

HOW TO PRINT FROM YOUR CHROMEBOOK:

*****IF YOU HAVE NOT CHANGED YOUR PASSWORD THIS YEAR YOU MUST CHANGE IT FIRST**

ON your Chromebook

Select File → Print

Select the drop-down menu where it says “Save as PDF”

Scroll down and select “more options”

A green screen will pop up and you will be prompted to sign in

Once you sign in select Library PRNT 1

AT the printer

Put in your student ID (numbers only)

Select “print release”