Getting Started with a Windows Laptop

For students and parents

This document provides guidance on how to get started with your Windows laptop for the first time.

Charge your Laptop

Insert the charger into the matching charger port on the side or back of the laptop. Plug the other end of the charger into a standard outlet. The **battery** icon, usually found on the bottom (system tray), shows how much battery power is left.

Turning On Your Laptop

Depending on the model, you may find the power button in different areas on the computer. The power button might be under the laptop's lid; you must open up the laptop to find and press the power button, turning the laptop on. Laptops may also have the power button along any of the sides of the laptop.

Sign in to your Windows laptop

1. After you turn on your Windows laptop, you will see the login screen. Enter your CPS **Username**.
2. Enter your CPS **Password**.
3. Click the **arrow** to log in.

NOTE: If you are unable to log in, please refer to the following guidelines:

● Students who have never logged in to their account will need to activate the account following these instructions before they are able to log in to a CPS-issued device or access CPS applications. Students can set up this account on their own or ask their parent or guardian for help.

● Students who have forgotten

their password should follow these instructions to reset it.

● If the student is still unable to log in, their parent should contact the Parent Tech Support

Hotline at 773-417-1060 (Hours: 7:30 am - 4:30 pm on school days).

Connecting to the Internet

To begin using your laptop, you will first need to connect to a wireless network. A typical wireless network will require two pieces of information in order to connect. Make sure you have both of the following pieces of information to get started.

1. Network SSID (i.e., network name)
2. Network password

Some internet providers label the network SSID (i.e., network name) and password on the bottom or side of the wireless router. If you are unsure of your network name or password, please contact your internet service provider for assistance. If you don't already have an Internet Service Provider (ISP), you will need to choose one. Here is a helpful resource for you.

1. Select the **Network** icon from the notification area (usually the bottom right of your screen).
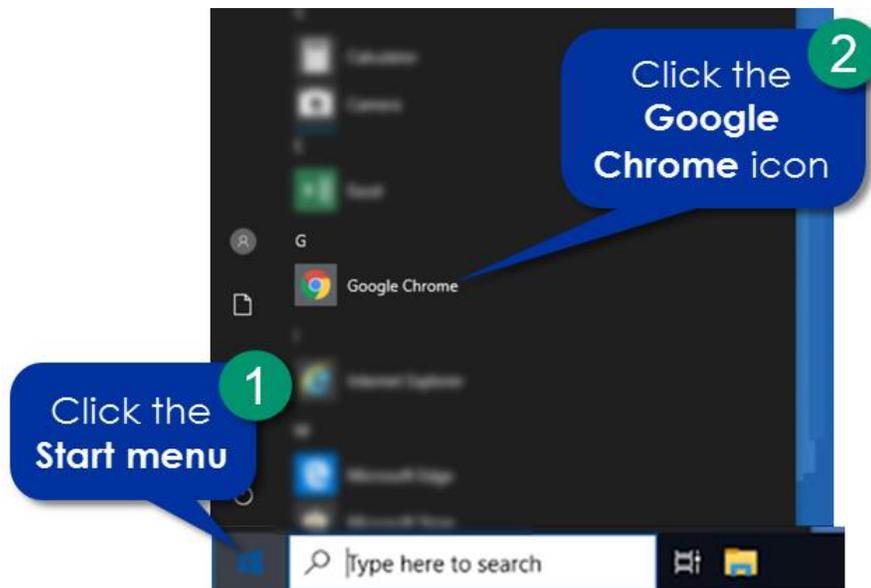
   NOTE: You can also find your network by clicking your **start** button, choosing **settings**, choosing **Network & Internet**, then clicking **Show Available Networks**

2. In the list of networks, choose the network that you want to connect to.
3. Select **Connect**.
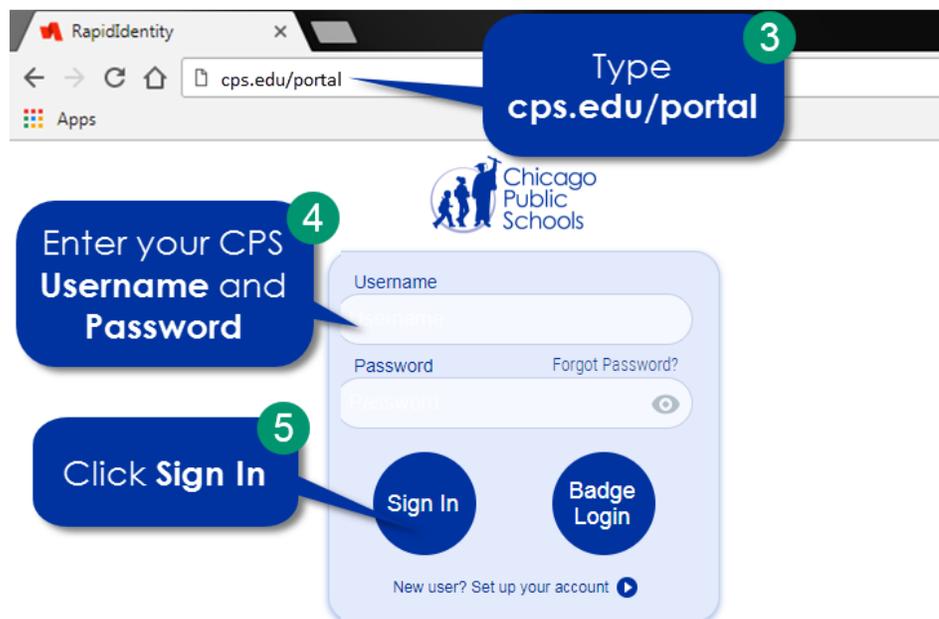4. Type the security key (often called the password).

Access the Internet and Sign in to Your CPS Account

1. Click on the **Start** menu.
2. Then click the **Google Chrome** icon to open the Chrome browser and access the internet.

3. In the URL bar, type in **cps.edu/portal**.
4. Enter your CPS **Username** and **Password**.
5. Click **Sign In**.

   NOTE: If you forgot your password, please follow the instructions in the Changing or Forgetting Your Password document. If you need to set up your CPS account for the first time, please follow the instructions in the Creating a New CPS Email Account document.

NOTE: You can quickly get to your CPS apps from the portal by clicking the **Apps** button from the menu on the left. Then select the app you want to use to be taken to that page.

Navigating your Windows Desktop

A. Start Menu

Click on the **Windows icon (i.e., Start menu)** to display the menu where you can access files, folders, apps and more.

B. Power Options

In the Start menu, click on the **knob icon** to turn on, off or restart the device.

C. Search

In the Start menu, click the **magnifying glass icon** to **Search** and type in keywords to find folders, files and even use it to search the internet.

D. Find Files

In the Start menu, click on the **folder icon** to quickly access your saved files.

E. Account Icon

In the Start menu, click the **Account icon** to **Change Account Settings**, **Lock** or **Sign Out** of your laptop.

F. Get on the internet

In the Start menu, click the **Google Chrome** icon in the Start menu to open the Chrome browser and access the internet.