

ClassLink login and setup

ClassLink will make it easier to access many district services and resources! As we continue adding items to it, we hope you will find it useful as a daily hub for all the district services you use!

To fully utilize ClassLink, you will need to complete the following key tasks:

1) CLASSLINK SIGN-IN:

> If you're logging into a district Chromebook, you are signed in to ClassLink automatically!

> **IMPORTANT: do not use the "Sign in with Google" button at the Chromebook login**

From other computers or devices, go to: my.classlink.com/somerset

(redirects to <https://launchpad.classlink.com/somerset> in case you have strict filtering)

2) PASSWORD RECOVERY SETUP in ClassLink:

> In the upper-right corner, click your profile icon and choose Settings

> Click the "Recovery" tab across the top

> If you see "Questions: Disabled" then you don't have security questions set up

> click Questions to set them up!

> for each question, click the dropdown and select a premade question, or Custom to type your own!

> type the corresponding answer to each question

> click Save when done!

> **Don't close the My Profile Settings screen yet! More below...**

3) RESET YOUR PASSWORD TO SECURE YOUR ACCOUNT:

> On the My Profile Settings screen, stay on the "Recovery" tab

> Click the blue "Reset Password" button

> Type your old password, then type a new password twice and click Save

> **IMPORTANT: If you are signed into a district Chromebook, you should click Sign Out, then log back in and start fresh with your new password!**

ERROR MESSAGE? SEE BELOW FOR INFO ABOUT WHAT YOU MIGHT SEE... AND HOW TO FIX IT!

Sign-In Error:

"Chrome OS could not sync your data because your account sign-in details are out of date."

You might see this if you waited too long before signing out in Step #3 above. Just click Sign Out, then log back into the Chromebook - remember to use your new password!

What if a district Chromebook asks for your old password at next login? You can type your old password if you have it, but if not, just click "Forgot your old password?" - it might warn you that "all local data will be lost" but that's OK, because your data and settings are synced to Google Drive so you can safely click "Proceed Anyway" and it will log you right in!