

Newark Board of Education Division of Information Technology

Parents/Students Guide to Accessing the District's Technology Resources for Remote Learning

The Newark School District has acquired a number of online technology resources for student and teacher use as part of Remote Learning. Please follow the instructions below in order to connect to and use these resources. The instructions provided below pertain to access via district provided devices as well as personal devices that student may use.

STEP 1 – Connecting to the Internet

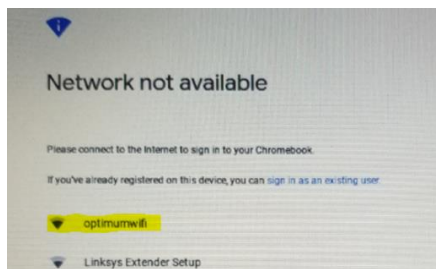
Before you can access any of the district's online resources, you will need to connect your device to the Internet.

- If you have your own personal device and your own home Internet such as Cablevision or Verizon, you can connect to the Internet using those services as you do every day. Once you verify your internet connectivity on your device, you can go to STEP 2 found on page 4 and start accessing the online resources.
- If you have borrowed a Chromebook from your school and have no Internet Service at home, you will need to connect the Chromebook to the **Altice Optimum Online wifi** service that has been paid for by the district. Please follow the steps below in order to connect your Chromebook to the **Altice Optimum online Wi-Fi service**.
- If you have borrowed a district Chromebook and have your own Internet Service at home, you can connect the Chromebook to your home Internet as well. The steps for connecting the Chromebook to your home Internet is similar to the steps below for connecting to Optimum Wifi.
- If you have been provided with a Verizon Hotspot Jetpack due to the lack of home Internet Service and or lack of Optimum Online wifi in your area, follow the steps on page 3 (Connecting to the Internet using Verizon Hotspot).

Connecting to Optimum Wi-Fi using a Chromebook

**NOTE: These actions must be performed every time a Chromebook is powered on.*

1. Upon turning on the Chromebook you will be presented with the following window asking you to select a network. Select **"optimumwifi"** as shown below



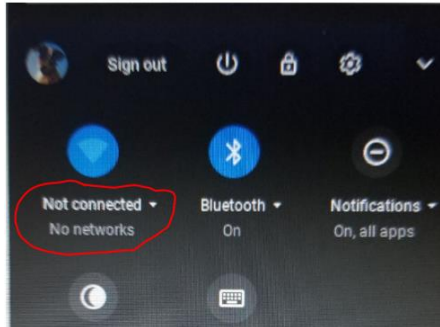
2. After successfully connecting to Optimum-Wi-Fi, you will be brought to a blue "Sign in to your Chromebook" window. Click on the blue **NEXT** button to proceed to the sign in page.
3. You will see **"Newark Public Schools SSO Portal" page**. Enter the **Student's ID number** as the username in the first box and the student's password in the second box.

Connecting to Optimum Wi-Fi using a Chromebook (continued)

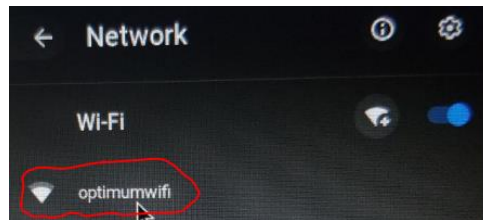
4. Click on the blue **“Sign in”** button to log in
5. After the Chromebook logs in and brings you to the Chrome browser, verify that you are still connected to **“optimumwifi”** by looking to the lower right of the screen. If you see the **“Wi-Fi”** icon blank you are no longer connected to **“optimumwifi”**.



- a. To restore network connectivity, click on the **“Wi-Fi”** icon on the lower right. (see picture above)
- b. This will bring up a sub menu, click on the area highlighted below



- c. Select **“optimumwifi”** from the **“Wi-Fi”** screen shown below:



- d. The message **“Connecting...”** will be displayed momentarily until it successfully connects to the **“optimumwifi”** wireless network. The message **“Connected”** will be displayed and the icon changes to green. Press the **ESC** key on the keyboard to exit the menu.
- e. You are now connected to the Internet using **“optimumwifi”**.
- f. **GO TO STEP 2 on Page 4**

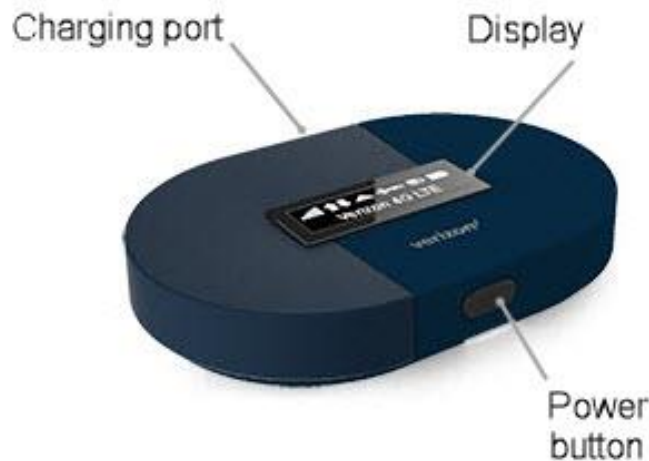
Connecting to the internet using a Verizon Hotspot Device

The instructions below are for those users who have been provided with Verizon Wifi Hotspots. If you have already connected your device to the Internet using Optimum Online or your own home Internet, skip to STEP 2 in the next page.

To use the Verizon Hotspot Jetpack, you will need to do a one-time activation and set up if you have not already done so. You may still have to occasionally power cycle the device after you use it for a while.

Verizon Ellipsis® Jetpack® MHS900L – Activation / Set Up

1. Insert the SIM card.
2. Insert the battery.
 - (a) Before using the device, ensure the battery is fully charged (can take up to 5 hours).
3. Press and hold the **Power button** until “Ellipsis jetpack” appears on the display then release.
 - (a) Activation is automatic and may take several minutes to complete.



4. Press the **Power button** to scroll through and view all screens.
5. The Wi-Fi Name and password can be obtained via the Display of the Hotspot/Jetpack.
6. Establish a Wi-Fi network connection between your Jetpack and a device (e.g., Chromebook, tablet, etc.) by selecting the corresponding Wi-Fi network from the list of available Wi-Fi networks on your device (e.g., Chromebook, tablet, etc.)

To test connectivity, launch a web browser then navigate to a website.

Frequently Asked Questions:

What should I do if I am losing connection to the internet?

1. Move the hotspot closer to the device you are using.
2. Check the battery level of the Hotspot. Plug it in if the battery is low.
3. Restart both the hotspot and the device that you are using.

Can I connect more than one device to the Hotspot Wi-Fi?

Yes. Having more than one device connected to the Wi-Fi Hotspot can impact the internet speed.

What should I do if the Hotspot has low signal?

If the Hotspot shows low signal, move the device to a different room or closer to a window when possible.

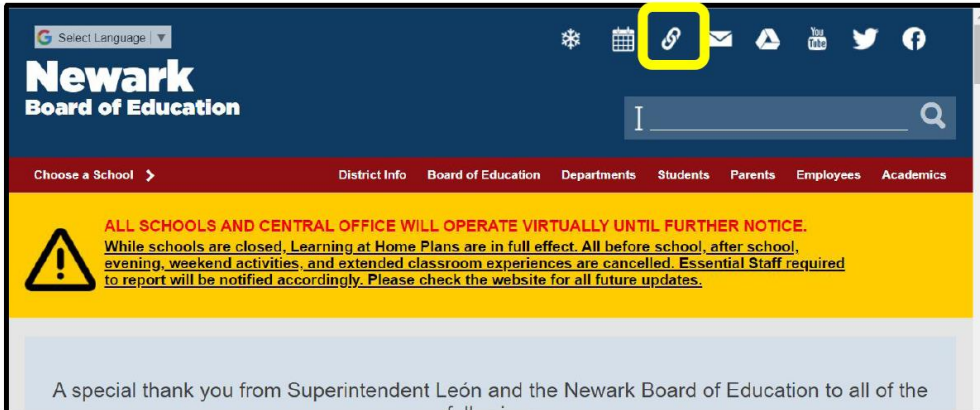
STEP 2: Accessing and using the Online Resources

Please make sure your device is connected to the Internet as outlined in STEP 1 before you attempt to access the online resources listed below.

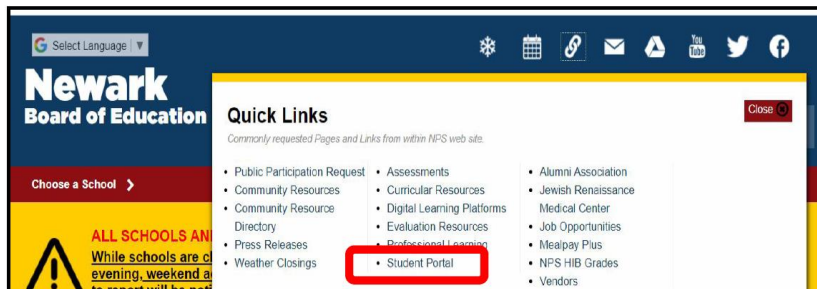
Accessing NPS Student Portal

1. Open your web browser and visit the Newark Public Schools website <https://www.nps.k12.nj.us/>

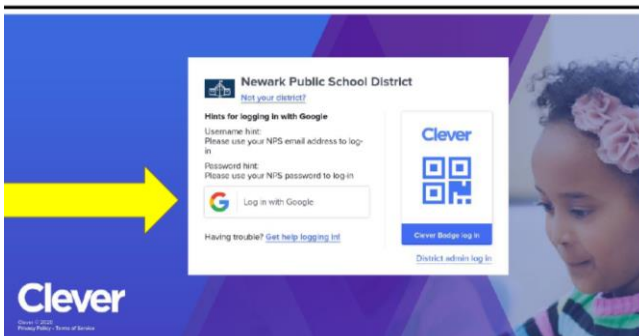
2. Click in the Quick Links icon circled in yellow.



3. Click on the Student Portal link in the center column.

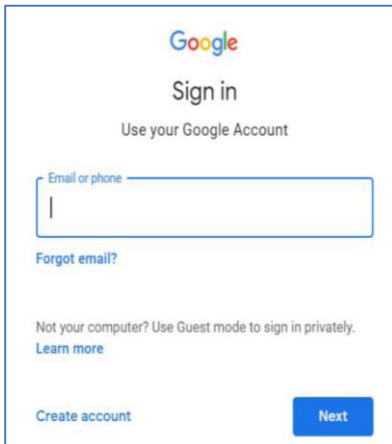


4. Once the clever website opens, click Log in with Google.

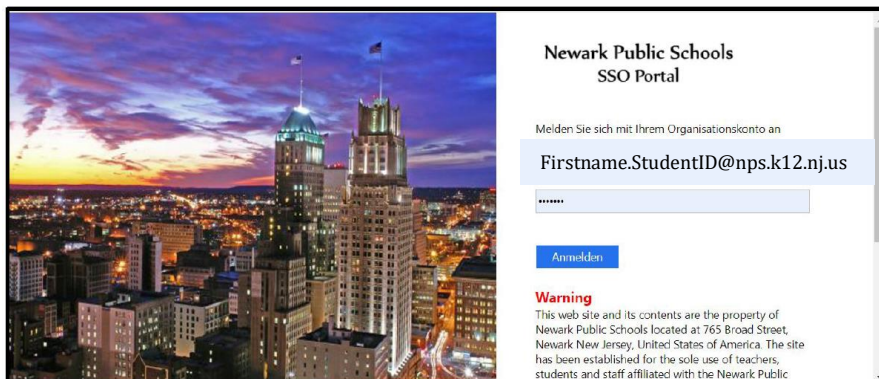


Accessing NPS Student Portal (continued)

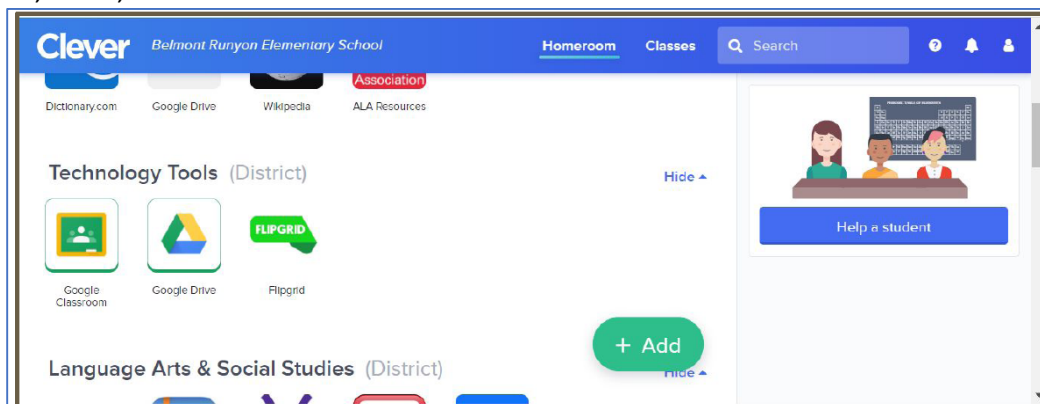
5. When the Google Login page appears, enter your NPS login (Firstname.StudentID@nps.k12.nj.us) and click next.



6. You will be redirected to the Newark Public Schools Single Sign-on (SSO) Portal where you will enter your NPS login (Firstname.StudentID@nps.k12.nj.us) and password. (e.g. Janet.12345@nps.k12.nj.us)

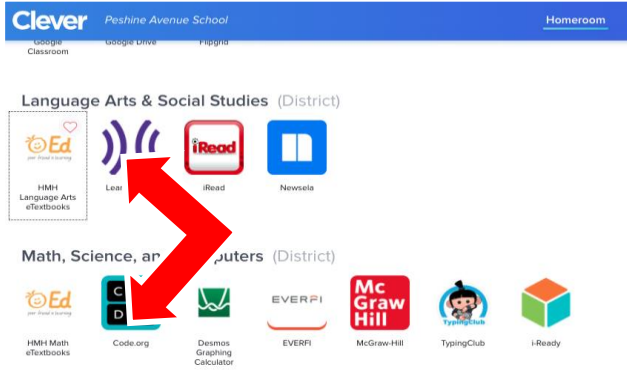


7. Congratulations! You are now logged into Clever Student Portal. Here you can access Google Classroom, WebEx, HHM, and other classroom resources.

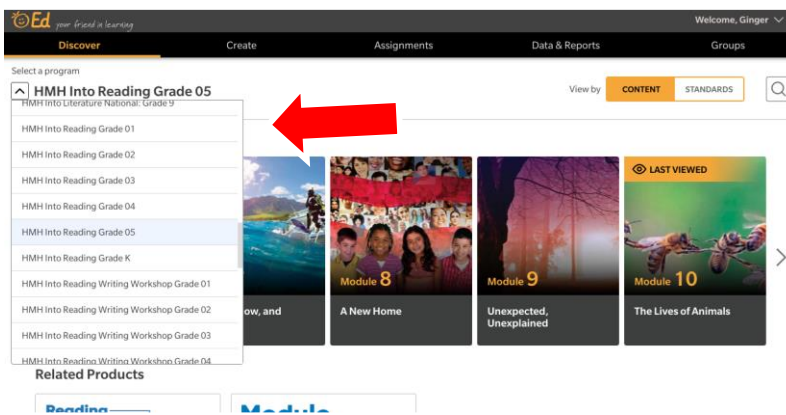


Accessing HMH eBooks

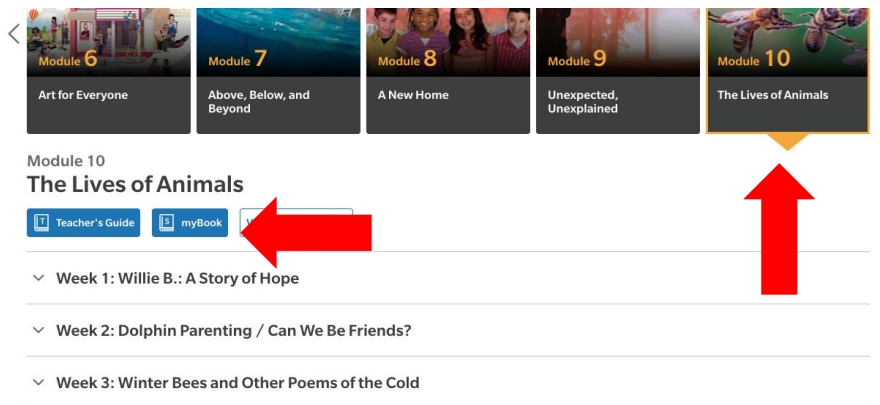
1. After Signing into Clever with the instructions above, click on the HMH icon for the desired subject.



2. Select your program/grade level.

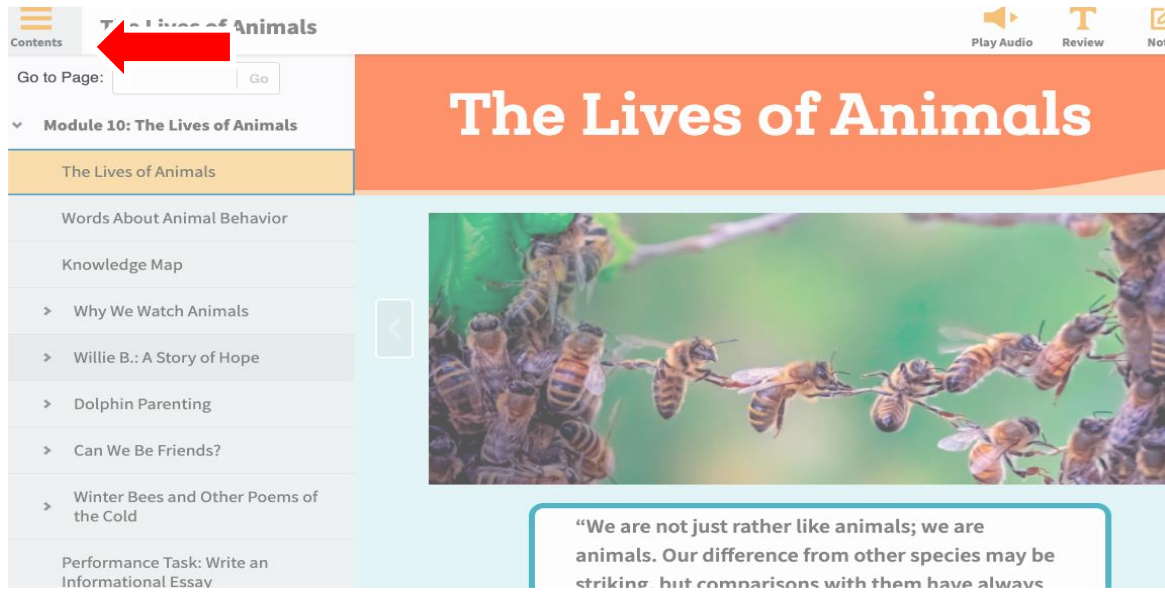


3. Next, select the module, and click myBook.



Accessing HMH eBooks (continued)

4. Click on the contents tab displayed below.



5. You can navigate through the book by entering a page number in the top right, clicking the grey arrows, or playing audio in the top right.

