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"

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.