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.

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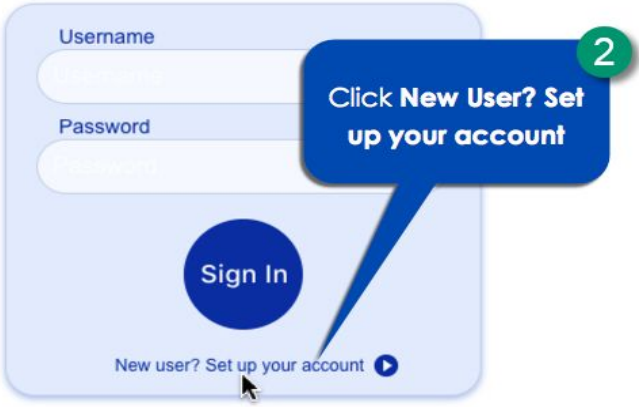
1. Go to **google.cps.edu**.
2. Click **New user? Set up your account**.



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**.

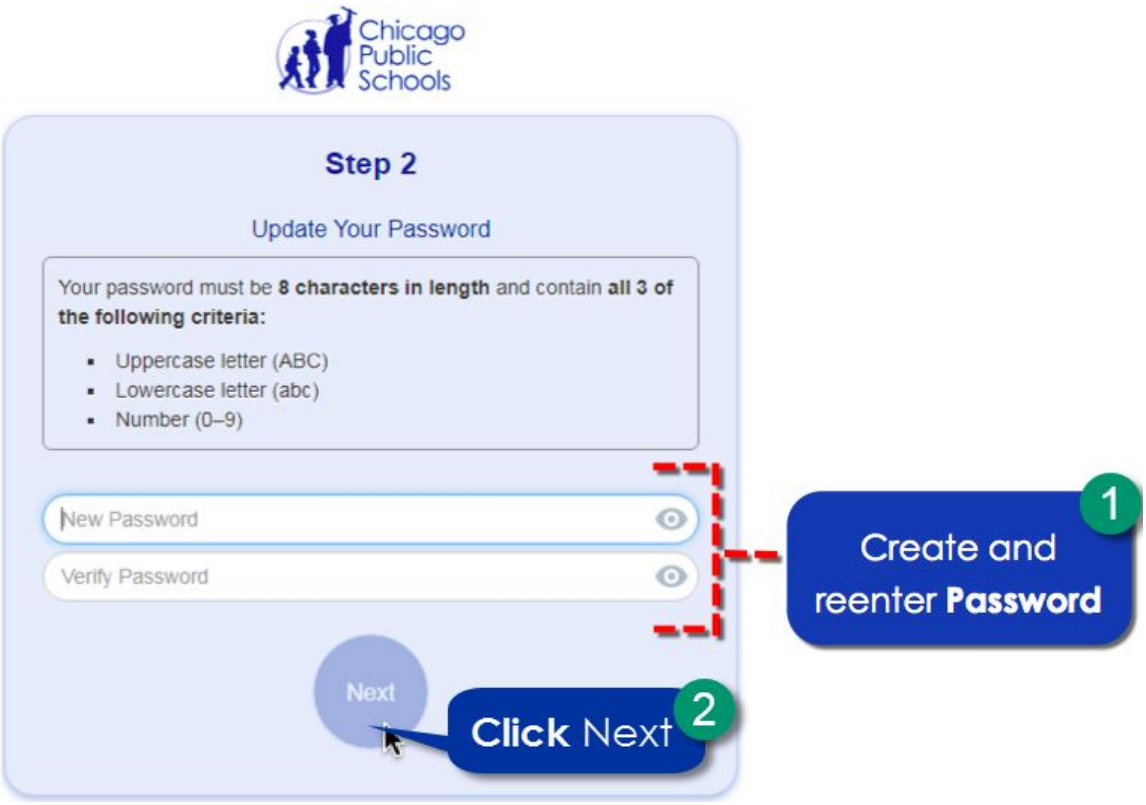
NOTES:

- If you do not know your student ID number, please call your teacher for help.
- 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 cannot reset your password, please call your teacher for help.

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.**


Chicago Public Schools
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)
New Password
Verify Password
Next
1
Create and reenter Password
2
Click Next

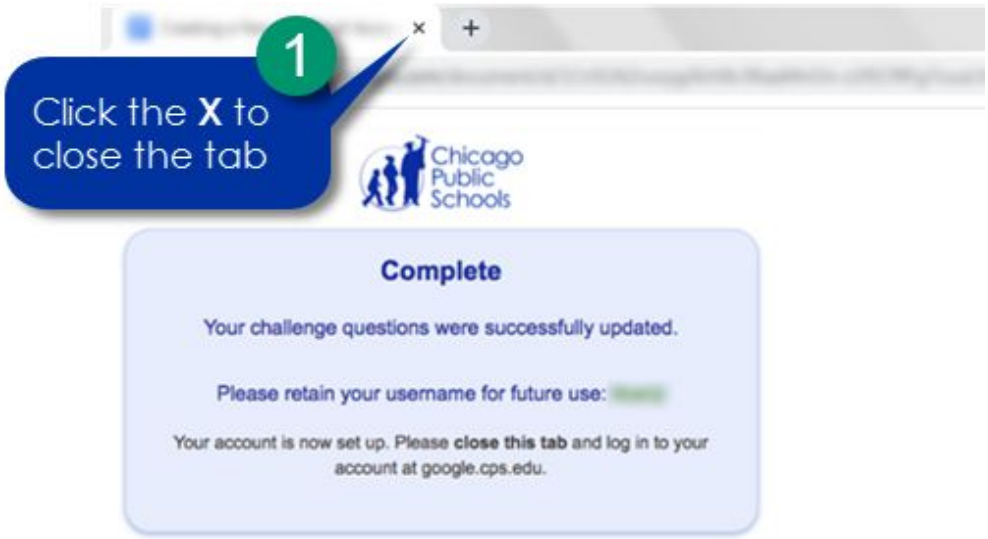
The following steps are only applicable for students in grades 4-12. If you are a PK-3 student, you will not set up challenge questions.

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**.

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 cps.edu/portal and log in using your new username and password to access all of your CPS apps, without having to log in to each one individually.