**How to Use A Chromebook**

**Connecting Chromebook to home wireless**

1. Power on Chromebook
2. Select the wireless icon in the bottom right tool bar
3. Select “Not Connected” under wireless icon at top left of popup
4. Locate and select the wireless network being connected to
5. When prompted enter network password
6. Select “Connect”. If connection fails, select “back” and verify network password

**Logging on to the Chromebook**

1. Ensure Chromebook is powered on and connected to wireless network
2. At the log in screen use NPS student account information (1234@npsk12.net) and select “Next”
3. Enter password and select “Sign in”

**Accessing email on Chromebook**

1. Ensure Chromebook is powered on and connected to wireless network
2. At the log in screen use NPS student account information (1234@npsk12.net) and select “Next”
3. Enter password and select “Sign in”
4. Launch Chrome if not already launched
5. Select “NPS Bookmarks”
6. Select “NPS Student Email”
7. At the log in screen use NPS student account information (1234@npsk12.net) and select “Next”
8. Enter password and select “Sign in”
9. Once logged in, access email by selecting “Outlook” in top menu

**Accessing Google Classroom on Chromebook**

1. Ensure Chromebook is powered on and connected to wireless network
2. At the log in screen use NPS student account information (1234@npsk12.net) and select “Next”
3. Enter password and select “Sign in”
4. Select eh “Launchbar” icon at bottom left of Chromebook toolbar
5. Locate the “Google Classroom” icon
6. Select the “Google Classroom” icon to launch

**Accessing Zoom on Chromebook**

1. Ensure Chromebook is powered on and connected to wireless network
2. At the log in screen use NPS student account information (1234@npsk12.net) and select “Next”
3. Enter password and select “Sign in”
4. Select the “Launchbar” icon at bottom left of Chromebook toolbar
5. Locate the “Zoom” icon
6. Select the “Zoom” icon to launch
7. Type in meeting id for meeting
8. Type in Student name for “Screen Name”
9. Select “Join”

**Accessing Zoom through email on Chromebook**

1. Ensure Chromebook is powered on and connected to wireless network
2. At the log in screen use NPS student account information (1234@npsk12.net) and select “Next”
3. Enter password and select “Sign in”
4. Launch Chrome if not already launched
5. Select “NPS Bookmarks”
6. Select “NPS Student Email”
7. At the log in screen use NPS student account information (1234@npsk12.net) and select “Next”
8. Enter password and select “Sign in”
9. Once logged in, access email by selecting “Outlook” in top menu
10. Locate and select the zoom meeting link from teacher
11. Type in Student name for “Screen Name”
12. Select “Join”

**How to report issues for all devices**

Call the NPS Helpdesk at 757-628-3900

They will be able to assist with simple issues over the phone for wireless connections and password help.

If a device is damaged you will need to schedule a time with the NPS Helpdesk to bring the device to the Central Admin Building. They will need a contact number to reach you back when the repairs are done or if a replacement device has to be issued.