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

Contents

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.**
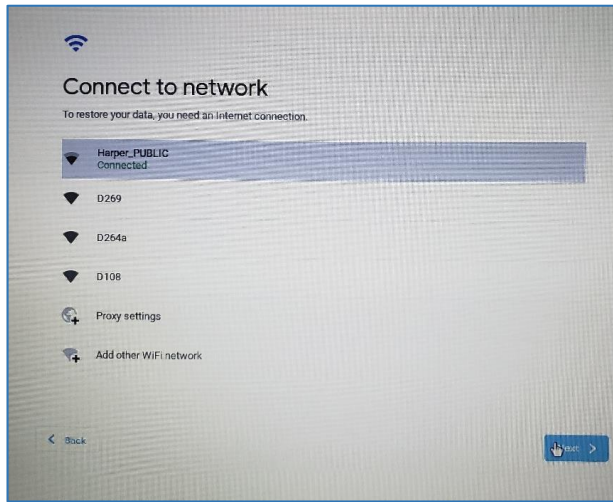
1. Turn on your Chromebook.

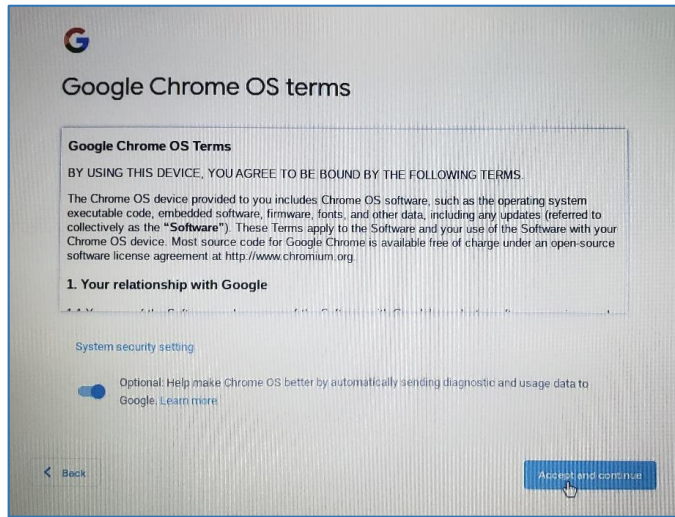   **Note:** Charging your Chromebook is required if it is the first time using.

2. Press the power button located in the top right of the Keyboard.
3. Select **Let's go**.
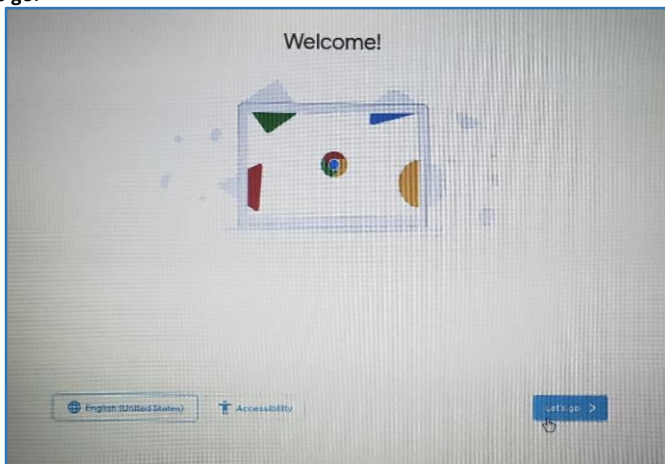
4. In order to sign in you must choose a WIFI connection. After selecting your connection, select **Next**.
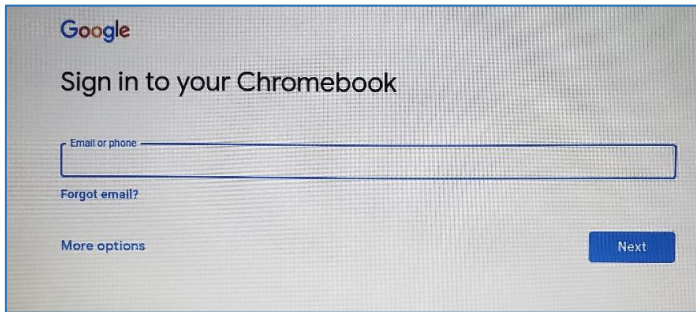
5. In order to continue you must accept the Google Chrome OS terms. Please review and select **Accept and continue**.


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.

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.
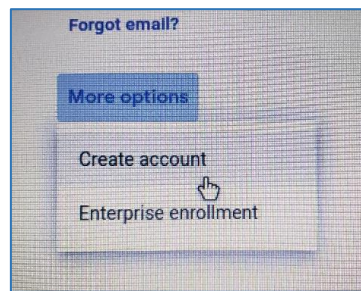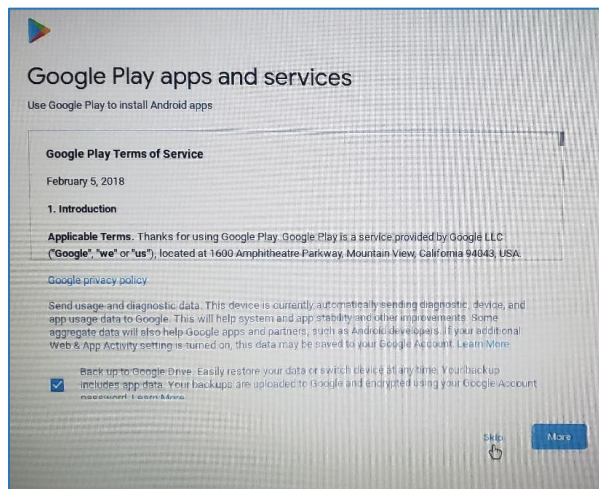

7. Enter your Gmail password and select **Next**.
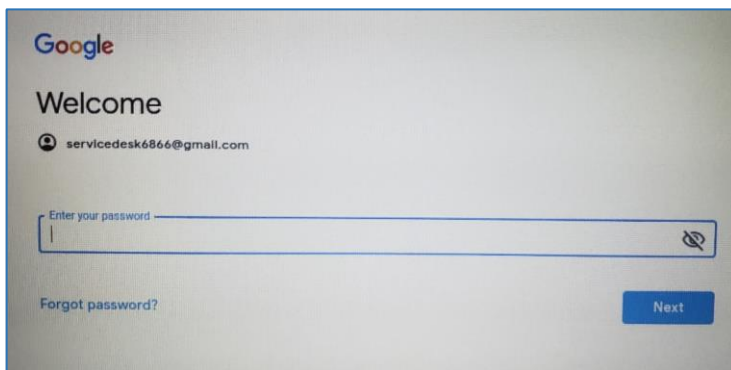
8. A message will appear confirming that you are signed in. Select **Accept and continue**.
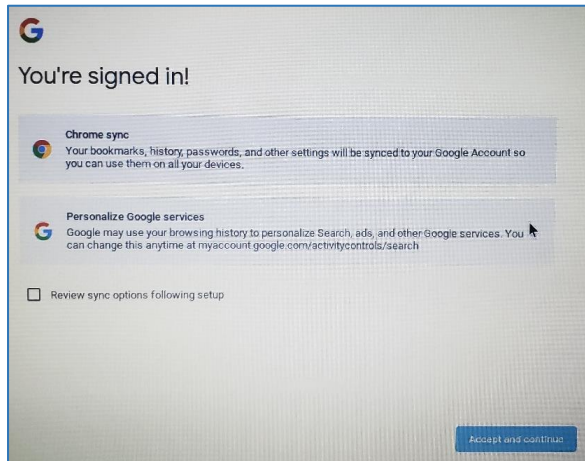
9. If you have your Gmail account connected to an Android Device, you can install your Android applications to your Chromebook. This is an optional feature and does not need to be used. If you would like to opt out, select **Skip**.

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

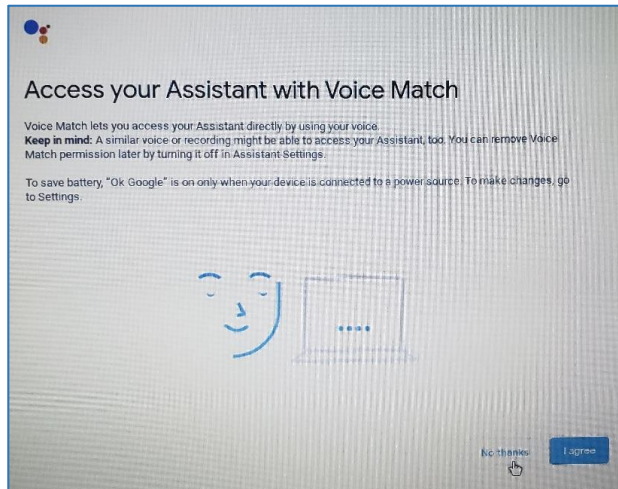   **Note:** Using Google Assistant with Voice Match is optional.

   - 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.
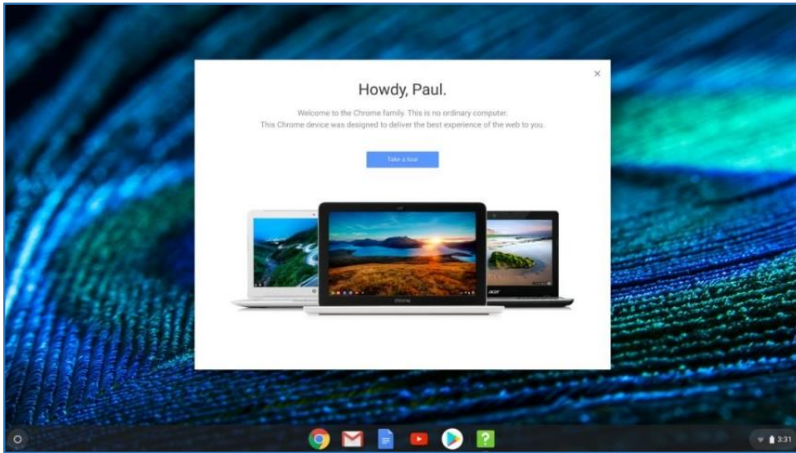
5

11. Select **Done**, and your Chromebook is set up and ready to use.
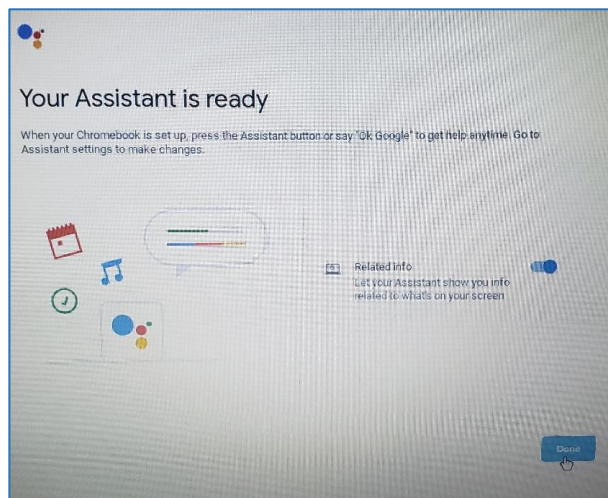
12. Once set up is complete you will be taken to the Desktop screen. There will be an optional tour to familiarize yourself with your Chromebook.

Returning your Chromebook to the Library

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.
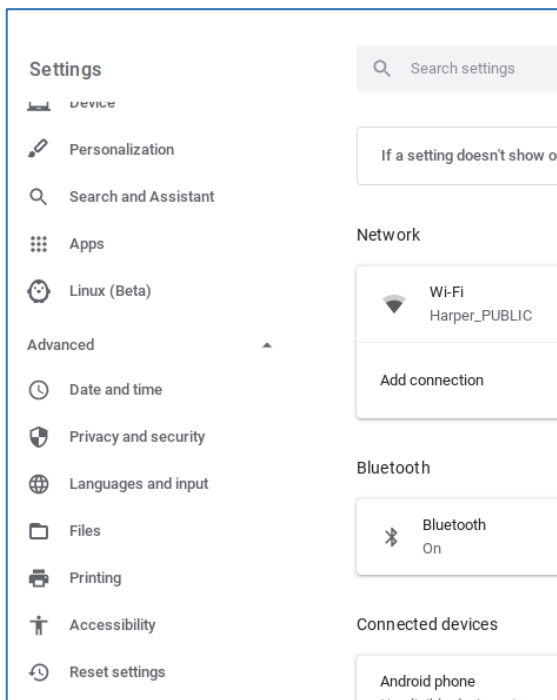
1. Sign into your Chromebook with the owner account.

    Note: The Owner account is the Gmail account that was used during set up.
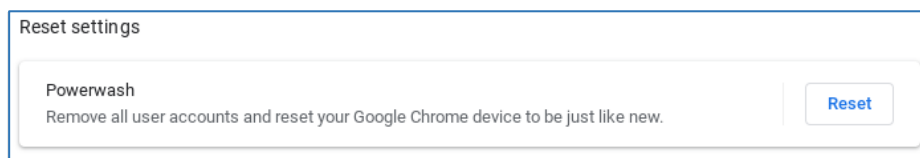
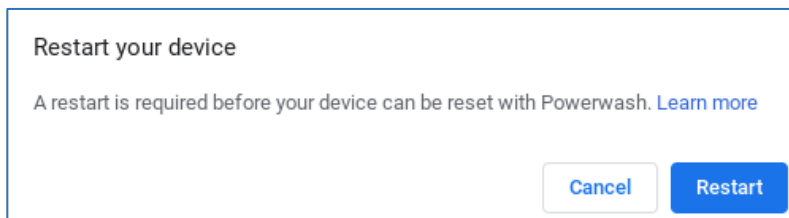2. Click the **Taskbar** on the bottom right and select **Settings** .
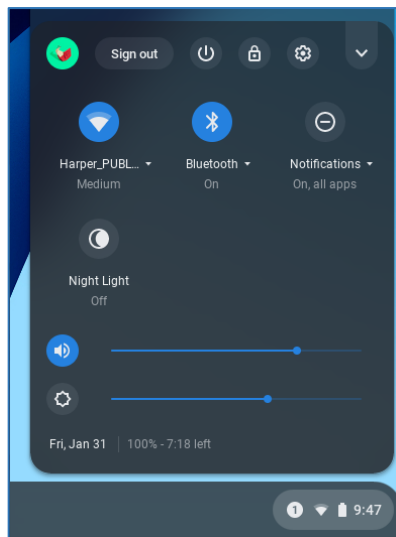
3. Click **Advanced** on the bottom left and select **Reset Settings**.
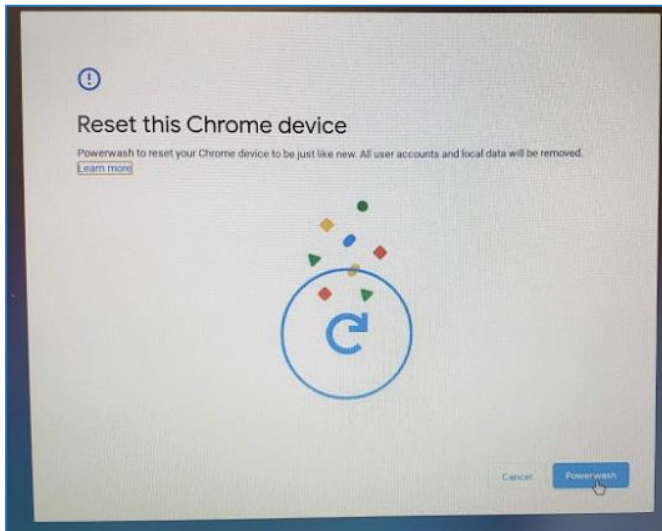

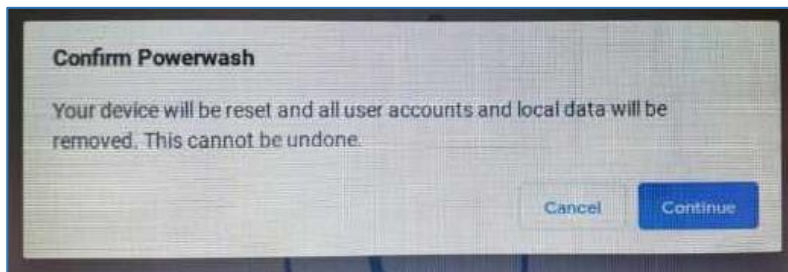4. Under Reset Settings, select **Reset**.

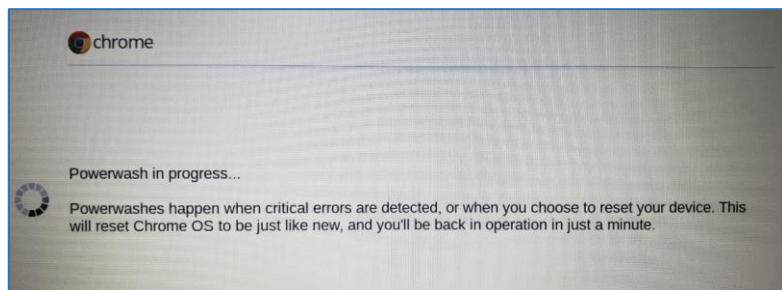5. A box will appear asking to perform a restart. Select **Restart**.

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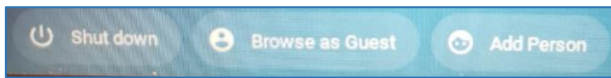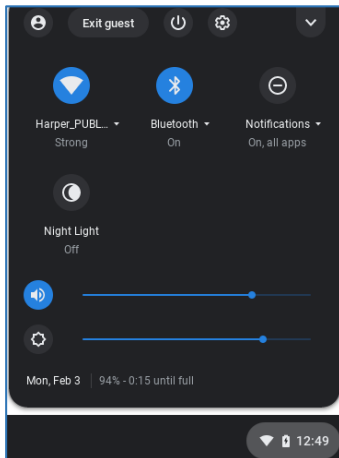
   Note: To lock your computer, select the search key + l. and select sign out.

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

Click: Just press down on the lower half of the touchpad. Since tap-to-click is enabled by default, you can quickly tap the touchpad to click.

Right-click: Click the touchpad with two fingers.

Scroll: Place two fingers on the touchpad and move them up and down to scroll vertically, left and right to scroll horizontally.

Drag and drop: Click the item you want to move with one finger. With a second finger, move the item. Release both fingers to drop the item at its new location.
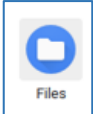
Chromebook Desktop

**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.
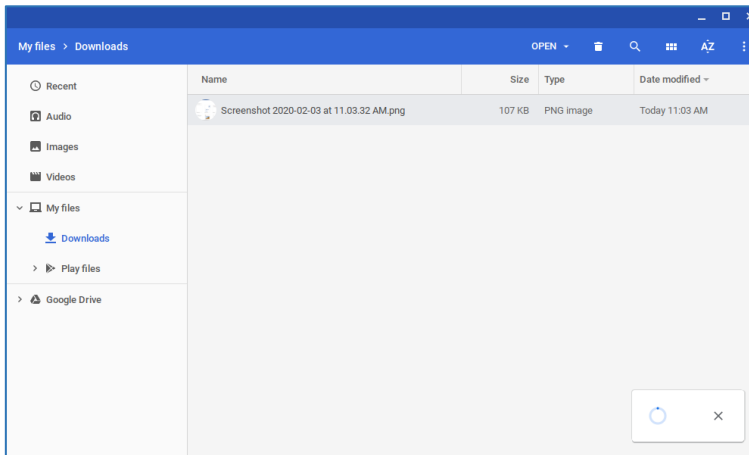
Accessing Office 365 on Chromebook

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 (username@mail.harpercollege.edu**) and your 6-Digit Birthday (MM/DD/YY) for the password.**
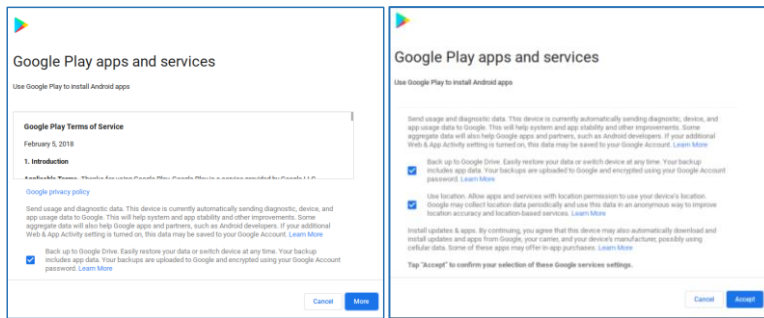
Adding Office Applications to your Chromebook

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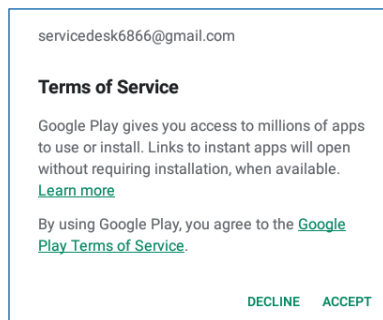
2. Open the Google Play Store.
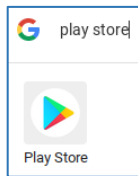
3. If it is your first time accessing the Google Play store You must accept the terms of use. Select **More** and then select **Accept**.

4. Select **Accept**.

servicedesk6866@gmail.com

Terms of Service

Google Play gives you access to millions of apps to use or install. Links to instant apps will open without requiring installation, when available.
Learn more

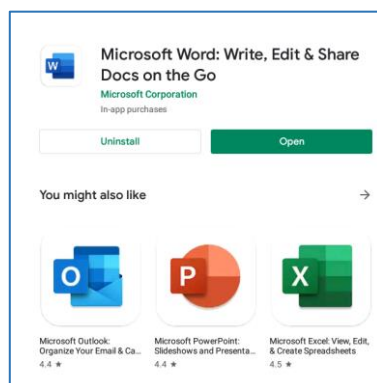By using Google Play, you agree to the Google Play Terms of Service.

DECLINE   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.
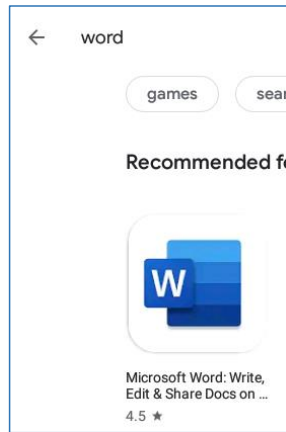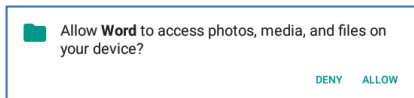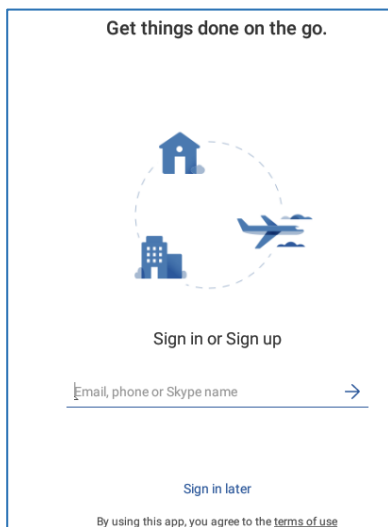
6. Select **Install**.

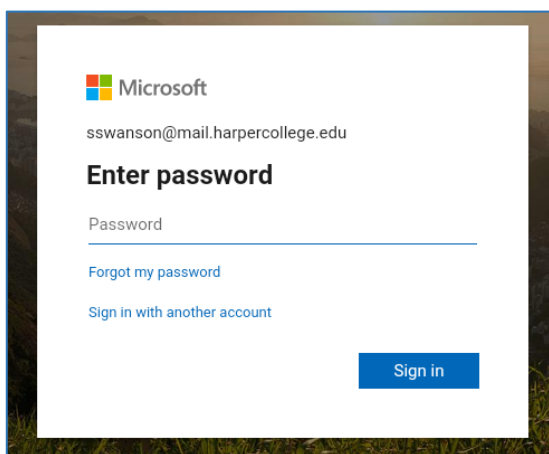7. After Install is complete select Open or find the word in your apps.

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 (username@mail.harpercollege.edu).

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.