follows, click on **Accept**
6. Since you are in the Guest Account, we can now also follow the instructions listed above to change your password.
7. You should now be set and ready to go!

WRDSB has created a help website for chromebooks. It can be accessed by visiting:

<https://tech.wrdsb.ca/chromebooks/>

In-School Technicians are also available to help on-site.