



## CPS Account Information for grades 7-8

Students in grade 7 and 8 are responsible for managing their own passwords. They may continue to use last year's password or reset it at [cps.edu/portal](https://cps.edu/portal). The username is listed on the Mobile Device Agreement in your Remote Learning Kit.

A functioning CPS login is needed to use the school Chromebook and participate in Remote Learning. **Please be sure your child can log in before school begins.** Find additional information about CPS passwords at [cps.edu/remotelearning](https://cps.edu/remotelearning) (click Tech Resources in the left sidebar). You can also call the CPS Parent Tech Support Hotline at 773-417-1060.

If your child can log in to the Chromebook and no password change is desired, then you're all set!

### Password Change or Reset

You may need to use a separate device (other than the Chromebook) to complete these tasks:

- ✓ To RESET a password, go to [cps.edu/portal](https://cps.edu/portal) and click the **KEY** icon.
- ✓ For a FORGOTTEN password, go to [google.cps.edu](https://google.cps.edu) and click **Forgot Password**.
- ✓ For forgotten answers to security questions, go to [tinyurl.com/burleyhelp](https://tinyurl.com/burleyhelp) to request a reset of the password and/or security questions.

**Remember: when logging in on a Google page, the full email including @cps.edu is required. On the CPS page, type only the username:**

**REMEMBER:**  
Regular Google page - YES, add @cps.edu to tell them it's a CPS account.  
CPS page - NO, do not add cps.edu. They already know it's CPS!

### CPS Account Security

Password security is essential to Remote Learning. Student usernames and passwords are the keys to the classroom. Passwords must not be shared or used by anyone other than the student. Please teach your child to keep passwords private, safe, and secure. The CPS Student Code of Conduct includes consequences for students who share their password, provide unauthorized access to others, or access another student's account.

If at any time you think your child's password has been compromised, you can use the self-service password reset process at [cps.edu/portal](https://cps.edu/portal). You can also fill out the Burley Help Desk form at [tinyurl.com/burleyhelp](https://tinyurl.com/burleyhelp); we can prompt a password reset remotely and reset challenge questions for grades 4-8. For concerns about inappropriate use of school accounts, please contact Ms. Skibba at [askibba@cps.edu](mailto:askibba@cps.edu).