HOW TO CONFIGURE CHROMEBOOK for TY2024

Screen	ACTION
Initial	1. Remove any old, unnecessary Items from the bag. Ensure the label on the computer bag matches the labeling on the computer. Fully charge the Chromebook and power on the Chromebook (CB)
Connect to TX3D5 Network	2. Click on the Wi-Fi symbol at the bottom to set the Wi-Fi. The computer should default to TX3D5 (pw = TaxesAreFun). If at home for education and training, you may use your home network. NEVER log into production TaxSlayer from your home network.

Remove existing accounts	3. Remove <u>all</u> Usernames – including your own- by doing the following:
	   a. Click the down arrow next to the username you want to remove.
	   b. Select **Remove Account** from the drop-down menu.
	   c. Repeat for every username. If you don't see "Remove Account", shut down the CB using the "Shut down" button (bottom left) and restart

Sign into your Chromebook	4. If sign-in screen does not automatically appear, select **Add Person** from bottom left 5. Enter your full Tax-Aide Google account email address which is **nnnnnnnnnty24@aarpfoundation.org** where "nnnnnnnnn" should be replaced with your nine-digit volunteer ID number. Same as last year. 6. Click **Next**
Welcome - Initial password	7. <u>Please</u> click **Show password**. 8. Enter the <u>initial</u> password, **TaxAide2024!** If you get an error at this point, it means your account has already been set up. 9. Click **Next**, then **I Understand**
Create new password	10. <u>Please</u> click **Show password** 11. Enter **Taxes2024!** In Create password. Enter **Taxes2024!** again in Confirm.
Finish start-up	12. There will now be a series of screens. Leave all of the default settings as they are and just click through. **Accept and Continue, More**, **Accept.**
Recovery email and phone.	13. If not already open, open Chrome by clicking the multi-color wheel on the bottom. **Go to Tax-Aide-Links -> Google Links -> Update Recovery Info** 14. Scroll down the page to Ways we can verify it's you! and verify or enter your personal email address and cell phone number.
Set bookmarks	15. Launch Chrome (tri-colored circle on bottom of screen). Type in **TX3D5.com** in the search bar. When it opens, click the **star** at the end of the search bar and select "**Add bookmark**". Use default Name and Folder 16. From the TX3D5 website, hit **Volunteer Log-in** and enter the site. (pw is Astros until January 31). Also bookmark this page
Final settings and updates	17. Open configurations by clicking bottom right to get a pop-up. 18. **Mute the speaker**. 19. **Settings (top right gear icon) > Device > Displays**. Use a slide bar to set Built-in Display. We suggest 130% but you may prefer a different size. 20. Still in Settings, on bottom left, click **About Chrome OS.** 21. The center panel is where you begin the update process. It may say "Check for Update" or "Restart". After the update is complete you will usually get the Restart button. 22. This is a tedious and iterative process**. Repeat** this updating process - it may take several restarts. You are done when you click "Check for Updates" and it says, "Your Chromebook is up to date".