# Directions for helping students log in to Chromebooks

In the past, all Helena School District Chromebooks were shared by many students. As we are moving toward all students using their own device, students will log in as themselves when they use a Chromebook. There are several benefits to this:

- the Chromebook will keep their place, even when they close it
- students can add Bookmarks of their own that will be saved
- students will be able to use the Teams app and other district-installed apps

Logging in to a Chromebook the first time takes several steps. Students will need to know their district email, for example dschrute@helenastudent.org, and their student ID number, which is their password.
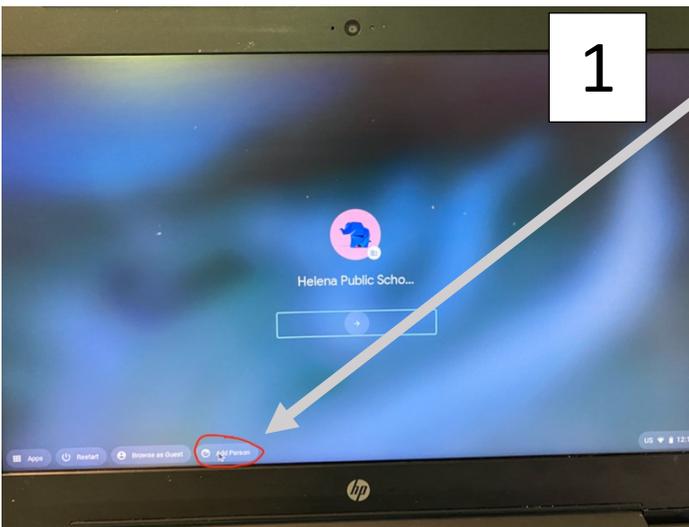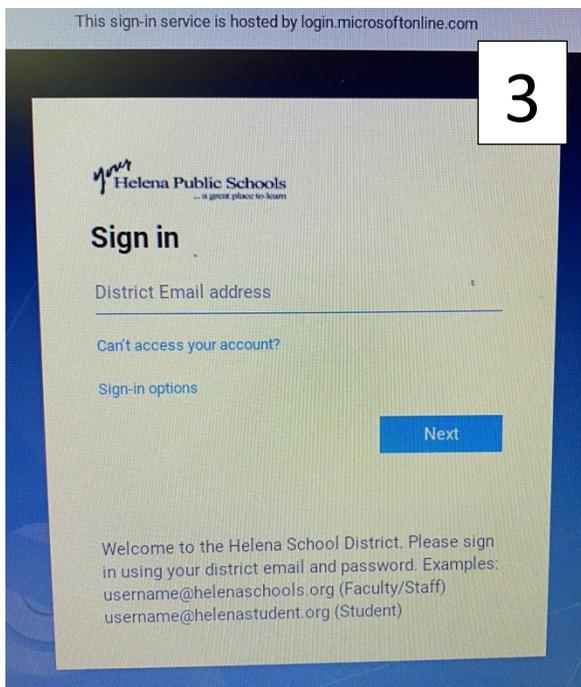

Step 1: As soon as the Chromebook is opened, click on "Add Person" at the bottom of the screen..
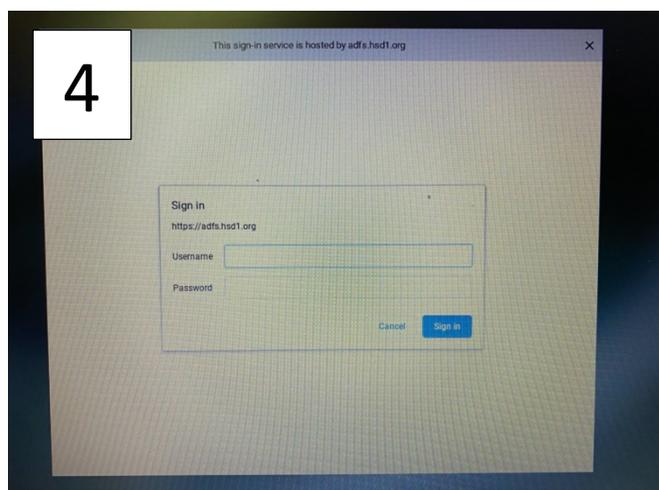
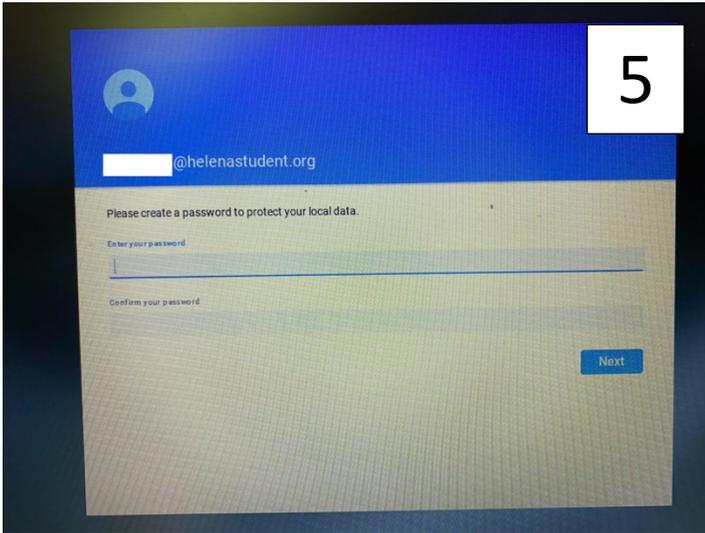**Step 2:** Type student's email address and then click "Next"
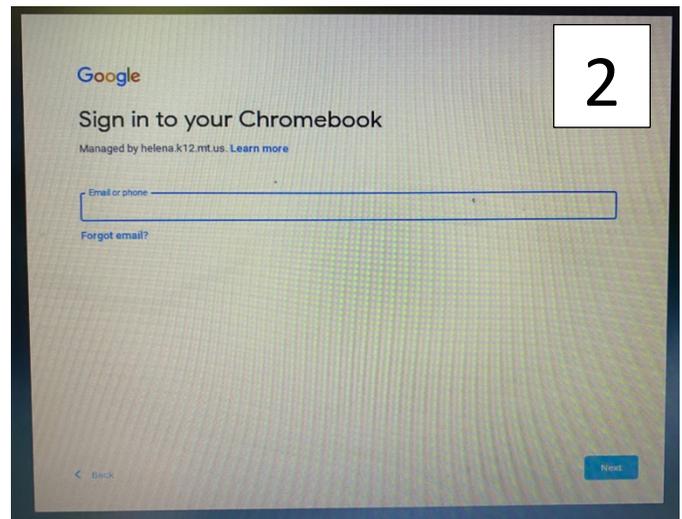
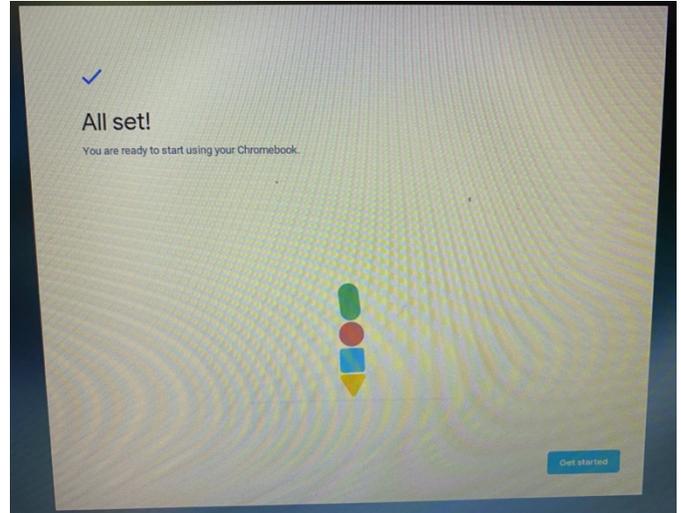**Step 3:** Enter student's email address again (yes, again)

Step 4: Enter the student's username (the first part of their email, *dschrute*, for example), then their password, then click "Sign In."
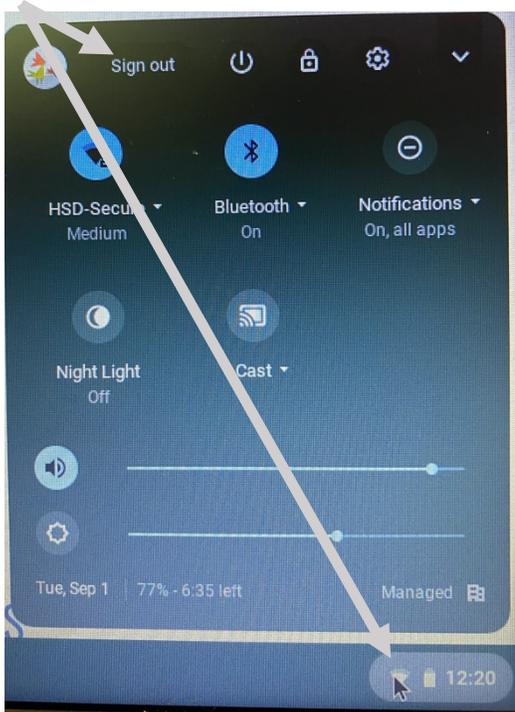
Step 5: Enter the student's password twice (once on each line) to set it for the login to the Chromebook, then click "Next."

A confirmation screen appears…click "Get Started."

Note: If a student will not use their Chromebook for a while, or if additional security is needed, students can click the battery icon and then choose "Sign Out."

To log in again, students click their circle icon to choose their account, type their password, and they are good to go! If the Chromebook is going to be assigned to another student, they can click the down arrow and "remove" their account.