

# Senior Google/Chromebook Information

## General Information:

1. Graduating senior Google Accounts will stay active until July 31<sup>st</sup> of your graduation year.
2. If your parchment account is using your @students.bbchs.org account, please change this immediately. After July 31<sup>st</sup> you will be unable to reset your parchment account if the password is forgotten.
3. If you want to keep any files or school work follow the instructions on the back of this sheet.
4. If you purchased a Chromebook please follow the instructions to reset your Chromebook to factory to remove any restrictions or managed settings. Once this process is completed, your Chromebook will no longer connect to the BBCHS School Wi-Fi.  
\*This process cannot be completed till the day after you purchase your device.

## Wipe Chrome device data

- You can clear all local user data stored on a Chrome device by switching to developer mode and then switching back to normal mode. This is useful if you want to re-enroll a Chrome device after a user signs into it.

All account information and data stored on a Chrome device that isn't synced with Google Chrome Sync, such as photos, downloaded files, and saved networks, is deleted during the wipe process.

## Wipe a Chromebook

1. Press Esc+Refresh+Power.
2. A yellow exclamation point (!) or "Please insert a recovery USB stick" is displayed.
3. Press Ctrl+D to begin Dev mode, then press Enter.
4. Press Space, then press Enter.  
The Chromebook deletes its local data, returning to its initial state. This can take approximately 40 minutes.
5. When the transition completes, press the space bar, then press Enter to return to Verified mode...

## Copy content from your school account to another account

If you're using a Google Account through your school, you can copy and transfer your files to another Google Account. This process lets you keep important files when you graduate, switch schools, or leave for another reason.

### What you can copy

You can copy and transfer these kinds of files from your school account to another Google Account:

- Email in Gmail (not contacts, chats, or tasks)
- Documents that you own in Google Drive (except files in the "Google Photos" section of Drive)
- Documents in My Drive

The original files stay in your school account. Any changes you make to the copied files don't affect the originals.

### Create an account

If you haven't already, create a new Google Account (username@gmail.com) or use an existing.

### Prepare your files

To copy content that other people have shared with you, add those files to My Drive.

### Start the copy process

1. On your school account, go to Transfer your content.
2. Enter the email address of the Google Account where you want to copy your content.
3. Select Get code.
4. Select Get code.
5. On your Google Account, check your Gmail inbox for a confirmation email from Google. In the email, select Get confirmation code. A new tab will open with a code.
6. On your school account, go back to the "Transfer your content" page. Enter the code, then choose Verify.
7. Choose the content you'd like to copy, then select Start transfer.

### Details about the copy process.

- The copy process usually happens within a few hours, but it can take up to a week.
- Copied files might appear in batches on your Google Account during the copy process.
- When your files are finished copying, you'll get an email at your Gmail address.

You may also download your data using instructions found here:

<https://support.google.com/accounts/answer/3024190>