

In order to borrow a Chromebook from the library, you need a student ID card or a photo ID (driver's license, state ID, or passport). If you would like a student ID card, follow [these instructions](#). You must be on campus to log on to your Chromebook for the first time. Allow yourself extra time when you pick it up to log on. Once you've logged on on campus, you can log on anywhere.

The chromebook must be returned to the library when your classes are done. If it is not, you will have to pay for it.

Email the library at circdesk@elgin.edu and tell them you would like to check out a Chromebook. In the email, include the following information:

1. You are an ABEC student
2. Your name
3. Your address
4. Your phone number
5. Your student ID number (This can be found on the front of your Student ID card or on your class confirmation email.)
6. Your library barcode number (If you have a student id, this can be found under the barcode on the back of your student ID card and usually begins with the numbers 252.)
7. The expiration date of your barcode number (If you have a student id, this can also be found by the barcode on the back of your Student ID.)

If you do not have a student ID card, you can leave the library barcode and expiration date information out of the email.

Here is an example of the email you should send. Make sure you put your information in where the text is **red**.

Send         

Here is a video to help you get started with your Chromebook once you have checked it out.
https://www.youtube.com/watch?v=yKXXj_dguz0