

Procedure to Register a Personal Device on the School Wireless Network

Important! Please do not register a school-owned device in the personal device registration system. Devices purchased by the school, donated to the school or purchased through a grant for use in the school, must be first brought to the technology office to be added to the inventory and configured for the school network.

1. Open the staff or student “Personal Wireless Device Registration Form” posted on the Technology website:
 1. Staff: http://secure.ipsk12.net:737/Forms/BYOD_Staff/login.php
 2. Student: http://secure.ipsk12.net:737/Forms/BYOD_Student/login.php
 3. Login with your IPSK12 username and password
 - Either select “Add New Device” to register a new device, complete all fields and click “Submit”
 - Or select “Edit Device” to edit a previously registered device if the Wi-Fi address is not correct or if you have replaced your old device with a new one. Make the necessary changes and then click “Submit”

Ipswich Public Schools

Staff Personally-Owned Device Registration Form

Please review your registered devices below:
Click "Add New Device" if want to register a new device
Click "Edit Device" if you want to make changes to a previously registered device

Add New Device

	Dev ID	Emp ID	Type	Make	Model	Wi-Fi Address	Comment	Last Name	First Name	Chg Flag	Chg Date
Edit Device	2	2670	Handheld	Apple	iPhone	55:65:55:a9:b9:c9	form test	Fresh	John	E	3/14/2014
Edit Device	3	2671	Laptop	Dell	234	11:22:33:44:a5:bb	test 2	Fresh	John	E	3/11/2014
Edit Device	7	2910	Tablet	Google	Nexus	29:29:aa:67:aa:76	test 7	Fresh	John	A	3/13/2014

Important:

- You must allow processing time (1 -3 days) before your newly registered device will be able to connect to the wireless network.
- The Wi-Fi address must be correct.
- Please do not register the same device more than once.

2. Wait 1 – 3 days for the new or corrected device information to be transferred to the wireless system
3. Select “Staff_BYOD” or “Student_BYOD” from the list of available wireless networks on your device. Your device should connect automatically with no password needed.

Note: If your device does not connect after the waiting period:

- Login back into the registration system and verify that the Wi-Fi address is entered correctly for your device.
- Make corrections to the Wi-Fi address if needed and then wait 1 – 3 days again.
- Notify the technology department if everything is correct but your device still does not connect.