



## PowerSchool Parent - (Optional) Chromebook Insurance Policy Signing Process

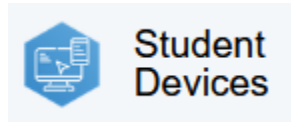
- Introduction
  - The purpose of this document is to guide parents through the optional process of purchasing insurance for their student's district issued Chromebook. Insurance must be purchased within two weeks of the student picking up their device to be considered valid. Students that pick up their device before the first day of school will have this grace period extended to the end of the second week of school.

1. Navigate to the [Powerschool SIS Parent login portal](#)
  - a. <https://ps.gowcs.net/public/>

A screenshot of the PowerSchool SIS login page. The page has a dark blue header with the PowerSchool SIS logo and name. Below the header, the title 'Student and Parent Sign In' is displayed. There are two buttons: 'Sign In' and 'Create Account'. Below these are two input fields: 'Username' and 'Password'. A link for 'Forgot Username or Password?' is located below the password field. A 'Sign In' button is positioned at the bottom right of the form area.

2. Login with your PowerSchool Parent account.
  - a. *If you have trouble signing in, please try to recover your account using the [Forgot Username or Password?](#) link at the bottom of the login page.*

- i. [https://ps.gowcs.net/public/account\\_recovery\\_begin.html](https://ps.gowcs.net/public/account_recovery_begin.html)
  - b. If you do not currently have a PowerSchool Parent account, and would like to submit a request to have one created, please fill out this [form](#).
  - i. <https://forms.gle/9VpSM2QPtywBpiPG9>
  - c. If all else fails, please email [support@gowcs.net](mailto:support@gowcs.net) for further assistance.
- 3. Once signed in, locate the Student Devices section on the left hand side of the screen towards the bottom of the page. Select it.



- 4. In the Current Devices tab, you should see a breakdown of what is currently assigned to your student and whether or not it has an Insurance Policy associated with it.

### Student Devices

Current Devices		Previous Devices	Devices Breakages			
<b>Currently Assigned Devices</b>						
Device	Device Number	Serial Number	Date Assigned	Insurance	Insurance Cost	Usage Policy
Chromebook	10644	5CD219CXTN	07/18/2022	22-23 (OPTIONAL) CB Insurance	\$20.00	22-23 CB w Case Agmt
Chromebook Case	UZBL-EVA-7961-00397	UZBL-EVA-7961-00397	07/18/2022	No Insurance	-	No Policy
Chromebook Charger	CB-CH-USBC-00397	CB-CH-USBC-00397	07/18/2022	No Insurance	-	No Policy

- 5. Feel free to ignore the lines that say “No Insurance”.
- 6. For the remaining lines, make sure to click on the name of the Insurance Policy to review it and then agree to the terms by clicking the **I Agree** checkbox and then pressing the **Save** button.

## Usage Policy Information



Label	Value
Usage Policy Name	22-23 CB w Case Agmt
Active Date	No Date Range Specified
Usage Policy File	<a href="#">View Policy File</a>
Usage Policy Description:	By selecting the "I Agree" button, you are digitally signing this agreement and authorizing Williamston Community Schools to legally enforce any (or all) of the terms it contains.
Agree to Policy	<input type="checkbox"/> I Agree

- The insurance policy must be paid for to be considered valid.** Before proceeding to the website to pay, write down the serial number for your student's Chromebook. You will need to enter it during the checkout process.

### Student Devices

Current Devices | Previous Devices | Devices Br...ges

**Currently Assigned Devices**

Device	Device Number	Serial Number	Date Assigned	Insurance	Insurance Cost	Usage Policy
Chromebook	10644	5CD219CXTN	07/18/2022	22-23 (OPTIONAL) CB Insurance	\$20.00	22-23 CB w Case Agmt
Chromebook Case	UZBL-EVA-7961-00397	UZBL-EVA-7961-00397	07/18/2022	No Insurance	-	No Policy
Chromebook Charger	CB-CH-USBC-00397	CB-CH-USBC-00397	07/18/2022	No Insurance	-	No Policy

- Navigate to this website to pay for the insurance policy.
  - <https://gowcs.revtrak.net/technology/#/list>
- In the entry box, make sure to enter your student's full name, your name, and the Chromebook's serial number (separated by commas) and then click the Add To Cart button.

## CHROMEBOOK INSURANCE POLICY ENROLLMENT FEE

[sku:CB INS FEE]

# \$20

Student Full Name, Parent Full Name, Chromebook Serial Number

Example Student, Example Parent, 5CD219CXTN

ADD TO CART

10. Click Check Out. You will need to create an account to finish paying and keep track of the purchase (or sign in if you already have an existing account).
11. Select your payment method and proceed with payment. You may pay either using a Credit/Debit card or by eCheck. After payment has been submitted and the checkout process has been completed, you are all set.
12. If you have more than one student, make sure to follow steps 3 through 12 for any of your remaining students that you would like to purchase Chromebook insurance for.
  - a. To switch to your other students, click on their name in the blue bar at the top of the page.

 **PowerSchool SIS**

Example Student 1

Example Student 2