

## Chromebook Setup Instructions

Welcome to Bluevale! Follow the steps below to get started with your new Chromebook!  
If you do not yet have your password, you will need to connect with your school or teacher to get that information.

### Setting up your Chromebook Profile

After receiving your temporary password from your teacher, you will need to **change your temporary password before setting up your profile** on your new Chromebook. Follow the instructions below to change your password and then set up your Chromebook profile.

1. On the Chromebook, select *Browse as Guest*. Despite being prompted to sign into your Chromebook using your profile, use the guest login.
2. Open the Chrome browser and go to the *WRDSB MyPassword dashboard* at <https://mypassword.wrdsb.ca/>
3. Select *Change Password*.
4. Enter your *user name* and *temporary password*
  - User Name  
Your user name is in the following format:  
**First four letters of last name + first initial + last four numbers of student #**  
**Example: smit6789** (do not add @wrdsb.ca for this tool)
  - Temporary Password  
You will enter the temporary password your teacher or school has given you.

5. Enter your new password

#### **Tips for Creating a Strong Password**

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

- Select three or more unrelated words. Each should be between 4 and 8 characters in length.
- Change at least one of the words to uppercase (capital) letters.
- 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.

**This password will remain the same unless you decide to change it.** You can follow the same process if you need to change your password in the future.

6. Close your browser and exit out of guest mode (click bottom right corner)
7. Follow the prompts to add yourself as a user to your Chromebook using your WRDSB email address (be sure to include @wrdsb.ca) and your newly-created password.

It may take a few minutes for your new password to be recognized.

If you still cannot login using your account, **continue to use “Browse as Guest”** and contact your teacher. *WRDSB has created a support website for chromebooks. It can be accessed by visiting: <https://tech.wrdsb.ca/chromebooks/>*

**\*\*DO NOT SHARE YOUR PASSWORD\*\***