

Setting up a WCDSB account on Personal Chromebooks

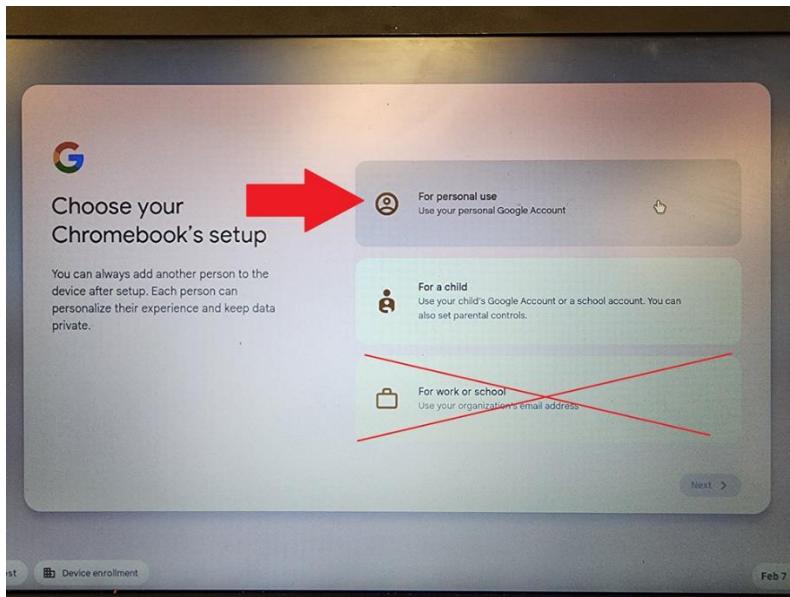
Overview

To make sure that parents and students control the setup and management of personal Chromebooks which they have purchased, it is important to make sure that they are set up properly out of the box. The most important step in this process is making sure that the account used to set up the Chromebook is a **personal Google account** (ending in @gmail.com) and **not** a WCDSB account (ending in @wcdsb.ca).

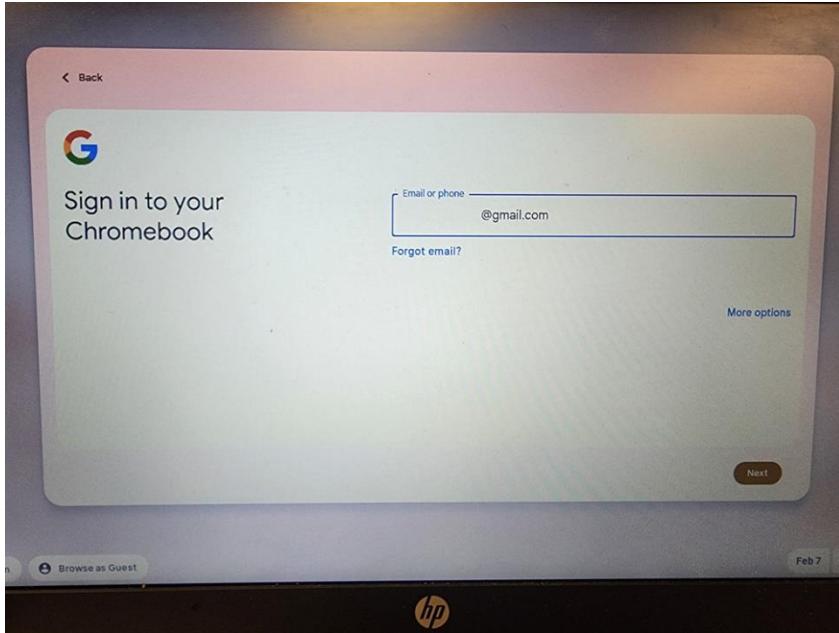
A Google account is free to set up and the student does not need to know the credentials to sign into the account, it is just needed for the initial setup. For any setup instructions not covered here, please refer to: <https://www.google.com/chromebook/howto/get-started/>

Initial Chromebook setup Chromebook

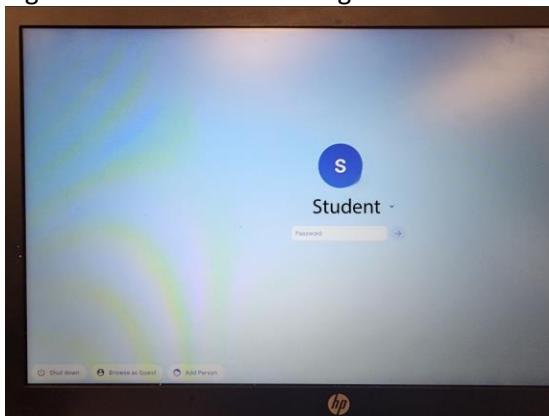
1. Turn on your Chromebook and connect to your home Wi-Fi using the on-screen instructions.
2. On the **Choose your Chromebook's setup** screen select **For Personal Use**. Note: Do **not** select **For work or school**.



3. When prompted to sign in, enter your **personal** Google account ending in @gmail.com

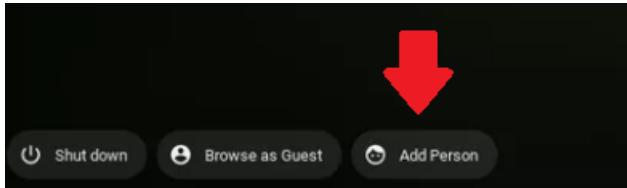


4. Once signed in you will go through the setup process for the Chromebook.
5. Sign out and return to the sign in screen

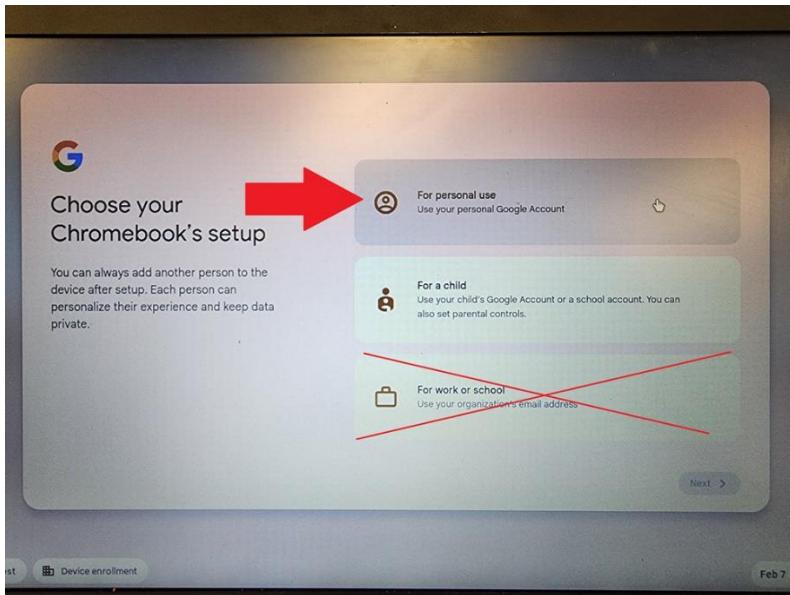


Add your WCDSB account

1. On the Sign In screen, select **Add Person**



2. On the **Choose your Chromebook's setup screen** select **For Personal Use**. Note: Do **not** select **For work or school**.



3. When prompted to sign in, enter your **WCDSB** username ending in **@wcdsb.ca**.

Once signed in you are ready to use your WCDSB account on your personal Chromebook.

How to reset a Chromebook to factory defaults

If a WCDSB account was set up as the first account on the Chromebook, it will need to be factory reset to allow the personal account to be set up.

1. Sign out of your Chromebook.
2. Press and hold **Ctrl + Alt + Shift + r**.
3. Select **Restart** (if prompted).
4. In the box that appears, select **Powerwash** and then **Continue**.
5. Follow the steps at the beginning of this document to set up your personal account.