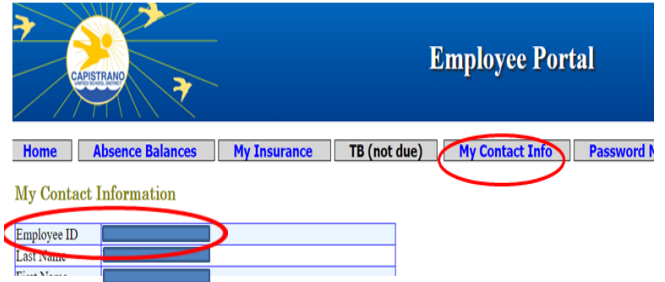




Setting up Chrome and your District Google Account

Logging into Google for the first time

***Before you begin you should **have your Employee ID # handy**. Your employee ID can be found by logging into [myCUSD](http://mycUSD.capousd.org) at <http://mycUSD.capousd.org>. Click “Employee Portal” under “Employee Data and then “My Contact Info”.



- 1) To start using your Google account, open the Google Chrome Browser.
- 1) In the upper right of your chrome browser click on the circle either with the first letter of your first name in it or an image you have uploaded.
- 2) One of 2 things will happen.
 - a. It will say Login - Login using your district credentials
 - b. It will have another active account being used - Click on **your Capo Google Account or Manage People**
 - i. In the window that opens either click **Add Person** or click on the card associated with your district account.

3) On the Chrome Login Screen. Enter your username and password.

Username is the same as your full district email address
For example John Kelly Smith is jksmith@capousd.org


Temporary password is either

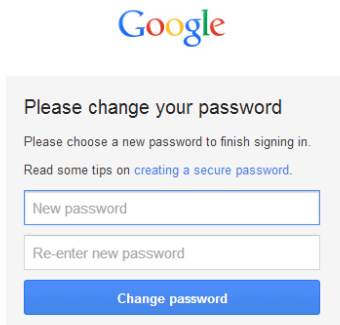
- **0 (zero) followed by your Employee ID Number**
 - For example an employee with employee ID # 12345 password would be 012345.
- **Id0 (I d zero) followed by your Employee ID Number**
 - For example an employee with employee ID # 12345 password would be Id012345.

Already Logged in and Forgot your Password? - submit a [radar ticket](#) with the words “Google Reset Password” in the text.

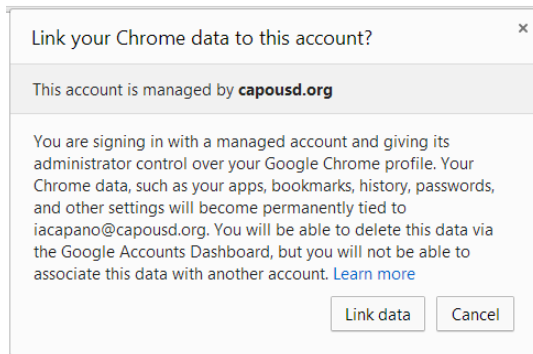


Setting up Chrome and your District Google Account

- 4) On the Welcome screen click  **I accept. Continue to my account.**
- 5) Next, you will be prompted to change your password. Use a password that is at least 8 characters and has a mix of letters and numbers, you may wish to use the same password as your district login password.

A screenshot of the Google password change interface. At the top is the Google logo. Below it, the text reads "Please change your password". Underneath, it says "Please choose a new password to finish signing in." and "Read some tips on [creating a secure password.](#)". There are two input fields: "New password" and "Re-enter new password". At the bottom is a blue button labeled "Change password".

- 6) Then Select **Link Data**. This will sync your **DISTRICT Chrome** accounts across computers.

A screenshot of a dialog box titled "Link your Chrome data to this account?". It contains the text "This account is managed by **capousd.org**". Below that, it explains: "You are signing in with a managed account and giving its administrator control over your Google Chrome profile. Your Chrome data, such as your apps, bookmarks, history, passwords, and other settings will become permanently tied to iacapano@capousd.org. You will be able to delete this data via the Google Accounts Dashboard, but you will not be able to associate this data with another account. [Learn more](#)". At the bottom are two buttons: "Link data" and "Cancel".

- 10) That's it you are in!

To access your Capousd Google account in the future you can use the shortcut on your desktop or simply reopen Chrome. When you do so you will be asked to supply your Google Login info and will be taken to the Capistrano Unified Google Apps Start Page.

If you wish to set up a personal account in chrome follow the steps above but use your own Gmail account information. Also, if you have a personal account also setup in Chrome you can always switch to it by clicking on the icon in the upper left and selecting your other account.

Feel free to contact [RADAR](#) if you run into problems or questions.