

Student Quick Start Guide

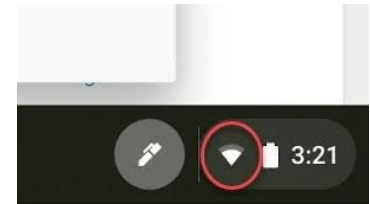
Student Name: _____

Email: _____

Password: _____

Chromebook

- To login for the first time, please ensure your device is charged
- Press the Power button towards the top right of your keyboard
- When logging in at school, WiFi will connect automatically
- The first time you log in at home or with a hotspot, you will need to take these steps
 - Click the WiFi icon in the lower right of your screen
 - On the pop-up, click to select your Wifi network (It will say not connected to begin with)
 - Enter the password for your network if it is not an open network
- At the sign in screen, enter your complete email address and click 'next'
- Enter your password and click 'next'
- You should now be logged in to your Single Sign On (SSO) portal
- To log out, click the time in the lower right corner and select 'Sign Out'



Apps

Most of the apps you will use can be accessed through our Single Sign On portal. When you log in to your Chromebook, you will be taken directly to the portal. At other times, the portal will be in your bookmarks. Simply select the application you'd like to launch. In many cases, you will be taken directly to the app. In some cases, you may need to enter a username and password, provided by your teacher, once. The system will store that password for the future. If you need to change that password, you can right click on the app and choose 'Manage Credentials'

What if?

- I forgot my login password? - If possible, contact your teacher who will be able to reset your password; if you cannot reach your teacher, contact the IT help desk (information is below)
- I can't login to or don't see an app? - Contact your teacher first; if they can't help, contact the IT help desk

How do I get help?

- Visit www.danvillepublicschools.org/it_support
- Contact your teacher
- Enter a help desk ticket on the IT Support website (above)
- Visit our IT staffed help desk from 8-4, Monday-Friday at I.W. Taylor Virtual Academy
- Call our IT staffed support number from 8-4:
 - 434-773-8157
 - 434-710-1408
 - 434-710-1952