![IDEA Public Schools logo]

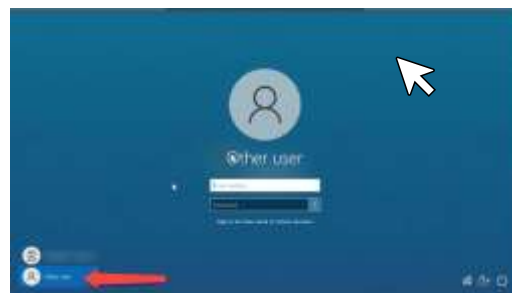# STUDENT TECHNOLOGY

GETTING STARTED GUIDE

9th-12th WINDOWS DEVICE LOGIN

1. **Turn on your device**

   - Press the Power Button on the top right of the keyboard until you see your device begin to light up.
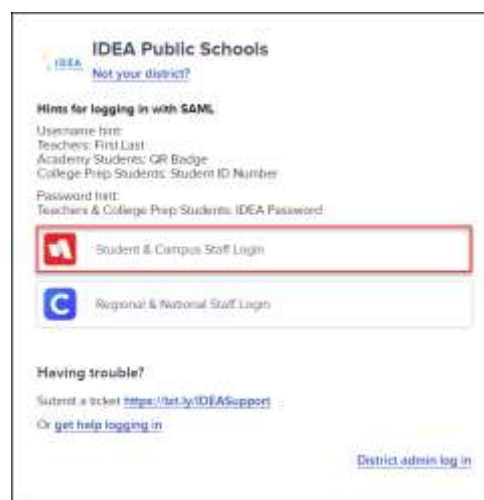
2. **If the student's name does not appear on the device, select Other User to begin logging into your device**

3. Enter your Username and Password, then click the arrow
   - Username = Student ID#@ideastudent.org
   - Password = Unique password created by the student

4. If the Clever log in screen does not automatically appear, open a chrome browser .
   When the Clever login screen populates, click on **Student & Campus Staff Login**

Go to www.ideapublicschools.org/learningtech for more information and technical support.

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STUDENT TECHNOLOGY

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Students can reset their password directly from their device. Follow the steps listed below:

Navigate to: https://portal.ideapublicschools.org/

1. Click on **Need help**

2. Select **Forget Password**

3. Enter your username (STUDENTID#) and click on **Next**

4. Enter the appropriate response to your challenge questions.

   (If this is your first time logging in, you will be prompted to set your challenge questions. Follow the on screen instructions to complete this process)

5. Enter your new password using the guidelines shown below
   - Type your new password
   - Enter your new password again
   - Click Next

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