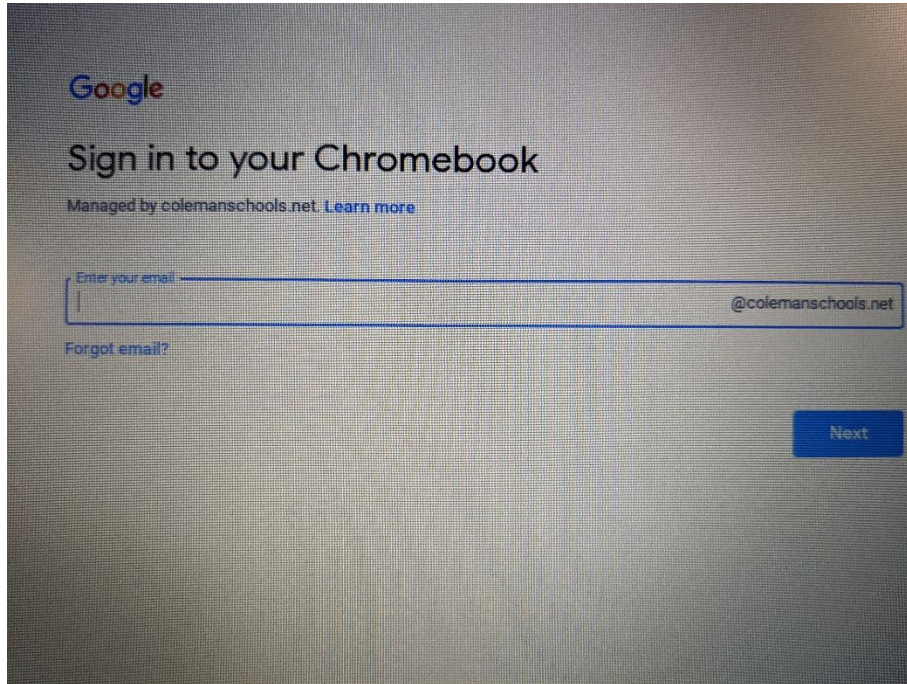
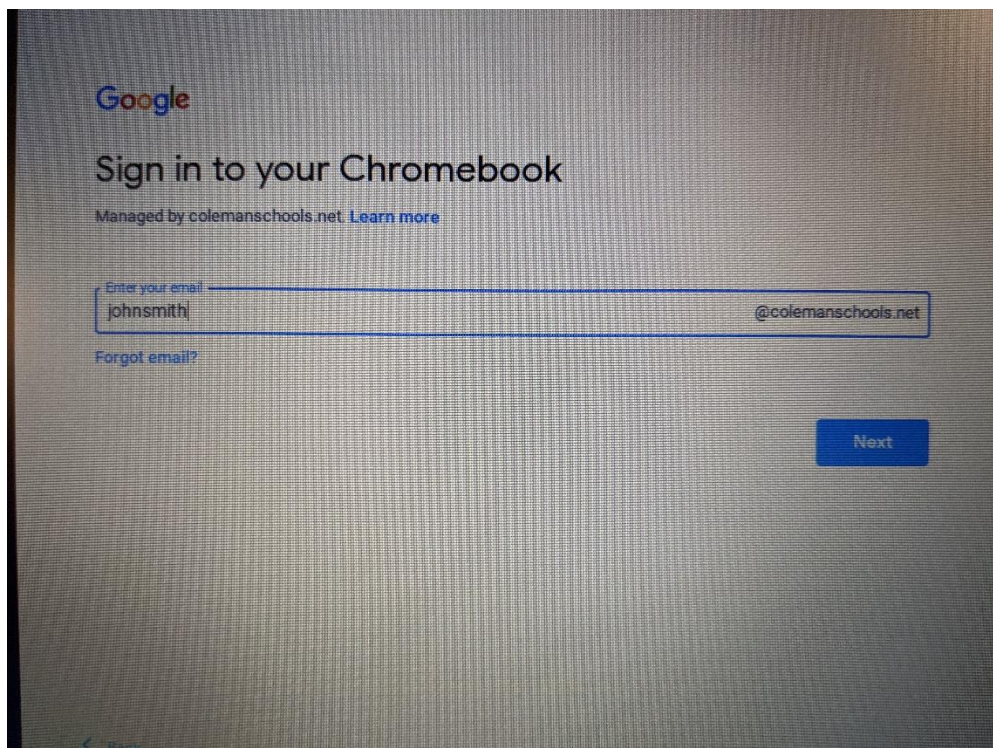


# How to Sign into Your Chromebook

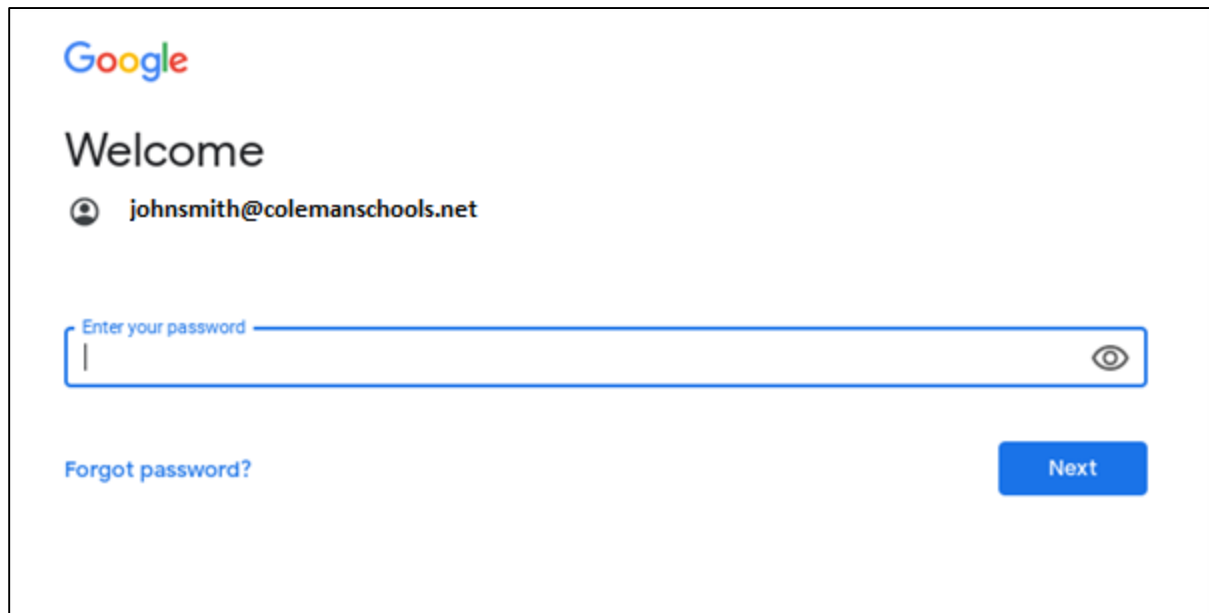
1. Open the lid of the Chromebook. It should automatically power on. If it is not powering on, close the lid, plug in the charger, and open the lid once again. If your Chromebook will not power on after trying these steps, please contact the Coleman Community Schools IT Department at [help@colemanschools.net](mailto:help@colemanschools.net).
2. After booting, the Chromebook should display the sign in screen.



3. Enter the student's first and last name – the domain @colemanschools.net is already filled out (example: [johnsmith@colemanschools.net](mailto:johnsmith@colemanschools.net)). Then, click the "Next" button.



4. The Chromebook will ask you to enter your password. Enter the password that was given to you by your student's teacher. In grades K-4, this will typically be the student's lunch number followed by "ccs" (example: 12345ccs).



The image shows a Google Chromebook login screen. At the top is the Google logo. Below it is the word "Welcome" in a large, dark font. Underneath "Welcome" is a small person icon followed by the email address "johnsmith@colemanschools.net". Below this is a password entry field with the placeholder text "Enter your password" and a small eye icon on the right side. At the bottom left of the screen is a link that says "Forgot password?". At the bottom right is a blue button with the word "Next" in white text.

5. Once you have entered your password, select the "Next" button. If you successfully logged in, you should see a screen similar to the one below (it may have a different background). If you are unable to sign in, or if you have forgotten your password, please contact the Coleman Community Schools IT Department at [help@colemanschools.net](mailto:help@colemanschools.net).

