

Setting Up Your CPS Account

For students and parents

All students are issued a CPS account upon enrollment, however, students who have never logged in to their account will need to activate the account before they can access their email and other CPS applications. Students can set up this account on their own or ask their parent or guardian for help. If you have already set up your CPS account but do not remember your password, follow [these instructions](#) to reset your password.

This guide provides step-by-step instructions on how to set up your CPS account for the first time.

1. Go to google.cps.edu.
2. Click **New user? Set up your account**.



After you click **New user? Set up your account**, you will see the screen for **Step 1**.

1. Answer all questions on the **Step 1** screen: your **legal first name**, your **student ID number** as your **claim code**, and **birth date** with the full year, month and then the day (i.e., **YYYYMMDD**)
2. Click **Next**.



Step 1

Answer the following questions to claim your account:

What is your legal first name?: *

What is your claim code?: *

If you do not know your claim code, please call the Talent Office at (773) 553-4748. If you are a student, please ask your teacher for help.

What is your birth date (YYYYMMDD)?: *

For example, July 1, 1990 would be entered 19900701.

Next

*Required

1 Enter your:
- legal first name
- your student ID #
for the claim code
- birth date

2 Click Next

NOTES:

- If you get an error message, it may be because the information you entered is incorrect. Please try answering all questions again. Then click **Next**.
 - If you receive the error message after trying again and answering all questions correctly, you may have already set up your CPS account. If this happens, follow [these instructions](#) to reset your password.

After you answer all of the questions on the **Step 1** screen, you will see the screen for **Step 2**.

1. Create your **New Password** and enter the same password again to **Verify password**.
 - Your password must be at least 8 characters in length and meet the following 3 criteria:
 - Uppercase letter (ABC)
 - Lowercase letter (abc)
 - Number (0-9)
 - Your password must not include your ID number or username.
 - To make your passwords extra safe, you should add at least one special character like any of these: !@#\$\$%^&*.
 - Your new password cannot match any of your previous 5 passwords.
2. Click **Next**.



Step 2

Update Your Password

Your password must be **8 characters in length** and contain **all 3 of the following criteria**:

- Uppercase letter (ABC)
- Lowercase letter (abc)
- Number (0-9)

Next

Click Next

1
Create and
reenter **Password**

After you enter and verify your password on the **Step 2** screen, you will see the screen to set up your challenge questions.

1. Create your challenge questions by scrolling down to see all of the questions, then select and answer **any three** questions of your choice from the list.
2. Then click **Save**.



Password Change Complete

Your password was successfully changed. Please do NOT click your browser's back button.

Please retain your user ID.

Please choose **THREE (3)** questions to answer by entering your answer in the text box next to the question. Answers must be unique to you. **LEAVE ALL REMAINING QUESTIONS BLANK.**

1 **Select and answer three challenge questions**

Enter your answer

2 **Click Save**

Save

IMPORTANT GUIDELINES FOR ANSWERING YOUR CHALLENGE QUESTIONS

- You will have to use these challenge questions if you ever forget your password, so don't forget your answers!
- Please only answer three questions and leave the rest of the questions blank.
- Answers must be different for all three questions and must contain more than three characters.
- Please be sure to not accidentally add any spaces after your answer.
- You can click the **eye icon** to reveal your answer and check for any typos. Make sure that you do not add an extra space after your answer.

Once your CPS account has been created you will see the **Complete** screen.

1. Click the **X** at the top of your page to close this tab.
2. Wait five minutes before you try logging in to your account. Then go to google.cps.edu and log in using your new username and password.

