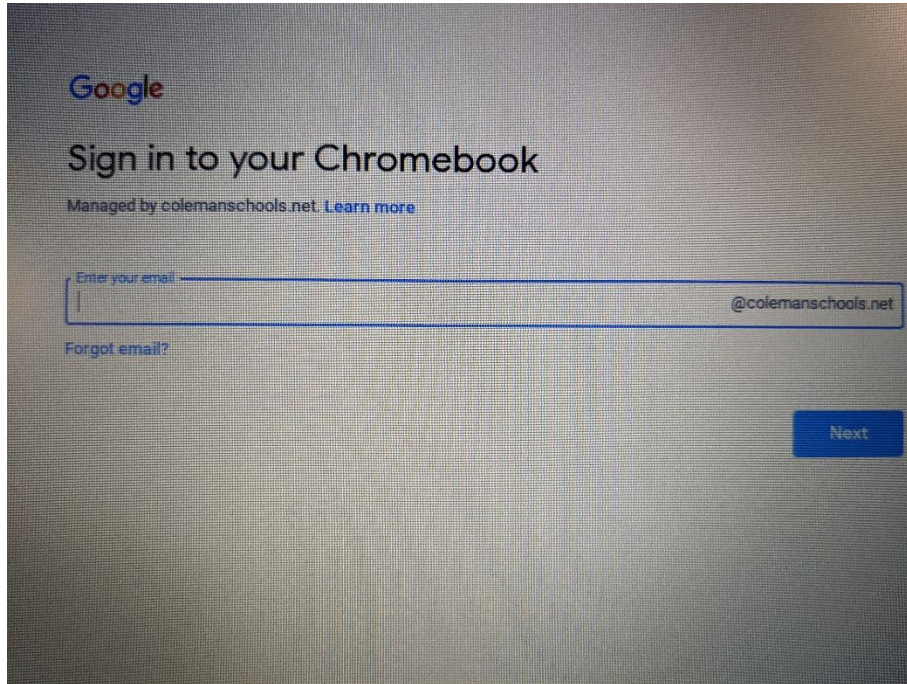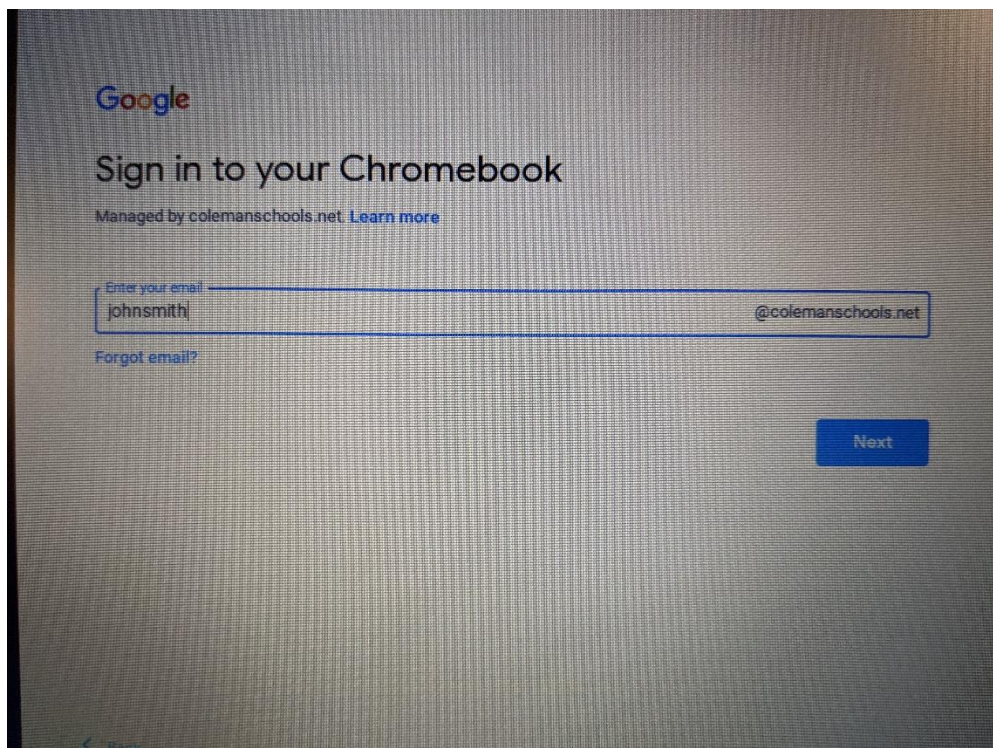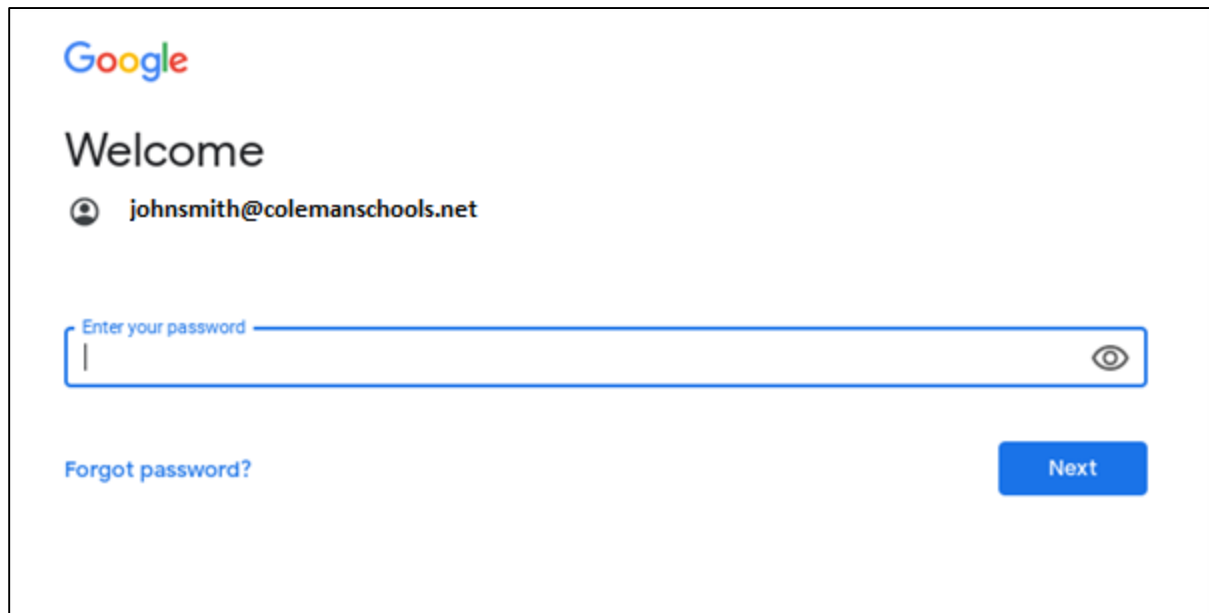# How to Sign into Your Chromebook

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 .

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). 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).

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 .