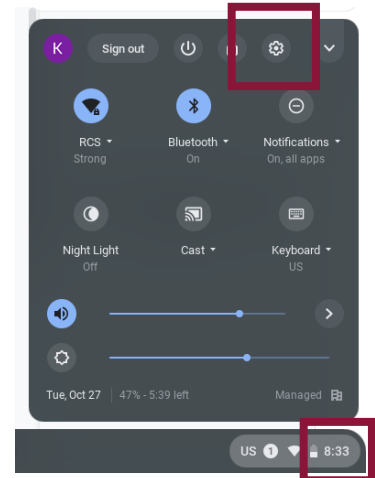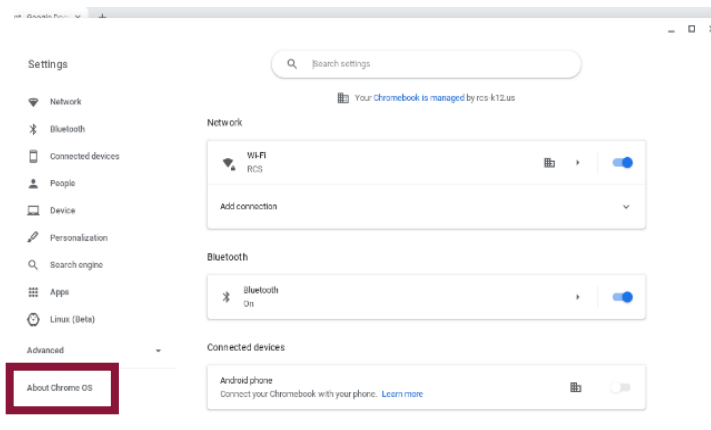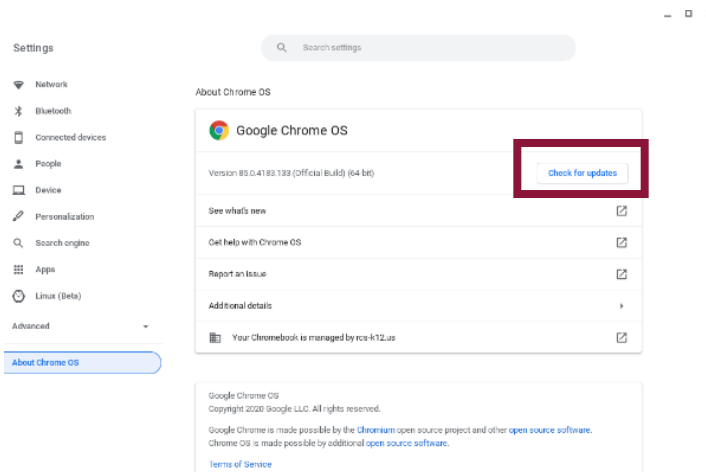# Chromebook Operating System Update

Periodically, you will need to update the Chromebook Operating System so it is up to date. Make sure the Chromebook is fully charged or plug it into the power adapter before performing the following steps.

1. Power on and login into the Chromebook using your district Gmail account: username@rcs-k12.us
2. Click on the time in the system tray.
3. Click on the settings gear in the upper right corner of the menu.
4. The **Settings** window will open. Click **About Chrome OS.**

5. Click the **Check for updates** button.

6. After the update, the screen will indicate **Your Chromebook is up to date** OR a **Restart** is required. If a restart is required, the **Check for updates** button will change to **Restart**.
7. Press **Restart**.
8. Repeat steps 1-7, until the screen indicates **Your Chromebook is up to date**.

Note: Technical Assistance is available at your school in the media center. If your chromebook is not working, make an appointment with our technology services department by filling out our **Technology Services Appointment form**: https://bit.ly/rcstechappt.