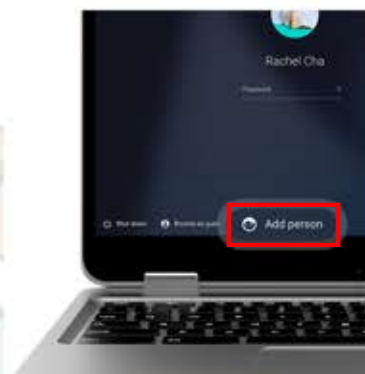




Adding Users to Chromebooks

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



STEP2: On the sign in screen you will enter the students google account information

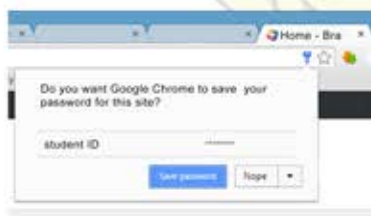
Username: studentID@besd.org (example 1234@besd.org, 1234567@besd.org)

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).