

New Wireless Network for Students and Staff

Starting January 1, 2016 connecting to the Rich Township High School District 227 wireless network will require students and staff to obtain a personal code – called an *Access Key* – in order to connect any personal devices.

If you are a staff member, the same access key may be used for up to two personal devices.

If you are a student, your key may only be used for one personal device.

Access Keys are valid until the end of each semester. At the end of this period, your key will expire and you will need to follow this process again in order to receive a new key.

Note: The new wireless network and the process outlined below for receiving a personal key is only for Bring Your Own Devices (BYOD) and NOT for any District 227 issued equipment. All District issued devices will need to be re-configured to a new private wireless network. If you have a District issued device please submit a work order and a technician we will make the appropriate changes for you. Classroom Chromebooks and iPad carts are not impacted by this change.

Please follow the directions below to obtain your personal Access Key:

1. From any internet-connected device, navigate to the District or campus website and drop down the RESOURCES link menu at the top of the page, click on the link titled “Wireless Network Information”.
2. From this page, select the “Register For a Personal Wi-Fi Key” link.
3. You will be prompted to log in using your District 277 **username** and **password** (only the portion prior to *@rich227.org* or *@students.rich227.org* is required for the user name).
4. Make sure you click the Sign In button.
5. Click on the **Register a Guest** icon.
6. Select either the **Staff** or **Student** icon (you will only see one based on your security group).
7. Complete the registration form with your first and last name and your District 227 email address, only valid District 227 email addresses can be used.
8. Click **Next**
9. Click the **Confirm** button.
10. Click on the **Laptop** icon to highlight it.
11. Review the email address for accuracy and click the submit (right arrow) button next to the email address field.
12. A final screen will be presented confirming that an email has been sent to you.
13. Select **Done**
14. Log out and close your browser.
15. You will receive your new personal Access Key in your email.

Once you have received your personal Access Key, and you are on campus:

1. Search for wireless networks on your device and select **Connect-with-Key**
2. Enter your personal Access Key that you received when prompted.

If you have any issues or need help, just contact the Helpdesk at extension 5704 or complete an online support request.