![Broward County Public Schools logo — Established 1915]

New Student Laptop Login Procedure

For the 2020/2021 school year, the documented process below is how students will login to newly issued Broward County Public School laptops. Laptops received prior to the beginning of this school year will continue to use the old login method.

After receiving your *school issued* laptop and returning to your home, please proceed with the following steps:

1. Turn on the laptop and plug it into a wall outlet utilizing the provided power cord**.**

2. Once the laptop is powered on and sitting at the date and time screen, press any key on the keyboard and you will see the blue BCPS Logon Message. Press OK to continue.

3. In the bottom right corner of the screen, click on the circle globe icon to connect to your home internet (Wi-Fi) connection.

4. Find the name of your home Wi-Fi connection, click on it, make sure to check the box for "Connect Automatically", and then press the Connect button.

5. Enter the password to your home Wi-Fi connection and press Next.

6. In the text box for Email Address, please enter the **student's 06#** in the following format: **06XXXXXXX@my.browardschools.com.**

7. In the text field for password, please enter the student's password and then press the Enter key. This is the same password utilized to log into Clever and Office365 *Default Password format is "*Pmm/dd/yyyy*"*.

8. The student's name will appear followed by several screens that will walk the user through the first-time setup process. During the initial setup please ensure the laptop is plugged in and left on. Please be patient as the initial setup can take up to 30 minutes or more on the "*Setting up your device for work*" screen depending on your home internet connection.
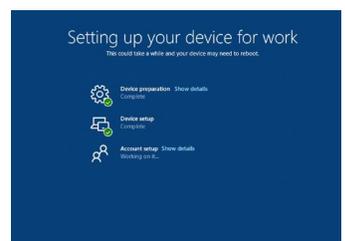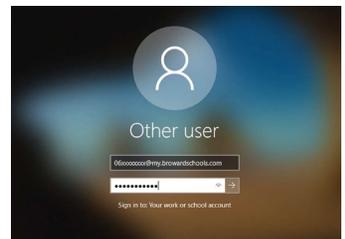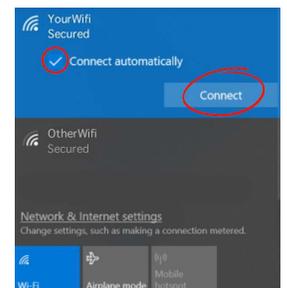
Questions:

Where should I go if we don't know my child's "*06#?*" Please contact your child's schools for this information.

Where should I go if my child doesn't know their password? Please contact your child's schools for this information for the remainder of this week. Starting Monday August 24, 2020, please contact BCPS VCC for student support at 754-321-0569