

HOW TO LOG IN TO A CHROMEBOOK


STEPS

1. Lift the lid of the Chromebook.
2. If the Chromebook does not start immediately, look for the power switch in the upper right corner of the keyboard. Push to turn on the Chromebook.
3. If you are logging in at school, your Chromebook will automatically connect to the IPS wireless network. You can skip to Step 4. If not, continue with the rest of the instructions in this step to connect to a home wireless or mifi.

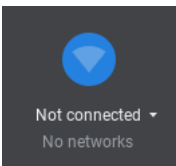
Turn on Wi-Fi.

- At the bottom right, click the time.




If you see your Wi-Fi network name and a signal strength , your Chromebook is already connected to Wi-Fi.

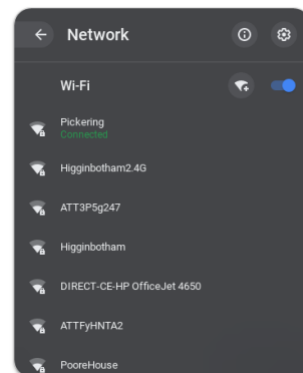
- If not, select “Not Connected.”



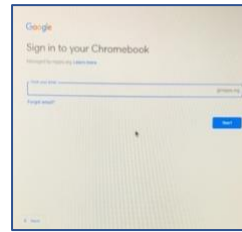
- Turn on Wi-Fi.
- Your Chromebook will automatically look for available networks and show them to you in a list.

Pick a Secure Network and Connect

- Click the Wi-Fi network. A secure network will have this icon:  and requires a password to log in. Secure networks are always best.
- Type your network password.
- Choose “Connect.”

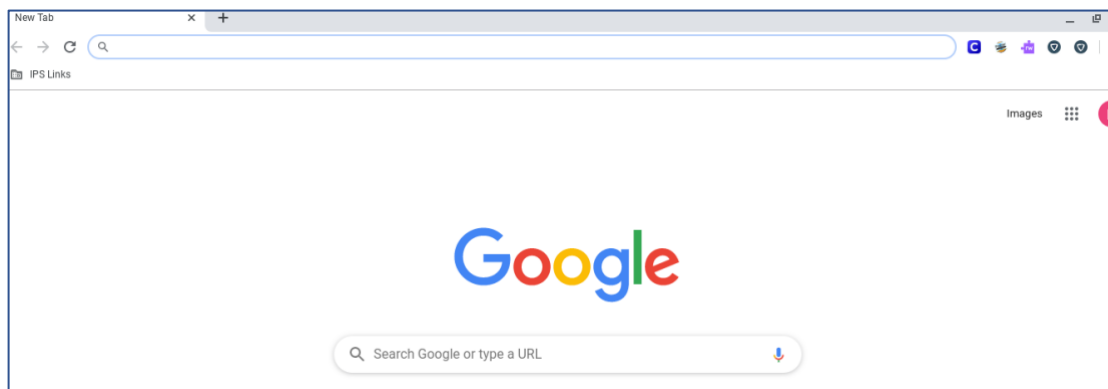


4. Once connected to a wireless network, the Chromebook sign-in screen will appear:

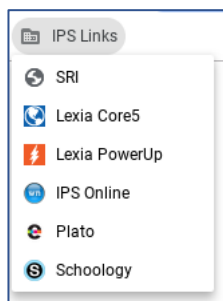


5. Enter your IPS credentials (personal Google accounts cannot be used to access to an IPS device).
- Students must use their Student ID as the username and their birthdate as the password.
 - Birthdate as password should be in the form of dd/mm/yyyy, INCLUDING the / BUT with NO leading zeros. So, April 16, 2003, would be 4/16/2003. December 1, 2010, would be 12/1/2010.

A Google page appears. At the top right (and the bottom) of the screen is the blue C for Clever.



In the top left of the screen you will see IPS links. That is the folder where bookmarks for Plato, Schoology, IPS Online, and the IPS Homepage are located.



In the upper right corner of the screen, the “waffle” will reveal the Google applications.

