

## How to clear a users profile off of a Chromebook

Chromebooks have 32 to 64 GB of storage. We allow Chromebooks to sync files so students can work offline and students are constantly downloading material. With a lot of video based curriculum these SD cards can get full in 2-4 weeks. If a students chromebook seems to become sluggish or has problems with spinning icons it is time to clear the profile.

1. Go to the profile & remove user by clicking the arrow by name. Remove any other users as well.



2. Shutdown Chromebook and then start backup.
3. Then go to bottom left click on add person. Your students username is grad year, FI, last unless another student same name in class in which you can contact your teacher for username & password.  
**Example: 32jsmith@hlschool.net is John Smith who Graduates in 2032.**

