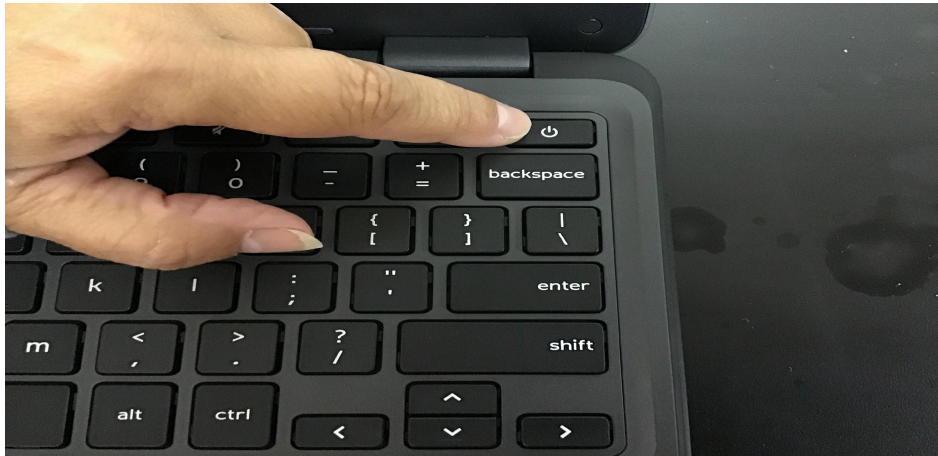


Turning Your Chromebook On

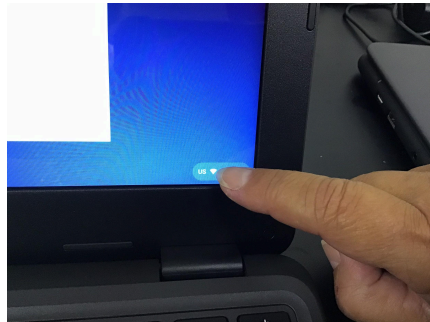
1. Open the chromebook - it should turn on automatically.

2. If it does not turn on automatically, press the on button.



Turning On Wifi

1. Connect to wifi - go to the bottom right hand corner of the screen and tap box.



2. Click on the wifi button.



3. Select your wifi.

4. Type in your password. (usually found on the bottom of your hotspot, modem or router)

Scan the QR Code to watch a video about your chromebook or go to

<https://tinyurl.com/yynyprhz>.



Sign In

You will need to sign in with your Harrisonburg username and password.

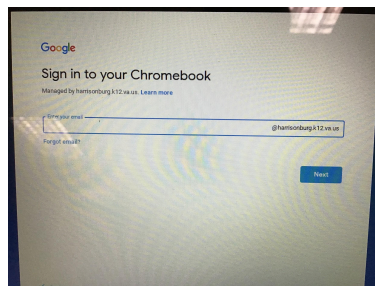
Username: first initial, middle initial (if no middle name then x), the first 4 letters of your last name (your first last name, if you have more than one last name) and the last 2 numbers of your student id. **Password:** student id number and 3 zeros.

Example: Bugs R. Bunny-Hare whose id is 123456

Username: brbunn56 or bxbunn56

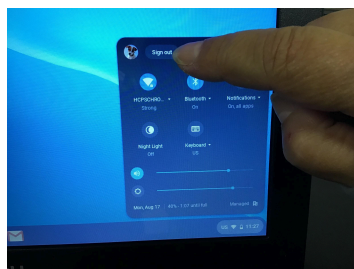
Password: 123456000

If you do not know your user name and password, please ask your teacher, Ed Saylor - esaylor@harrisonburg.k12.va.us or Cherie Roadcap - croadcap@harrisonburg.k12.va.us

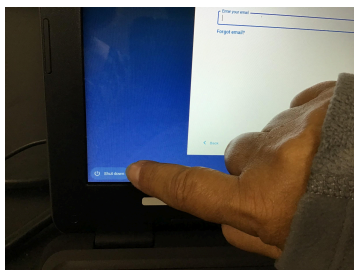


Sign Out & Shut Down

1. At the end of the day or when you are done with schoolwork, you need to sign out of your chromebook and shut down.
2. Sign out by going to the bottom right hand corner (same spot as wifi) and click on Sign Out.



3. Once signed out, then shut down, bottom left hand corner. Wait for the screen to go black before closing the lid.



Charging Your Chromebook

1. After you have signed out and shut down your chromebook, you need to charge it. It is best to charge it every night and then it will be ready to go all day long without the cord.
2. Unplug the power cord from the chromebook when you are using it so you do not damage the cord.
3. Make sure you put the charger in the right spot of your chromebook. We have 2 types - rectangular and circle. Check which one you have by looking at the pictures below.



Circle power cord



Rectangular power cord

Reminders

1. No food or drink near your chromebook.
2. Transport your chromebook with care - lids closed, power cord unplugged, don't lift by screen.
3. Vents CANNOT be covered.
4. Do not remove any of the labels from the chromebook. It could void your warranty.
5. Do not lean or put pressure on top of the chromebook when it is closed.
6. Do not place anything on top of the chromebook that could put pressure on the screen.
7. Do not poke the screen with anything that will mark or scratch the screen surface.
8. Do not store the chromebook with the lid open.
9. Sign out of your chromebook and shut down when you are not using it.

Chromebook Problem?

Making sure you *regularly sign out and shut down* your Chromebook will help it run more smoothly. Please do NOT use your Chromebook as a phone/other charger.

If there is **NO KNOWN, VISIBLE DAMAGE**, there are a couple of easy fixes you can try.

Please find your issue and try the possible, easy fix.

1. My **Chromebook keyboard is not displaying the correct keys** I type.

Try one of these tips:

- When you are logged in, go to the box at the bottom where wifi and sign out is located. Is your keyboard set for an International layout? It will say “International- Intl” instead of “Eng”. Change the keyboard layout back to English, then try typing. You should be good now.
- If the keyboard is still not functioning correctly, then please email Ed Saylor at esaylor@harrisonburg.k12.va.us . You will be contacted within 24 hours.

2. My **Chromebook will not turn on.**

- Open the lid of your Chromebook. Wait for **several seconds** to see if it can fully start. Note that some models take a little longer to boot up. **Tap the power button *one time*** if it still doesn't start up.
- Connect your Chromebook to your undamaged, working charger. Let charge for 15 minutes or more. Close the lid and reopen. The Chromebook should power on. You will see the battery icon that shows how much battery is left. You should see the charging symbol. If there is no battery icon with a charge percentage listed, then it could be that your battery needs to be replaced. Please email Ed Saylor at esaylor@harrisonburg.k12.va.us . You will be contacted within 24 hours.