Chromebook: Getting Started Guide

Take the Chromebook and charger out of the bag and charge the device

Open the lid of the Chromebook to turn it on. The screen will automatically open to the Welcome page.

Take the hotspot out of the front pocket of the bag along with the hotspot charger and charge the hotspot. Then turn on the hotspot. The Technology Kit can only connect to the provided hotspot.

Connect your Chromebook to the internet.

1. At the bottom right, select the time.

3. Turn on **Wi-Fi**.
4. Your Chromebook will automatically look for available networks and show them to you in a list.

Select the SSID listed on the bottom of the hotspot (it will show up as **Franklin T-9** on your network list).

Enter the password shown on the label, located on the bottom of the hotspot.

Sign-in to the Chromebook

Sign-in on the Chromebook can be done in 1 of two ways:

Click **Add Person** on the Bottom of the screen. Enter your google account username and password and click Sign-in.

If you do not have a google account, you can use the Chromebook with a Guest session.
Click the **Arrow** to start using a guest Session.

Start Browsing.

Once you are signed-in to your Google account, you are instantly on the web and automatically signed in to the google services you use. Nothing is saved locally on the Chromebook all files and services are located in the cloud, using services like Google Drive and Google Docs.

Log out of the Chromebook

When you are caught up on email, and finished your work, log out. This can be done in 1 of two ways, depending on how you logged-in.

1. If you are using a Guest session:
    a. Click End Session on the bottom right.
2. If you are using your Google account:
    a. At the bottom right, select the time, Click Sign out.

On the Sign-in screen Press **Ctrl+Shift+Alt+R** to perform a Powerwash, this will reset the Chromebook and remove your account and data. The Chromebook is now ready to provide a brand-new experience to the next library patron, without giving them accidental access to any of your work.