# CUNY Chromebook Set-Up

Getting Started

1. Press the power button on the left side of the Chromebook to turn it on.
2. The first screen allows you to select your keyboard language, and access Accessibility features.
3. Click "Let's Go" button on the screen to start the configuration process.
4. Connect to your Wi-Fi network to continue.
5. Read and Accept the Google Chrome OS Terms.

Signing In

- As a guest – Click "Browse as Guest" in the bottom left corner of the screen. **Note:** the only application available under the guest account is the Chrome web browser.
- With an existing personal Google account – type in your credentials and click Next.
- With a new Google account – click the More Options dropdown and select Create Account.
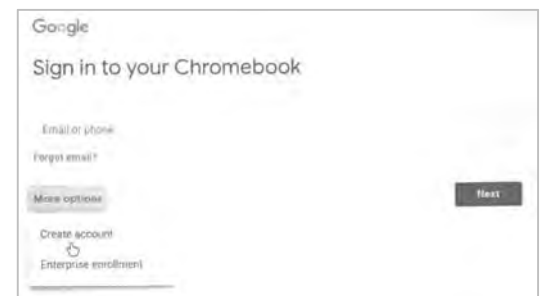
Applications

Once signed in, you can access your applications, including the Play Store to install additional applications.

1. Click the circle icon in the bottom left corner.
2. Click the arrow icon that appears in the bottom center.

Systems Tray Options (power options, lock, sign out)

1. Open your Systems Tray by clicking on the clock in the bottom right corner.
2. Click the appropriate icon
   - Power – Shut down or restart (will require your Google credentials on restart).
   - Lock – Lock the device to require a password.
   - Sign out – Require full Google credentials on login.

Resources

Instructions for setting up Blackboard, Getting BB after Hours support, Office 365, Dropbox and other resources are available on the CUNY Loaner Support Website– https://www.cuny.edu/loaners

Google Chromebook Help Center - https://support.google.com/chromebook/

Loaner Agreement Rules and Guidance

Device Security

- All use must comply with CUNY policies, including the Acceptable Use of Computer Resources policy.
- Do not leave your device in a vehicle.
- Do not loan your device to anyone.
- Each device has an identifying barcode label placed there by CUNY. Under no circumstances should you modify, remove or destroy these labels.
- You must immediately report lost or stolen equipment to the college IT department, and to college Public Safety, if instructed to do so.

Information Security

- Do not leave your device unsecured.
- Do not store personal information (about yourself or others) on the device. Use CUNY-provided cloud storage or USB storage for all of your files.
- Do not share your password with anyone. You are responsible for your individual accounts.
- All copyright issues regarding software, information, and attributions of authorship must be respected.

Device Care

<u>Important note – this device is CUNY property</u>.

- Do not write, draw, paint, place stickers/labels or otherwise deface your device or its case.
- Do not eat or drink while using the device, as liquids and debris may damage the device.
- Do not keep food, drinks, or food wrappers in the same bag as the device.
- Do not use force when inserting or removing cords, cables, and other removable storage.
- Do not expose the device to extreme temperatures (hot or cold), or direct sunlight for extended periods of time, as it will damage the device. If the device has been in a cold environment for a long period of time, let it warm up in room temperature before using it.
- Never put weight on top of the device.