



Using
ClassLink
District LaunchPad

Students



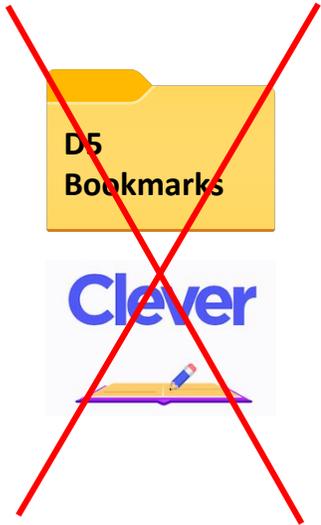
What is ClassLink?

Classlink is a Secure Single Sign-On.

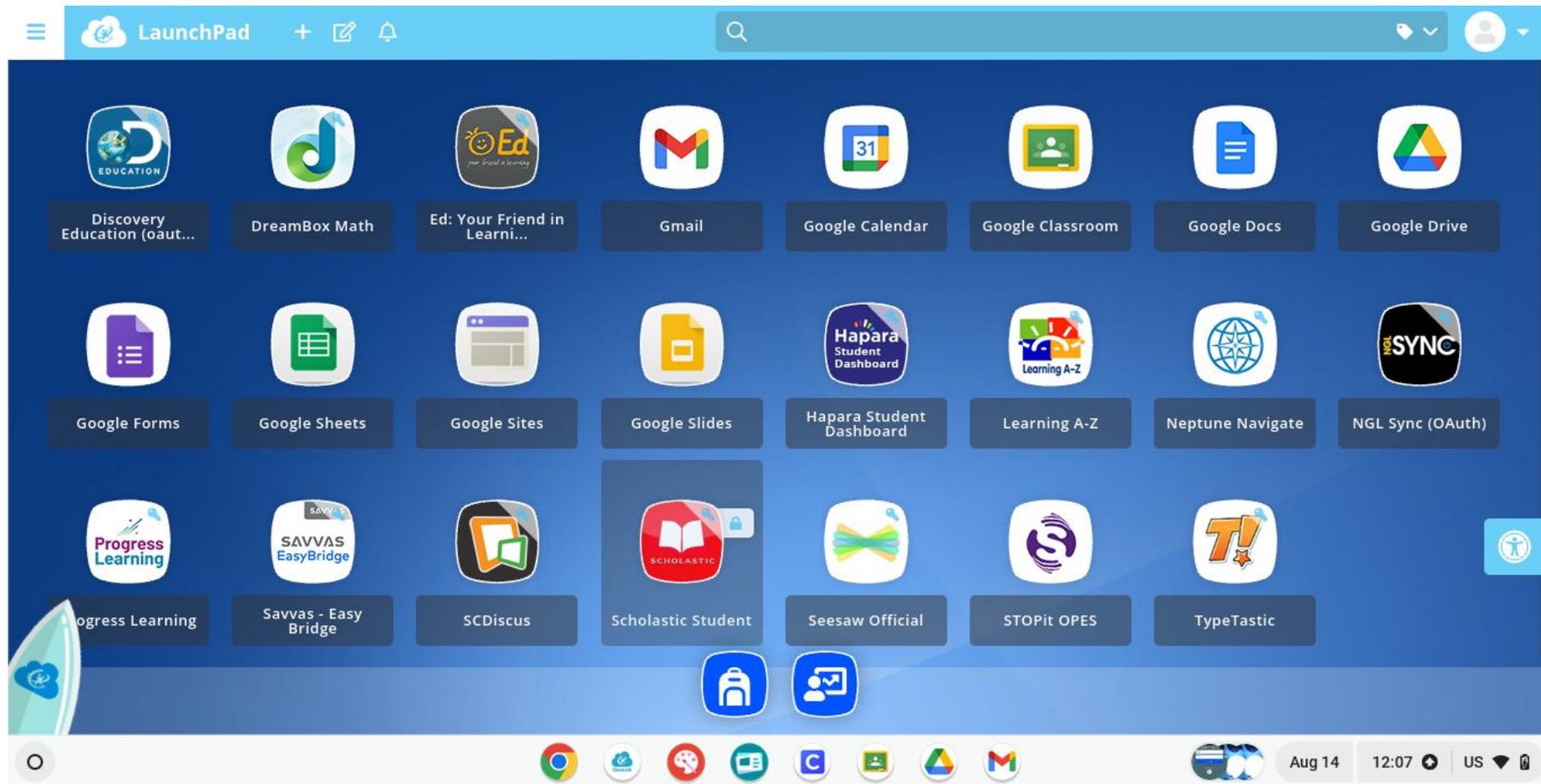
It allows you to access all your school and district digital apps and resources in one place.



How will I use it?



Sample Student Launchpad

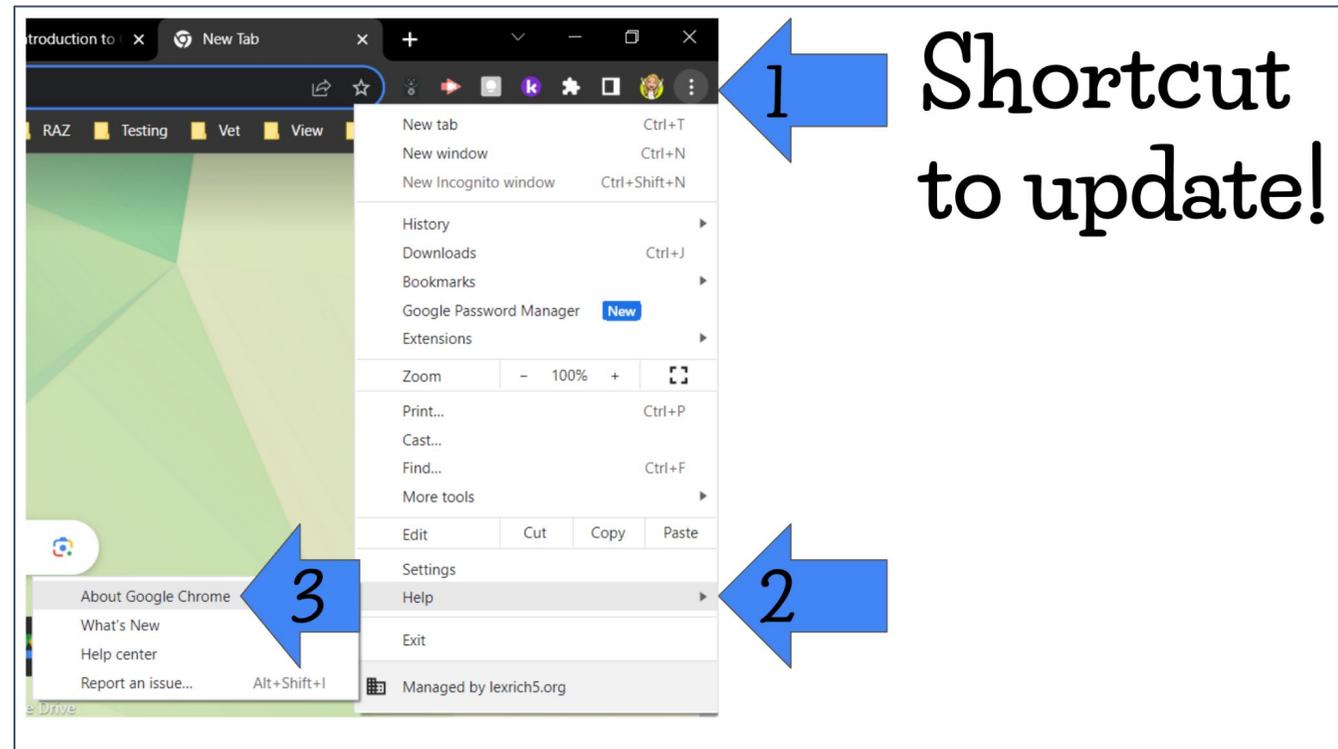


Is Your CB updated?

It is important that your Chromebook is up to date.

This helps solve many problems before you start.

[Full directions for how to update](#)



FYI: If you use a personal device (BYOD), you must login to ClassLink for the first time on a school device (laptop or Chromebook) because this affects the wifi you will use on your own device.

Getting Started

Find the classlink icon on the bottom of the Chromebook Taskbar. It might take a few seconds for it to load with the other applications. If you do not see the icon, shut down and restart your Chromebook.



Click the ClassLink icon at the bottom of your Chromebook Taskbar



If you use a personal device (BYOD) , you will go to launchpad.classlink.com/lexrich, but you must login for the first time on a school device (laptop or Chromebook) because this affects the wifi you will use on your own device.

Troubleshooting - if you are having issues with ClassLink or Google Classrooms, be sure your Chromebook is [updated](#), and be sure to restart your Chromebook.

Logging in for the First Time

Step 1 - Enter **Active Directory**

Username (student ID number) and
Password

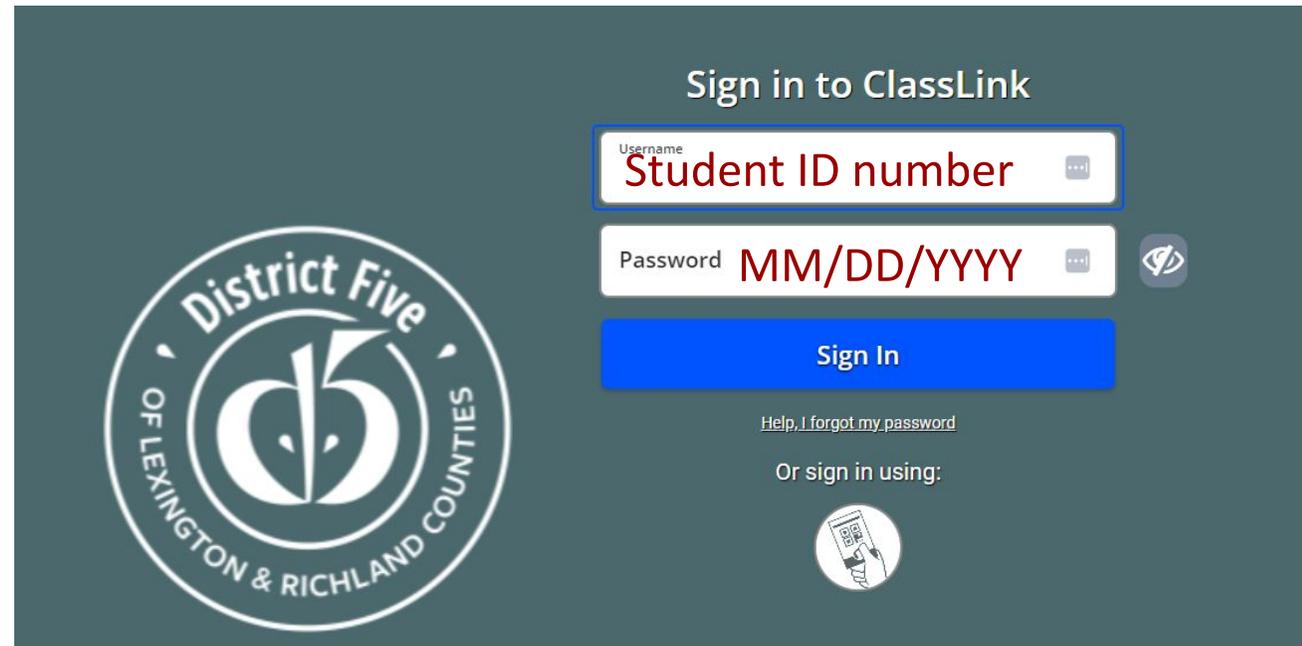
Your Active Directory Login:

Username: student number

Password: birthday (MM/DD/YYYY)

*Even if you have changed your
Google/Chrome Password*

Be sure to use MM/DD/YYYY format.



Sign in to ClassLink

Username **Student ID number**

Password **MM/DD/YYYY**

Sign In

[Help, I forgot my password](#)

Or sign in using:



Password Suggestions

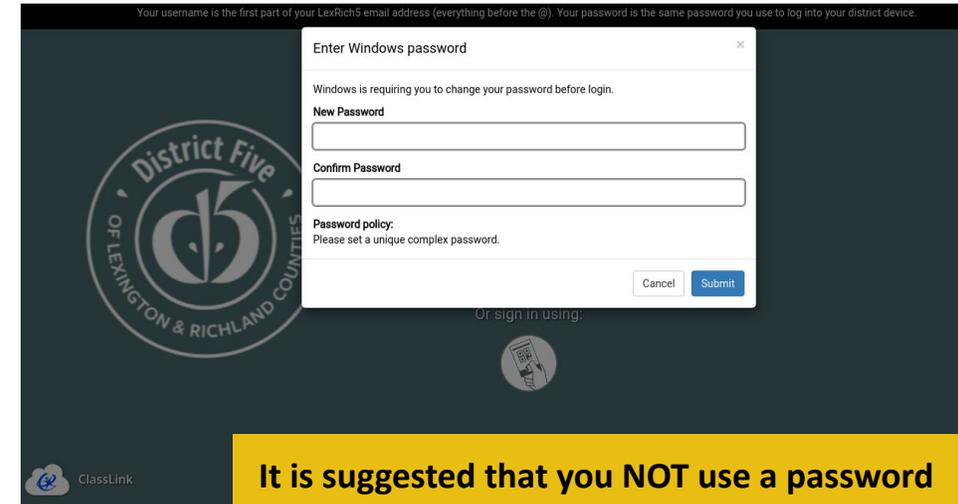
Think about the password you are about to create.

Passwords must be 8 characters or more

A good password includes letters, numbers, and special characters.

A secure password is also not predictable - You should not use your birthday.

****Remember: This new password will now be your Google Password. You will use it to login to your Chromebook and all Google tools.****



Your username is the first part of your LexRich5 email address (everything before the @). Your password is the same password you use to log into your district device.

Enter Windows password

Windows is requiring you to change your password before login.

New Password

Confirm Password

Password policy:
Please set a unique complex password.

Cancel Submit

Or sign in using:



ClassLink

It is suggested that you NOT use a password if it is suggested by Google, as it is not likely to be a password that is easy to remember. Choose a password you can remember.

Logging in for the First Time

Step 2 - You will be prompted to change your password. **Do NOT click submit without changing your password!!!!**

Note - This will be your Google password too!

Go to the previous slide to learn more about appropriate passwords.

Your username is the first part of your LexRich5 email address (everything before the @). Your password is the same password you use to log into your district device.

Enter Windows password

Windows is requiring you to change your password before login.

New Password

Confirm Password

Password policy:
Please set a unique complex password.

Cancel Submit

Or sign in using:

ClassLink

Help | Browser Check | Privacy

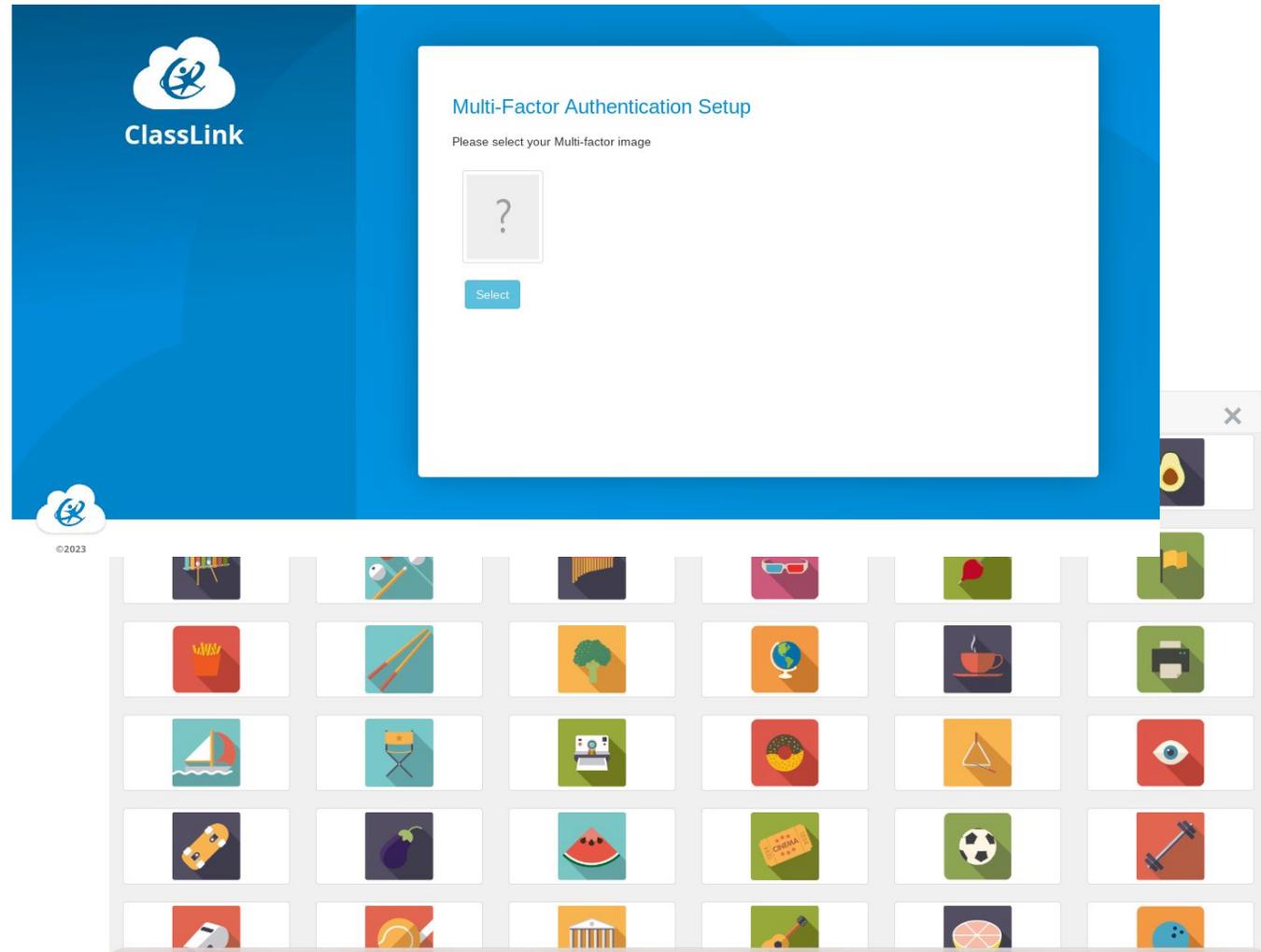
****You will use this password to log into your Chromebook from now on.****

Logging in for the First Time

Step 3 - You will need to set up Multi-Factor Authentication (pick a photo).

You will use this photo when you log in as an extra level of security for your account.

****Pick a photo that you will be certain to remember is “your” photo****



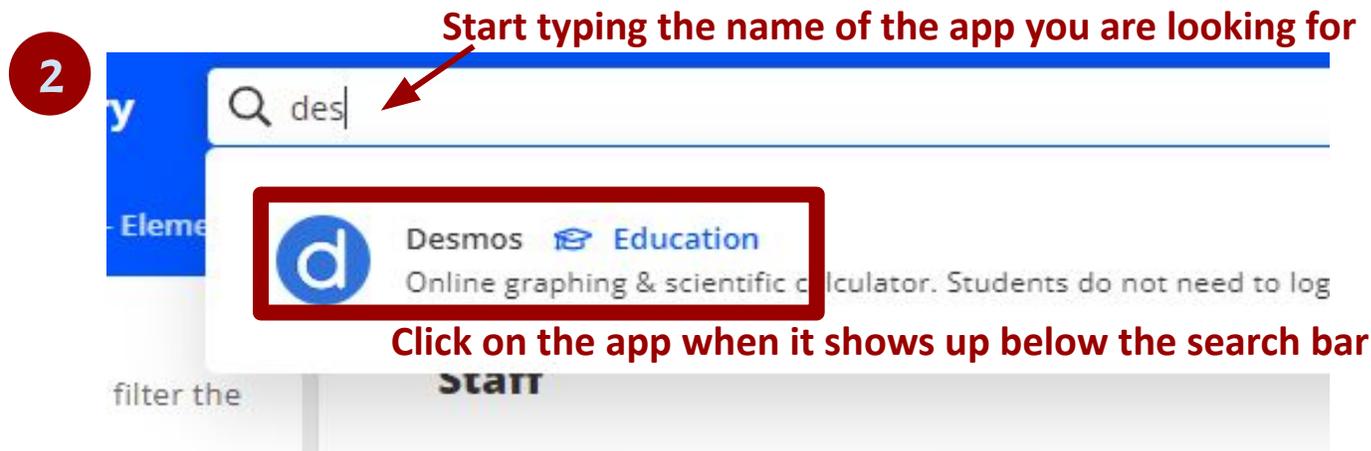
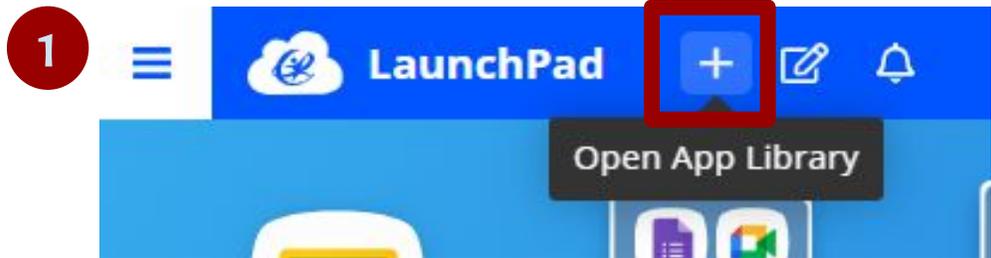


IMPORTANT



- You will need to know this new password to login to your Chromebook.
- Before you put away your Chromebook, you should logout of your Chromebook, remove your user and then log in again to make sure everything syncs.
- Full directions are on [slide 19](#)

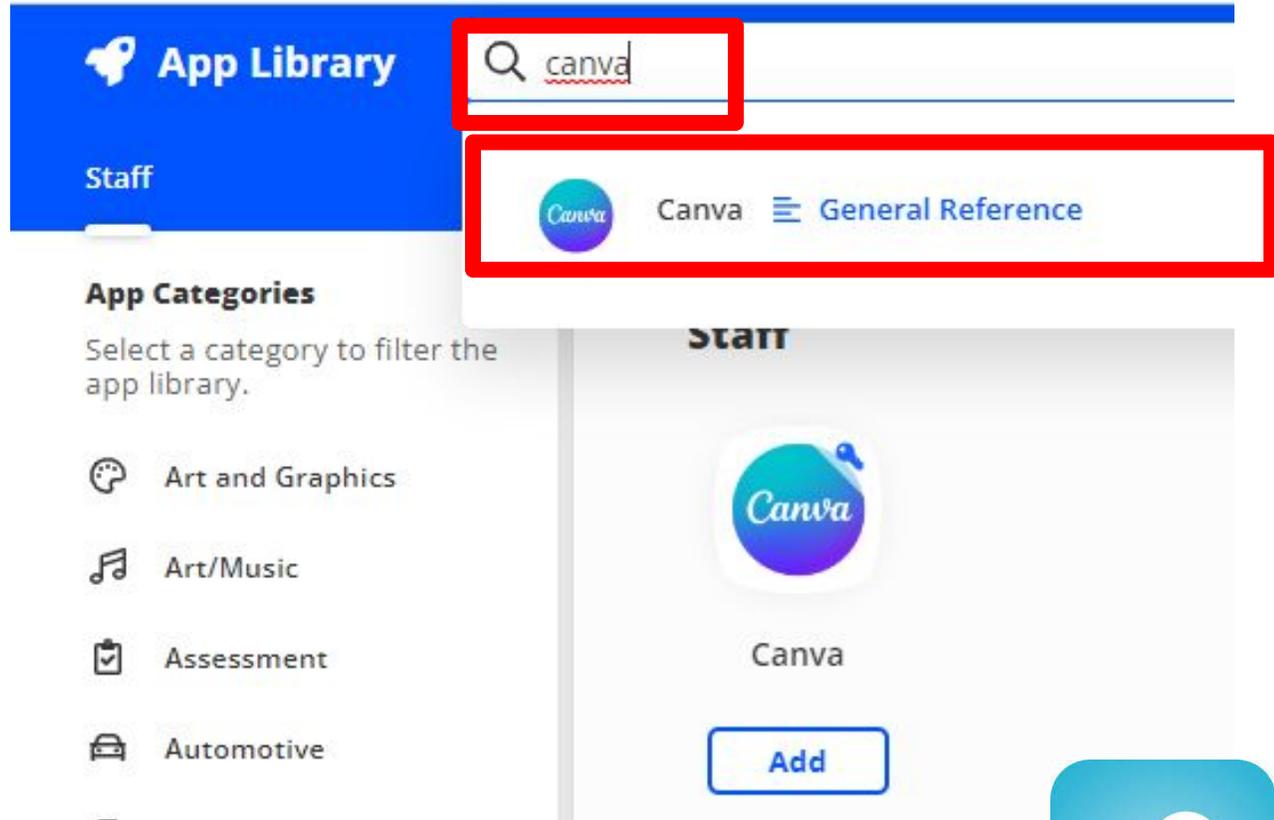
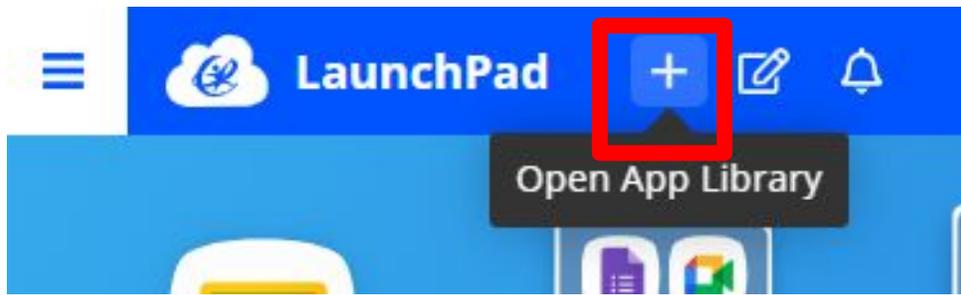
Add an App



If prompted anytime when opening or using an app, "allow" or "enable" the ClassLink extension.



Add an App

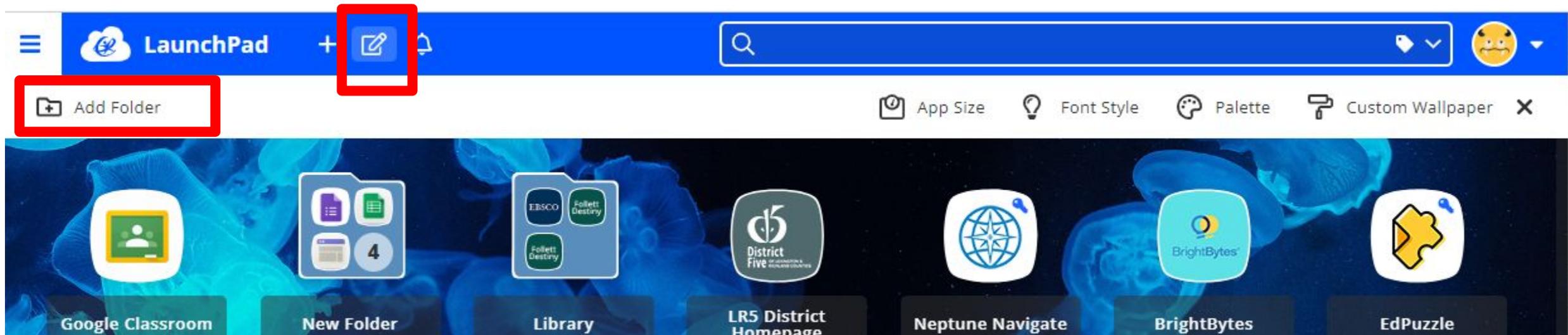


If prompted when using an app, “allow” or “enable” the ClassLink extension



Organize LaunchPad

- You can add, move and create folders
- Click “Edit” button to see the “Add Folder” option 



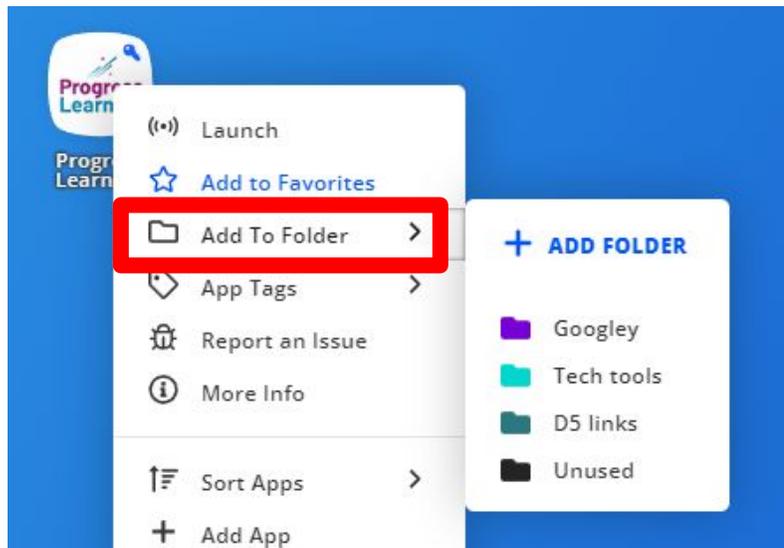
- ★ Recommendation: Create a “Not Used” folder for apps that may be assigned to you, but that you do not plan to use.

Organize LaunchPad

To add an app to a folder you created:

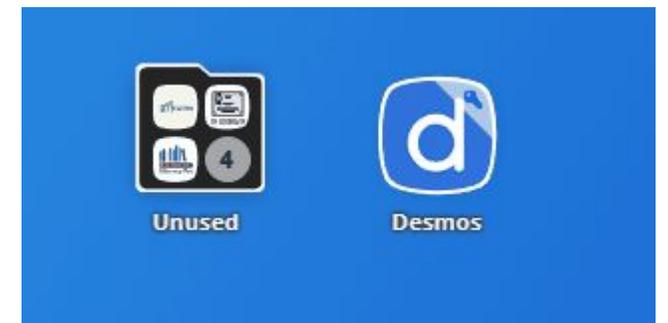
Option 1

Right click on the app and “Add to folder”



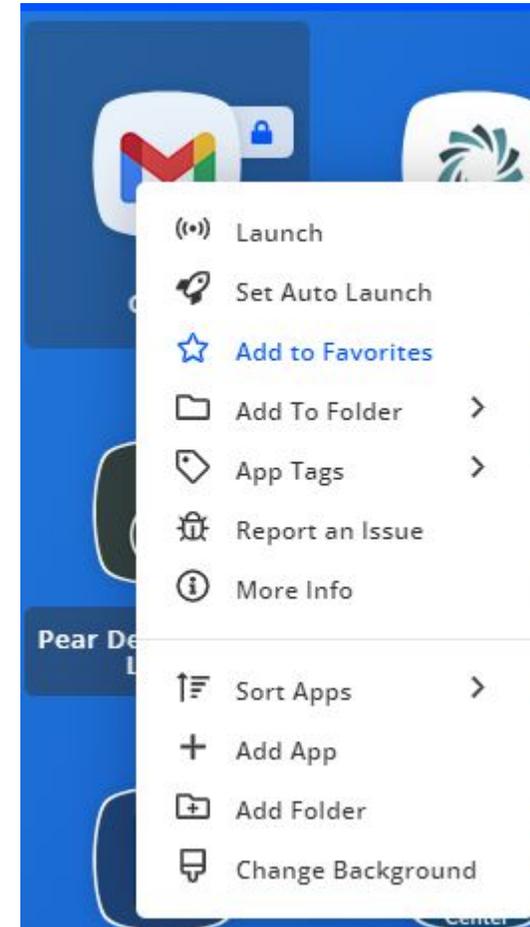
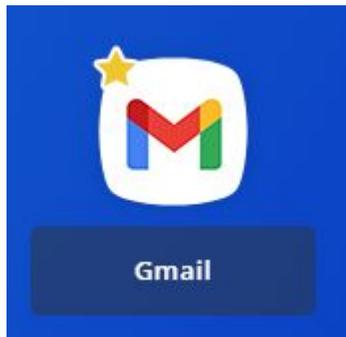
Option 2

Drag the app over the folder, hover until the app “falls” in, drop the app into the folder



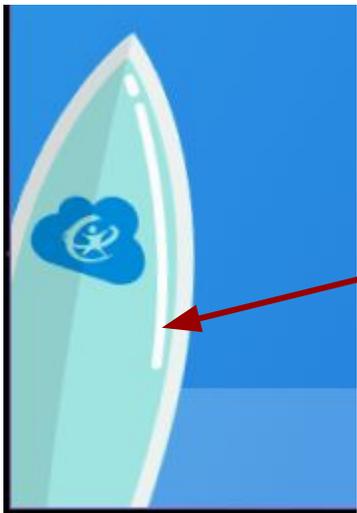
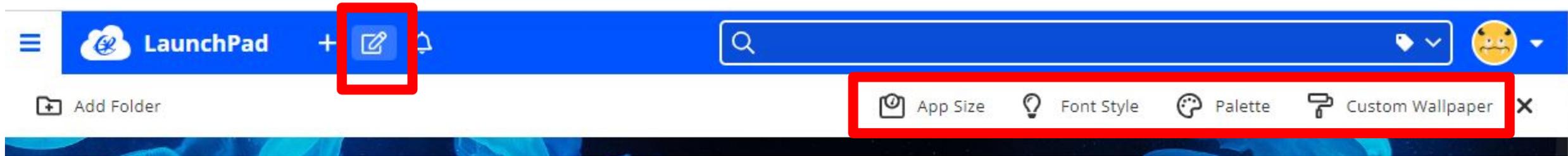
Add to Favorites

- Right click on app
- Choose “Add to Favorites”
- Puts a star on app
- Adds app to bottom dashboard



Customize your LaunchPad

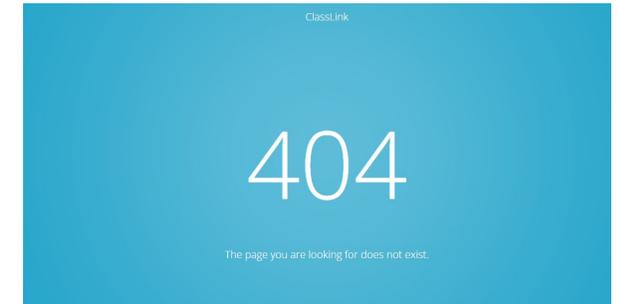
- Click “Edit” button to see customization options



You can also check out the seasonal ClassLink wallpaper by clicking on the ClassLink rocket on the bottom left. This animated wallpaper changes every 1-2 months.

FYI: Possible Error Message

- If you get a 404 error, please try one or more of the following:
 - reload the tab
 - close the tab and try to launch an app again
 - logout and login again
 - check for Chrome updates
 - remove your profile and re-add yourself back to the Chromebook





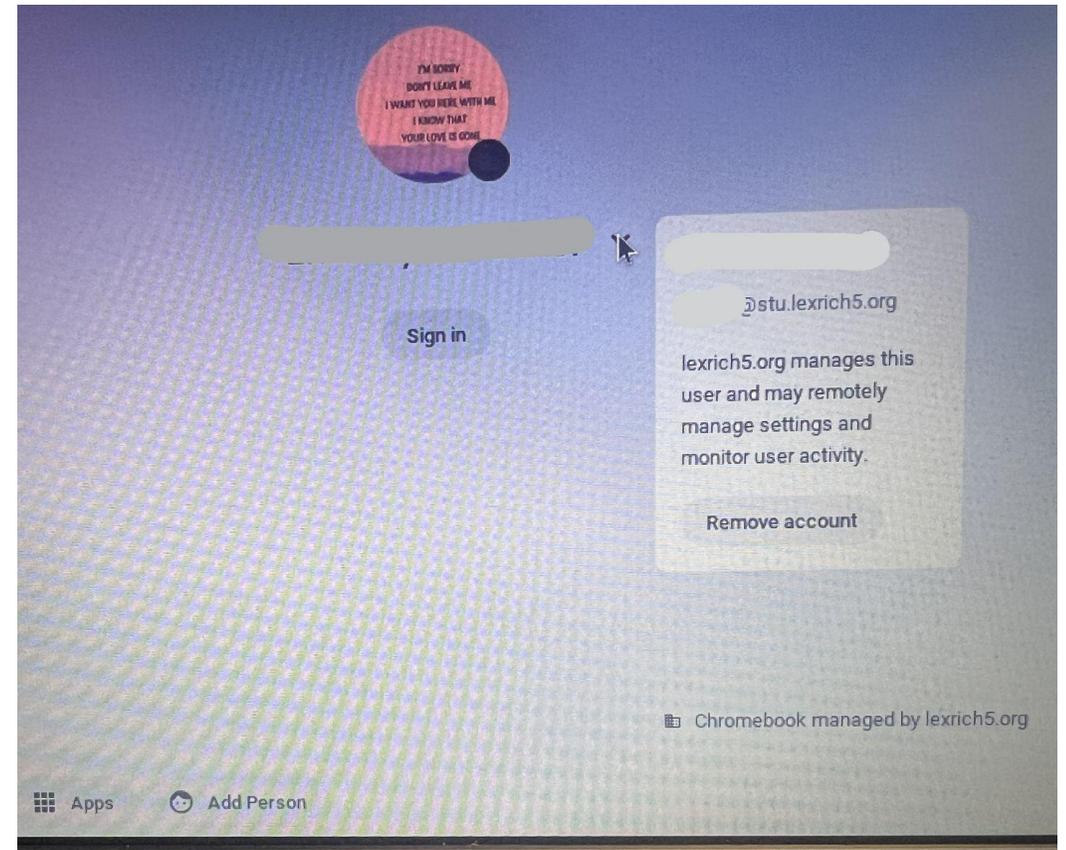
IMPORTANT



- Now that you have reset your password, you'll need to remove your profile from your Chromebook to help everything sync correctly.
- Sign out of your Chromebook
- Beside your name, click the down arrow
- Select "Remove account"

Note: You should only need to do this once.

- When you want to log back in, in the bottom right corner of your Chromebook, choose "Add Person"





Get in the habit of locking!

Since ClassLink is connected to many of your district apps, including your Chromebook, Gmail, Google Classroom and Student Portal, you need to get in the habit of LOCKING your Chromebook anytime you leave it, even for a few minutes.

**Remember to NOT leave your Chromebook unattended, but this is for instances such as going to work with another student somewhere else in the classroom, for example.*

To **Lock** your Chromebook, you have some options:

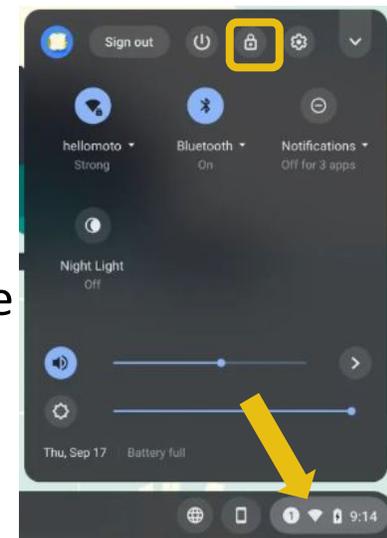
- 1 Press the *Search* key + L together



- 2 Close the lid



- 3 Click on the Time/Settings menu panel, then choose the padlock option on the top of the window



Starting Next Week

(Aug 21-25)



- You will use ClassLink login to sign in to Chromebooks. Your teachers will let you know which day this starts at your school.
- Be sure you can access ClassLink this week so you'll be able to log onto your Chromebook next week

Broken Chromebook?

Take it to your school's HELP station for repairs this week!



LexRich5 Launching ClassLink

