# Harper College Chromebook Student Guide

Instructions for Students on signing in and returning your Chromebook

Provided by the Harper College Student Service Desk 2-5-2020

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# Using your Chromebook

The purpose of this guide is to assist students with logging in and returning their Harper Library provided Chromebook.

Chromebooks can be picked up and returned at the Desk in the Library (Building F, Second Floor).

**Note:** Students must be in good standing. (No outstanding fees or overdue items) and complete the loan contract.

Note: Only available to Credit students.

Harper College Library 847.925.6184 library@harpercollege.edu

## Initial Set up

**Note:** Students will not be able to login to the Chromebook with their Student Email. **Students must use** a personal Gmail account to access.

1. Turn on your Chromebook.

Note: Charging your Chromebook is required if it is the first time using.

- 2. Press the power button located in the top right of the Keyboard.
- 3. Select Let's go.



4. In order to sign in you must choose a WIFI connection. After selecting your connection, select **Next**.



5. In order to continue you must accept the Google Chrome OS terms. Please review and select **Accept and continue**.

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	relationship with Google
System	n security setting

6. Sign in with your Gmail account and select **Next**.

**Note:** The account you use to sign up during the initial set up will be the owner account.

Sign in to your	Chromebool	C	
Email or phone			
Forgot email?			
More options			Next

**Note:** You will not be able to sign in with you Harper Student email. Your Harper Student email is only powered by Gmail and will not allow access to the Chromebook. If you would like to create a New account, select **More options and Create Account**. This will guide you through creating a new Gmail for your Chromebook.

Forgot email?
More options
Create account
Enterprise enrollment

7. Enter your Gmail password and select Next.

Google Welcome	
servicedesk6866@gmail.com	
Enter your password	

8. A message will appear confirming that you are signed in. Select Accept and continue.



9. If you have your Gmail account connected to an Android Device, you can install your Android applications to your Chromebook. This is an optional feature and does not need to be used. If you would like to opt out, select **Skip**.

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	Back up to Geogle Drive. Easily restore your data or switch device at any time. Your back up includes app data. Your backups are uploaded to Google and encrypted using your Google Account

10. The next set up screen will ask you if you would like to use Google Voice Assistant.

Note: Using Google Assistant with Voice Match is optional.

- If you would like to opt out, select **No Thanks**.
- If you would like to use Voice Match select, **I agree**, and it will guide you through the setup.
- These options can always be changed in your Settings.

•:	
Access your Assistant with Voice Match	
Voice Match lets you access your Assistant directly by using your voice. <b>Keep in mind:</b> A similar voice or recording might be able to access your Assistant, too. You can remove Voice Match permission later by turning it off in Assistant Settings.	
To save battery, "Ok Google" is on only when your device is connected to a power source. To make changes, go to Settings.	
No thanks	)

11. Select **Done**, and your Chromebook is set up and ready to use.



12. Once set up is complete you will be taken to the Desktop screen. There will be an optional tour to familiarize yourself with your Chromebook.



# Returning your Chromebook to the Library

2.

Before returning your Chromebook to the Library you must perform a **Powerwash**. This ensures that your personal Gmail account, Apps, and settings will be removed from the Chromebook.

1. Sign into your Chromebook with the owner account.

Note: The Owner account is the Gmail account that was used during set up.

Click the Taskbar	9:47 on the bottom right and	select Settings 🙆 .
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3. Click Advanced on the bottom left and select Reset Settings.



4. Under Reset Settings, select Reset.

Reset settings	
Powerwash Remove all user accounts and reset your Google Chrome device to be just like new.	Reset

5. A box will appear asking to perform a restart. Select **Restart**.



6. After the Restart a window will appear asking to reset this Chrome device, select **Powerwash**.



7. Confirm the Powerwash by selecting **Continue**.



8. The Powerwash will take a few minutes to complete. Once the Powerwash is complete it will take you back to the initial Sign up screen.



Your Chromebook is ready to return to the Library.

# Chromebook Quick Guide

Signing in as Guest/ Adding a user or account

Guests do not have access to your personal apps or data.



1. Sign out of your Chromebook.

**Note:** To lock your computer, select the search key + I. and select sign out.

2. Select Guest or Add Person at sign in.



#### Signing out as a guest

- 1. At the bottom right, select the time.
- 2. Select Exit Guest.



# Chromebook Keyboard Shortcuts

**Note:** Chromebooks do not have a Caps Lock key, instead it has been replaced with a search key. When selecting the search key it will open your app search.



## Chromebook Touch Pad



## Chromebook Desktop

Note: Chromebook does not allow users to save anything to the Desktop.

# Finding your Files

Chromebooks are built for the cloud. Your files will not appear on the desktop. By default, everything you download will be saved automatically in the "Downloads" folder.

You will find your files app under "files".



All files will be saved under Downloads but can be moved to your Google Drive.

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## Accessing Office 365 on Chromebook

**Note:** This is the Office 365 mobile app which has limited access to some features. This is not the full Desktop version.

If you chose not to add the office applications, you can visit office.com and sign in with your Full Student Email address (<u>username@mail.harpercollege.edu</u>) and your 6-Digit Birthday (MM/DD/YY) for the password.

Adding Office Applications to your Chromebook

1. To search Apps, select the search key on your keyboard or the App Launcher button in the bottom left corner of your desktop. Type0. Google Play store in the Search bar.

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2. Open the Google Play Store.



3. If it is your first time accessing the Google Play store You must accept the terms of use. Select **More** and then select **Accept**.

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Coogle Play Terms of Service February 5, 2018 I. Introduction Coogle prince ypainty Description Coogle prince ypainty Coogle prince	Seed usage and algopositic data. Thile derive is currently adcornatically ending disputsic, drivie, and spip usage data to drouge. This will help instrum in dra schability and chim improvements' case and a spin set of the second development. If your additional Web & App Activity setting is turned on, this data may be saved to your Google Account. Learn Mee Back up to Google Proc. Easily restore your data or switch develop and development. Learn Mee is a constrained on the second set of t
Cancel More	Cancel Accept

4. Select Accept.



5. In the search bar look for the Application you would like to install. For Office search for the Office program you would like to install.



6. Select Install.



7. After Install is complete select Open or find the word in your apps.

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Uninstall		Open
You might also like	P	X
You might also like	P	
You might also like	Microsoft PowerPoint:	

8. Word will ask you if you will allow word to access photos, media, and files on your device. Select **Allow**.



9. To sign in use your Student email (<u>username@mail.harpercollege.edu</u>).

Get things done on the go.
Sign in or Sign up
Email, phone or Skype name
Sign in later
By using this app, you agree to the terms of use

10. Enter your 6-Digit Birthday (MM/DD/YY) for the password.



11. After you sign in you will be able to access the Word App.

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