

Chromebook Quick Start Guide

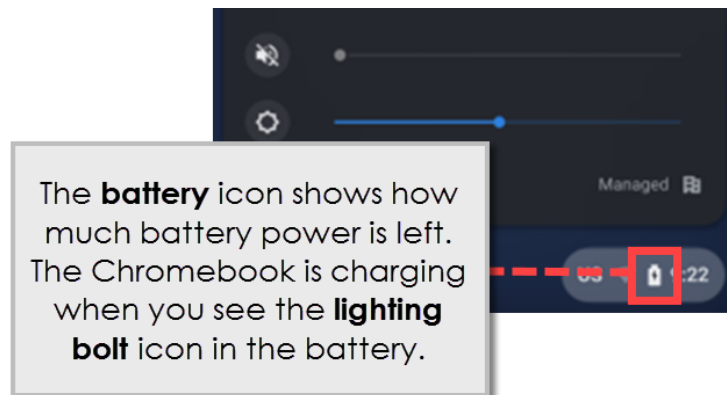
For students and parents

A Chromebook is a laptop computer running Google's operating system (Chrome OS), which offers a simplified, cloud-based (i.e., over the internet) user experience. This document provides guidance on how to get started with your Chromebook for the first time.

Charge your Chromebook

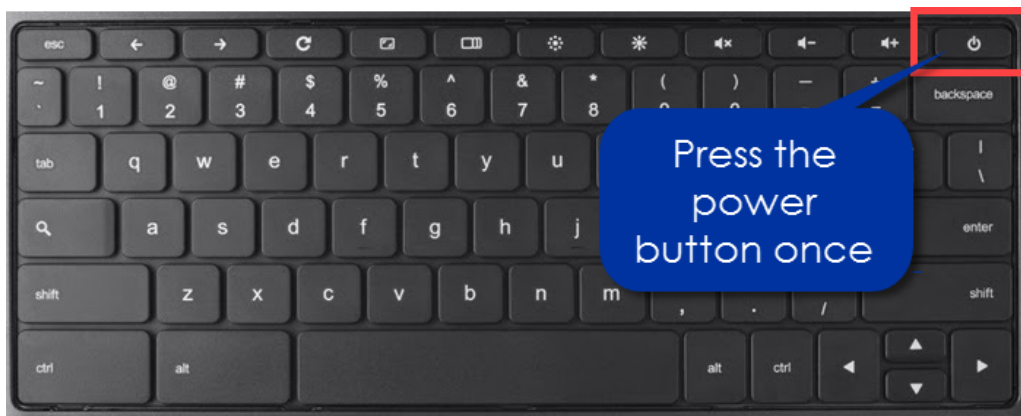
Insert the charger into the matching charger port on the side of the Chromebook. Plug the other end of the charger into a standard outlet.

The **battery** icon shows how much battery power is left. The Chromebook is charging when you see the **lightning bolt** icon in the battery.



Turn on your Chromebook

The power button for your device is located at the top-right on the keyboard. On the keyboard, press the power button once to power **ON**. Please note it may take a few seconds before you see the Chrome logo on your screen.



Connecting to the internet

To begin using your Chromebook, you will first need to connect to a wireless network. A typical wireless network will require two pieces of information in order to connect. Make sure you have both of the following pieces of information to get started.

1. Network SSID (i.e., network name)
2. Network password

Some internet providers label the network SSID (i.e., network name) and password on the bottom or side of the wireless router. If you are unsure of your network name or password, please contact your internet service provider for assistance. If you don't already have an internet Service Provider (ISP), you will need to choose one. [Here is a helpful resource for you.](#)

1. In the bottom-right corner of the screen, click on the **Wi-Fi** icon.
2. The device needs to be connected to a network. Click the network drop down menu next to **Not connected** to see nearby networks.



3. Select your Wi-Fi network name from the available list.



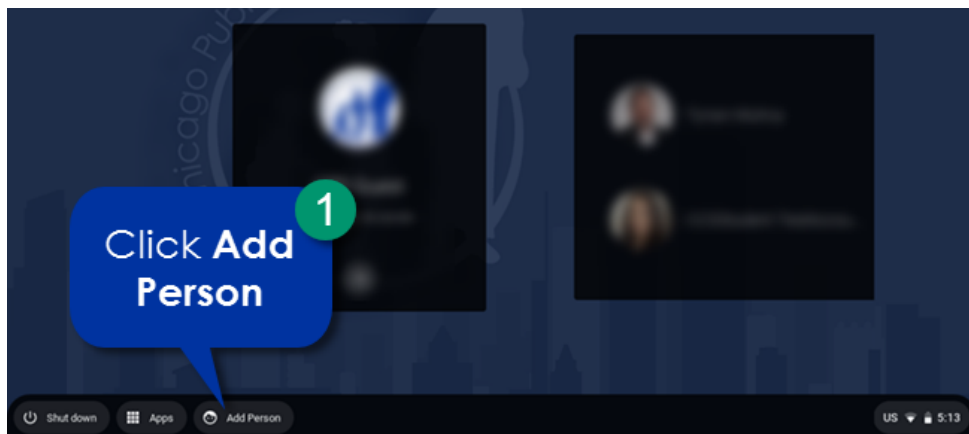
4. Then enter your Wi-Fi **password**.
5. Click **Connect**.



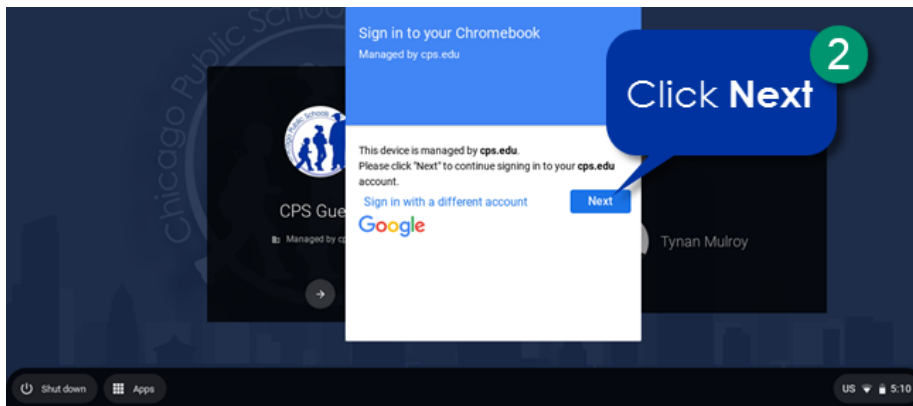
Sign in to your Chromebook

After you connect to Wi-Fi, you must sign in to your CPS account in order to access all of your CPS applications such as Gmail, Google Classroom, Google Chat, Google Meet.

1. After you connect to your Wi-Fi, click **Add Person**.



2. In the **Sign in to your Chromebook** popup, click **Next**.



3. Enter your CPS **Username** and **Password**.
4. Click **Sign In**.

NOTE: See the [Forgot Your Password or Claim Your CPS Account](#) section of this document if you need help with your password or setting up your account.



NOTE: You can quickly get to your CPS apps from the portal by clicking the **Apps** button from the menu on the left. Then select the app you want to use to be taken to that page.



Navigating your Chromebook

A. Signing Out Of Your Chromebook

1. Click the taskbar at the bottom-right corner of the screen.
2. To sign out, click the **Sign Out** button.

B. Turning off your Chromebook

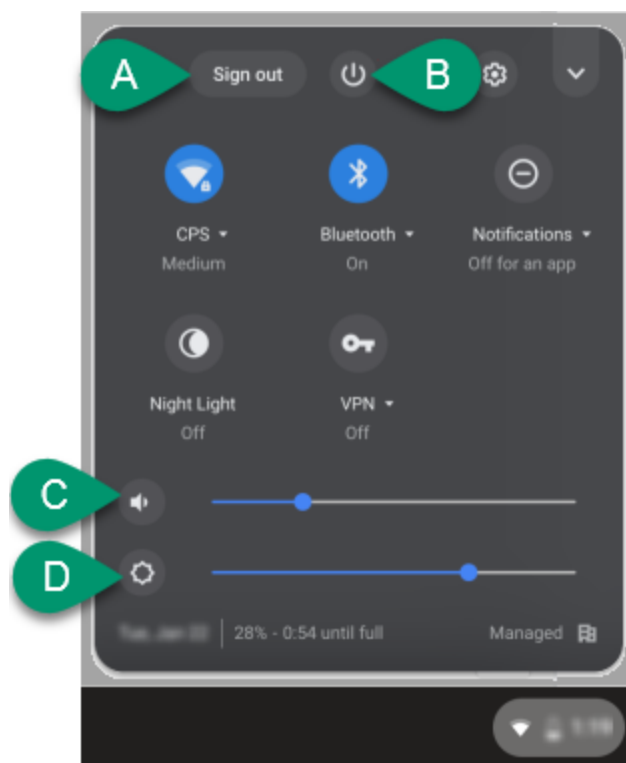
1. Click the taskbar at the bottom-right corner of the screen.
2. To shutdown the device, click the **power** icon.

C. Adjusting volume

1. Click the taskbar at the bottom-right corner of the screen.
2. Next to the **speaker** icon, click and drag the dot to the left to lower the volume or to the right to increase the volume.

D. Adjusting screen brightness

1. Click the taskbar at the bottom-right corner of the screen.
2. Next to the **sun** icon, click and drag the dot to the left to lower the screen brightness or to the right to increase the screen brightness.



Chromebook applications and the internet

A. Launch applications

Click the **circle** icon at the bottom-left corner of the screen to launch your applications.

C. Search for applications, files or the internet

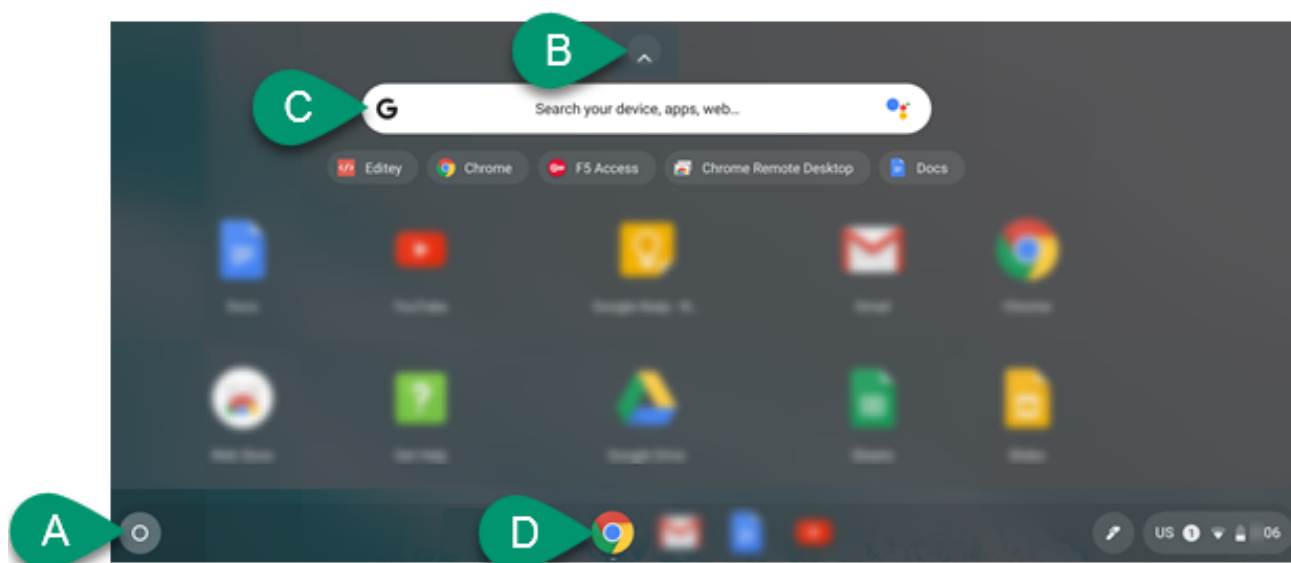
Click the **circle** icon at the bottom-left corner of the screen to see your applications. Enter the name of the application, file or search term for the internet.

B. Open an application

Click the **circle** icon at the bottom-left corner of the screen, then double click on the application icon to open it.

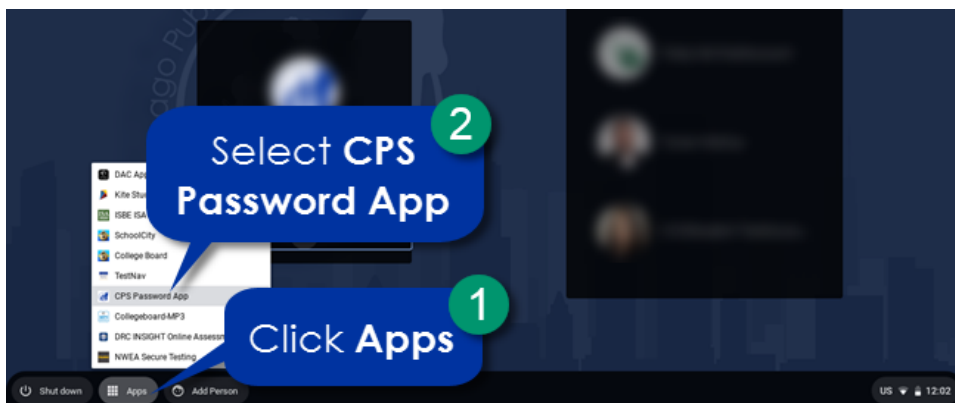
D. Get on the internet

In the taskbar, click on the **Chrome** icon to open the Chrome browser and access the internet.



Forgot Your Password or Claim Your CPS Account

1. At the login screen, click **Apps**.
2. Select **CPS Password App**.



3. Click **Forgot Password** and follow the instructions in the [Changing or Forgetting Your Password](#) document or **Claim Account** and follow the instructions in the [Creating a New CPS Email Account](#) document.

CPS Student Password Management

Home Change Password Forgot Password Claim Account

If you forgot your password, click **Forgot Password** to reset it.

If you need to set up your CPS account for the first time, click **Claim Account**.