Information and Technology Services
Clay County District Schools
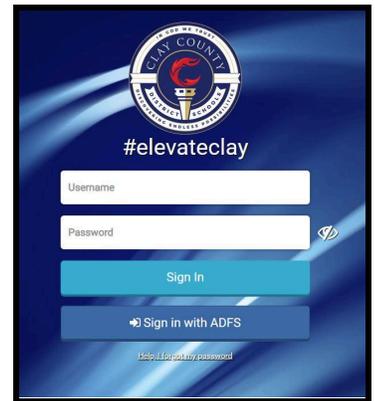
Accessing Synergy

Login to the Device

1. Make sure the device is turned on.
2. Login –
   a. For CCDS Windows PCs use your network username and password.
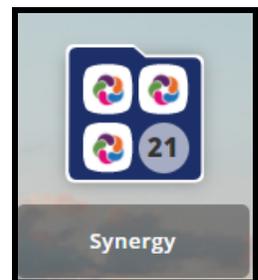   b. For CCDS Chromebooks use your Google username and password.

Launch and Sign In to Google Chrome

1. Launch the Google Chrome web browser. [Click here for download instructions if Chrome is not installed on your device.](#)

2. Make sure that you are signed in to your Clay County District Schools Google Account. [Click here for directions on how to add your account or switch to your account.](#)

Login to the OneClay Portal

3. Launch the OneClay Portal –
   a. On a CCDS Windows PC, click on the OneClay Portal desktop icon. Type in your network username and password. Click Sign In.

   b. On a CCDS Chromebook, click on the Chrome browser and go to [my.oneclay.net](#). Type in your network username and password. Click Sign In.

4. You will now see your OneClay Portal Desktop.
5. Click on the Synergy window
6. Click on the Synergy tile.
7. A new tab will open to your Synergy account.

Training Information

Users will also find documentation that matches their role in the Synergy window.