Chromebook Quick Start Guide

Getting Started

1) Start up your Chromebook – To turn it on, simply open the lid and press the power button.

2) Sign in with your HCC Email Address. Your initial password is your library barcode number.
   Username: W123456789@student.hccs.edu
   Library Barcode: 275223#########

3) Select a Wi-Fi network. If you are on campus, it will automatically connect to the HCC Wi-Fi. If you are off campus, you must choose a different Wi-Fi by selecting a network from the drop down menu on wireless popup icon or select a Wi-Fi on the lower right side of the screen.
4) If you get the Google account security window, simply close the lid and re-open it. The **Sign in to your Chromebook** screen will come up. Sign in using your email and the password you created.

![Image of Chromebook login screen]

5) Start browsing - Once you sign in, you’re instantly on the Web (HCC Libraries Homepage). To get started, type a website or a search query.

6) Get to know your Chromebook - For more information on how to master the Chromebook essentials, visit the online Getting Started guide. Just type in the following URL and click a topic to see more information: google.com/chromebook/knowyourchromebook

7) Shut down – Just close the lid. Shutting the lid puts a Chromebook into sleep mode -- it will start up when you raise the lid. Chromebooks automatically enter sleep mode when the lid is shut or the device is left doing nothing for around 6 minutes. After your Chromebook is shut down, you can power it on again by closing the lid and then opening it again, or by pressing the POWER button in the upper right-hand corner of the keyboard.

8) To sign out of the Chromebook and remove your personal information, click the tiny avatar in the far lower right corner of the screen and slide up to click Sign out. Your avatar will appear in the center of the page. Move your cursor over the upper right hand corner of the avatar until the down arrow icon appears. Click the arrow and select **Remove this person**. It is important to do this before you return the Chromebook to the Library!