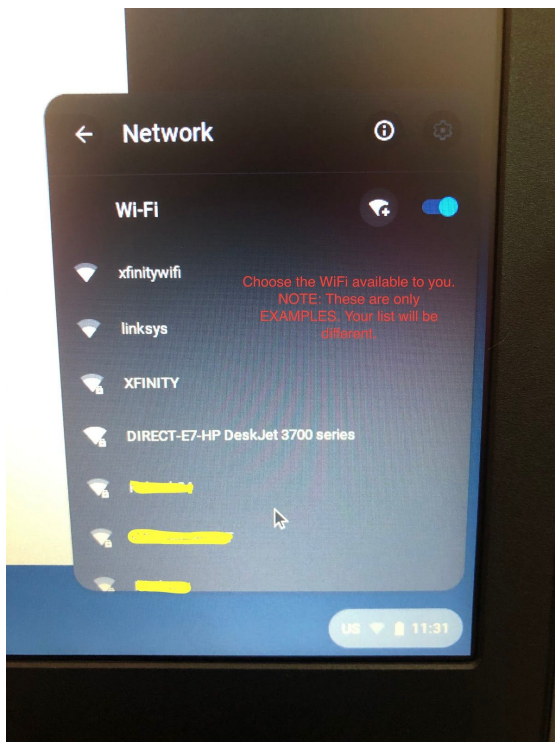# Chromebook Procedures

Open your Chromebook and power it up, by pressing the power button on the top right of your Chromebook.
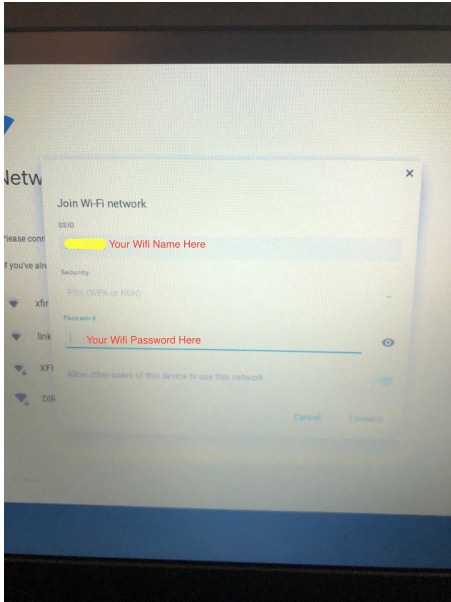

Connecting to WiFi:

- Click on the wifi sign at the bottom right of your screen
- A list of available WiFi connections in your area will populate.

-
- Choose the WiFi name you would like to connect to.
- Enter the password

-
- Once connected, follow the directions below.

Login using your WPRSD student email address IE: 12345smith.j@woodstown.org
Email addresses are your students ID, last name.first initial@woodstown.org.
Enter your password. Middle School and High School students are expected to know his/her username and password.

NOTE: If you do not remember your password, you can email **tech@woodstown.org** or call (856) 769-0144 x 55295. Make sure to provide the correct spelling of the student's name and ID number when leaving a message, as well as a call back number. Please allow 24 hours for a password reset to take place.

Disclaimer: By accepting a chromebook from Woodstown Pilesgrove School District (WPRSD), you are accepting the responsibilities of adhering to the acceptable use policy (AUP) that is included with the Chromebook. You are also responsible for the hardware associated with it and any damage it may incur. If there is a problem with the Chromebook or charger while in your possession, please reach out to the I/T Department immediately by email tech@woodstown.org OR (856) 769-0144 x 55295. Please allow 24 hours for a response.
These school-issued Chromebooks are only to be used by Woodstown Students.

Please keep the Chromebook in a safe place by doing the following:
- Keep away from any liquid
- No food is to be around the Chromebook
- Keep the charger with the Chromebook when not in use
- Keep away from small non school aged children