



# Google Chrome/Account Home Computer Step-by-Step Guide

Danville Local Schools



This guide will help you get your student up and running with their online educational experience on your personal computer. There are subtle differences between operating systems and the versions you have installed.

This guide is a general walk through and may not reflect exactly what you see.

But it should be a close enough example to get you up and running.

**NOTE:** Danville Local Schools is not responsible for damage or computer errors on your personal home computer/laptop/ E device. You are responsible for your student class time and should be monitored closely by an adult.

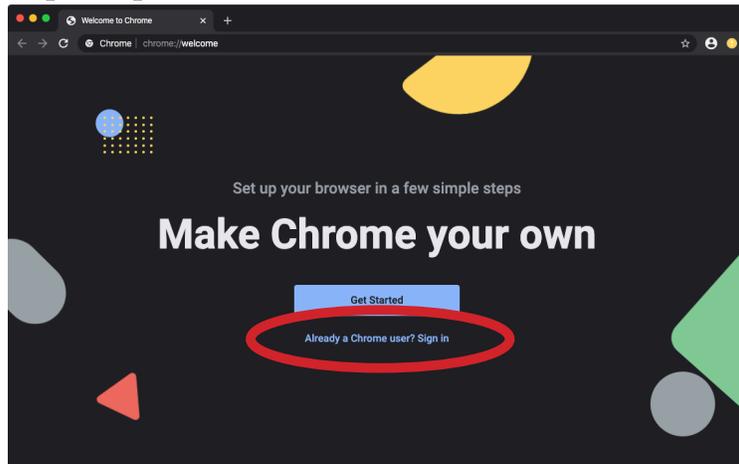
## Getting started

If you don't have the Google Chrome Browser installed go to [www.chrome.com](http://www.chrome.com) and follow your computers instructions to install.

### 1. For Those Opening Chrome For the First Time

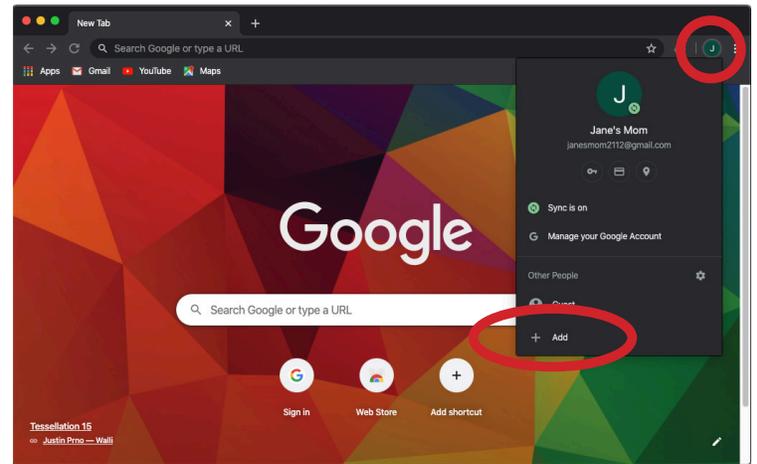
Under "Get Started", you'll see "Already a Chrome user? Sign in" click on that to begin.

Skip to step 5.



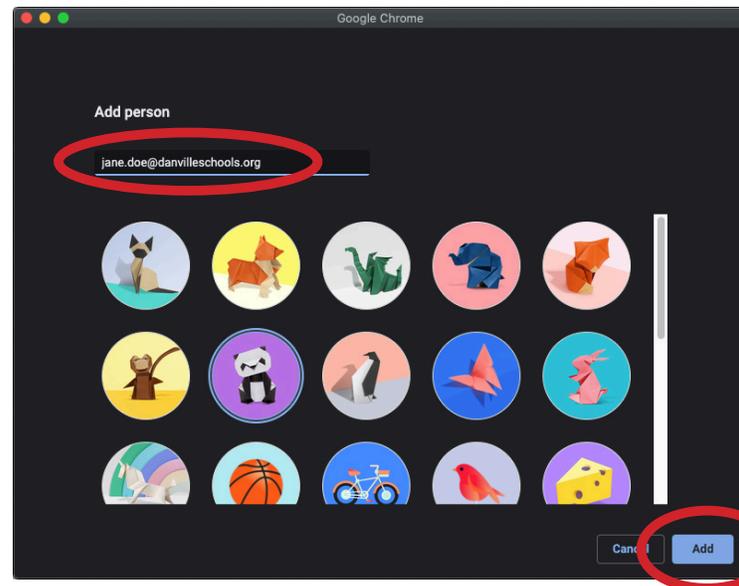
### 2. Add Your Students School Account

Click on the icon next to the search field (Search Google or type a URL). A menu appears, click on "+ Add".



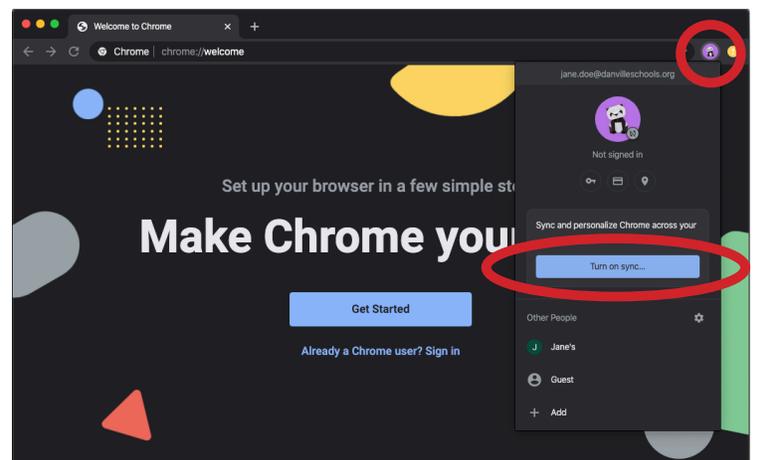
### 3. Adding Account

Under add person, type the students district E-Mail address and click the "Add" button to continue.



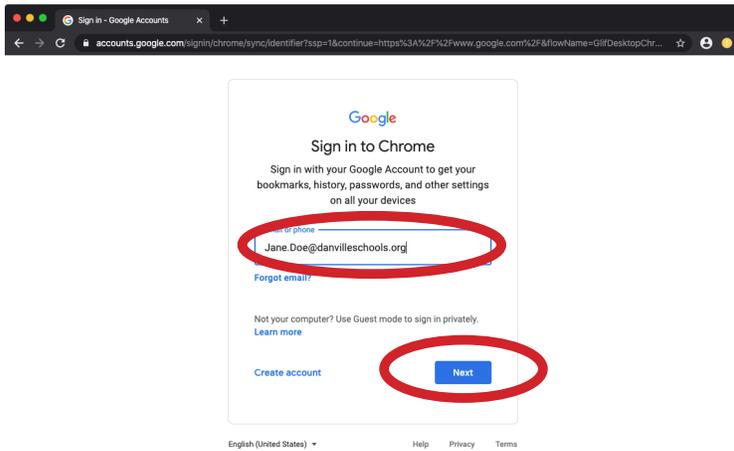
### 4. Turning on Sync

Click on the student icon. The menu appears, click on "Turn on sync..." to login for sync features.



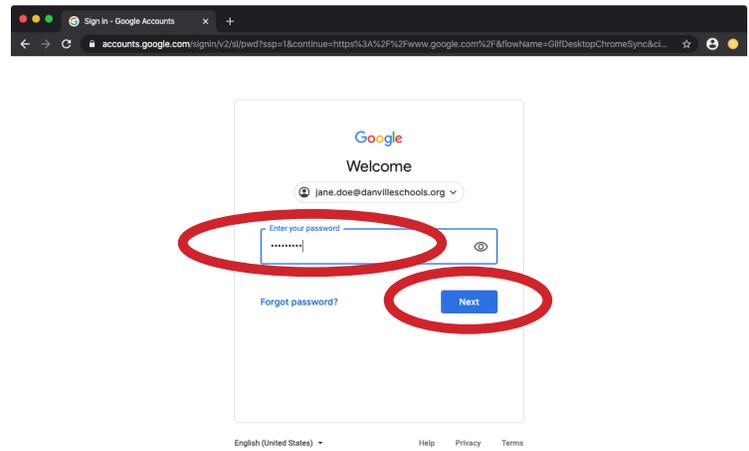
## 5. Logging into Account

Type in the students Danville E-Mail and click “Next”.



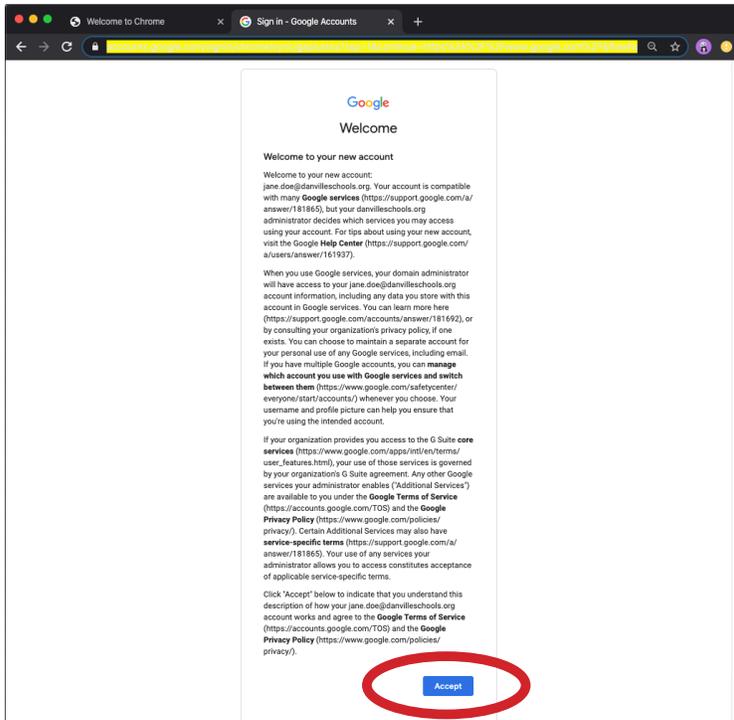
## 6. Adding Password

Enter the student password and click the “Next” button.



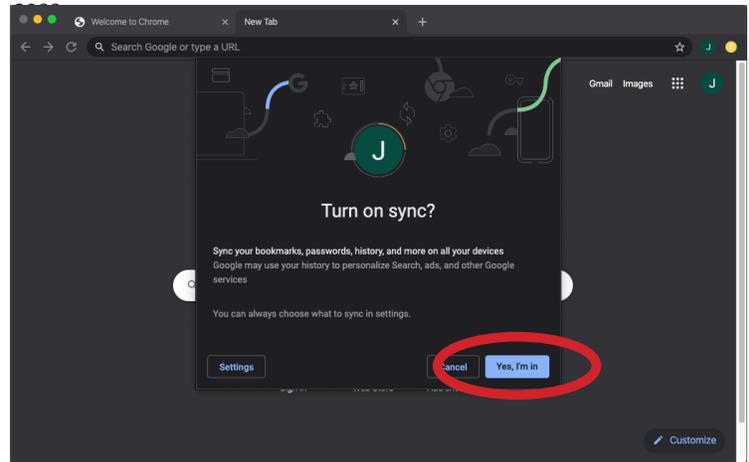
## 7. Accepting Terms

Click the “Accept” button to move forward in the process.



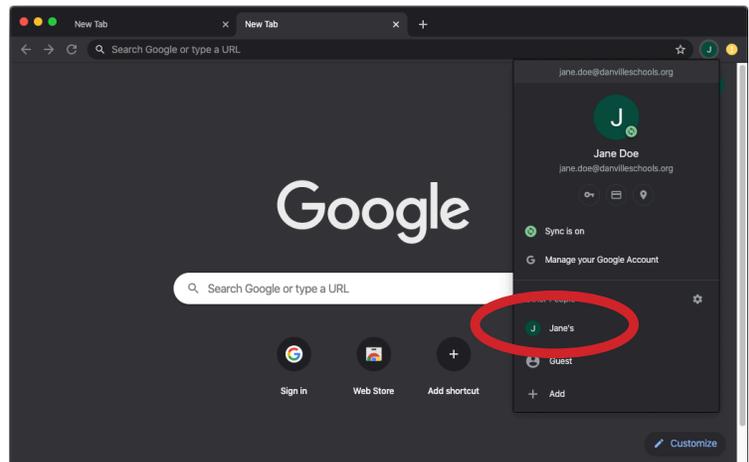
## 8. Turning on Sync

Click the “Yes, I’m in” button to move finish sync pro-



## 9. Switching Accounts

You can jump from one account to the other. The current active account is on the top. Look under “Other People” and click on the account(s) you wish to jump to.



## NOTE:

It's important to note that simply going to www.gmail.com will give you access to your students Email, however it will not give you access to bookmarks, add-ons, apps, that the student is currently using in school on a school computer.

**Help Desk Hours**  
**Monday - Friday • 9:00am - 2:00pm**  
**740-599-6116 Ext. 4305**  
**or E-Mail techhelp@danvilleschools.org**

If you call and there is no answer, please leave your name and number we will contact you as soon as possible.