

Logging into Incident IQ to Review the WTS Device Loan Policy

1. Go to:

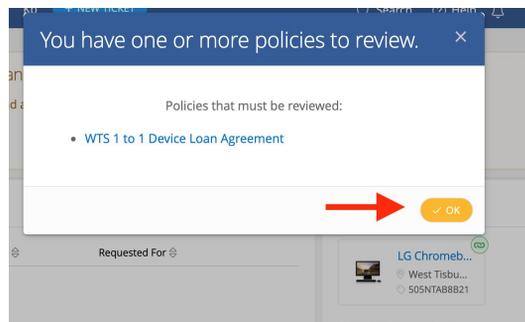
<https://wtshelpdesk.incidentiq.com/login>

And choose Log in with Google SSO



2. Log in with your student's @wtisbury.org account

3. When you log in for the first time, a message will pop up that you have a policy to review. Click **Okay** on this message.



3a. If the message does not pop up, or you accidentally close it, the policy will also be at the top of the page. Click **Review Agreement** in yellow.



4. Read the agreement, check the box indicating that you agree, and at the bottom, enter your student's initials and email address (in this case, demonstrated for Test Student, TS)

I agree to the terms of the 'WTS 1 to 1 Device Loan Agreement'

Name: Test Student

Date: Sep 10, 2020

Initials: TS

Email Address: teststudent@wtisbury.org

SUBMIT

You will need to log in as each of your students in the West Tisbury School and sign an agreement for each student before we can distribute technology.