

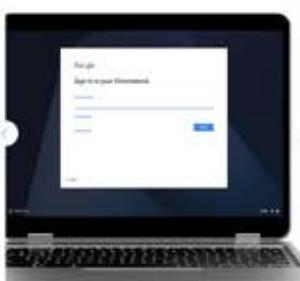
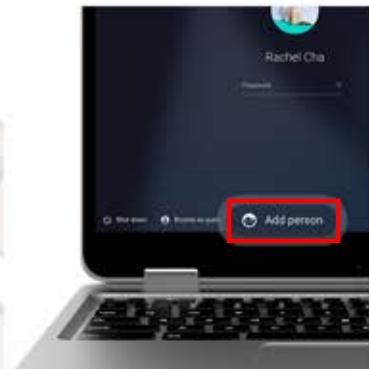


# BRAWLEY ELEMENTARY SCHOOL DISTRICT

*Lighting The Way To The Future*

## *Adding Users to Chromebooks*

**STEP 1:** Click on the **ADD PERSON** button at the lower left of the screen.



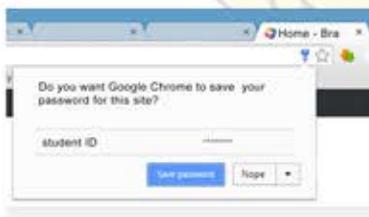
**STEP 2:** On the sign in screen you will enter the students google account information

**Username:** studentID@besd.org (example 1234@besd.org, 1234567@besd.org)

**TK/3rd Password:** abcd1234

**4th - 8th Password:** studentID (example 12341234, 1234567)  
StudentID will be repeated for a password if fewer than 7 digits, as shown in example. During first login students will be asked to create a unique password.

**STEP 3:** The user will get to choose what photo will represent his account on the chromebook shown below. The user has been successfully added to the chromebook.



\*Once logged into the chromebook users are able to save passwords to the sites that they visit (as shown in the image to the right).