



WCPSS Email (Teacher & Student)

Teacher Email

You will be issued a WCPSS email address when you are hired. Note that currently this is the only email account you can use to communicate with students, parents, or while officially representing the school or WCPSS.

Access your email via the WakeID Portal at:
<http://wakeid.wcpss.net>

You must first claim your WakeID (follow the link at the bottom of that web page). After you've done that, you'll choose your password that is connected to your WakeID.

Launch WCPSS email from the Email icon on the application launcher on the WakeID Portal.

Note for now you'll have to re-enter your WakeID and password when you launch email. WCPSS will soon change our email system from Lotus Notes to something different. When that happens, you should no longer have to enter your login credentials the second time.

See Media Center staff to reset your WakeID password if you become locked out.

Student Email

Sometime during 1st quarter each year, students are issued a WCPSS email account (Media Specialists will pass along info about this each year around the time school begins). You can find student's WakeID (and in turn, their email address) through your own WakeID Portal.

Student email addresses look like this:

jbsmith@students.wcpss.net

This should be the only email address students use to contact you electronically. WCPSS policy dictates that you may not reply to students emailing you from other addresses.

When using school-related apps and services, encourage students to create accounts using their WCPSS email name/address, to cut down on confusion.

Students access their email via the WakeID Portal at:
<http://wakeid.wcpss.net>

Students' initial password is their student ID number. The first time they use it to login, they will be prompted to change their password.

Students launch WCPSS email from the Email icon on the application launcher on the WakeID Portal.

Note for now students will have to re-enter WakeID and password when email is launched. WCPSS will soon change our email system from Lotus Notes to something different. When that happens, students should no longer have to enter your login credentials the second time.

Any teacher can reset any student's password using the teacher's WakeID portal. See Media Center staff for more information on how to accomplish this.