



# Chromebook:

## *How to Log-in for the First Time*

### LOG IN USING AN EXISTING GOOGLE ACCOUNT:

You can log in by using your Roseville Joint Union High School District Google Account username and password:

1. Plug in your Chromebook. It does not have a full charge yet.
2. Enter your Google Account username into the Username field. You can find your username on your printed school schedule. The format is [firstname.lastname@student.rjuhsd.us](mailto:firstname.lastname@student.rjuhsd.us).
3. Enter your Google Account password into the Password field. This will be your **student ID number**, which can also be found on your school schedule.
4. Click Login.
5. The option to select a profile picture appears.
6. Select your profile picture.
7. Pick one of the default pictures, use your existing Google profile picture, or take a new picture.
8. Click OK. This completes the initial login process.
9. You may now personalize your Chromebook with stickers (these must be school-appropriate).


### Chromebook Expectations for Students:

1. Charge your Chromebook every night.
2. Bring your Chromebook to school every day.
3. Be a good digital citizen when using your Chromebook.
4. Follow all school and district Chromebook policies as explained in each class syllabus, RJUHSD Acceptable Use Agreement, and RJUHSD Chromebook Contract signed by you and your parents.

### Chromebook Repairs and Forgotten Chromebooks:












- ✓ If you forget your Chromebook at home, you will need to go to the Library before school, during the first 5 minutes of class, once you have checked in with your teacher, or during lunch to receive a loaner. Loaners must be returned to the Library at the end of the school day. Multiple loaners will not be checked out.
- ✓ If your Chromebook is not working properly or has any broken parts, you will need to complete a repair form in the Library and checkout a loaner. You can only do this before school, during lunch, or after school.

## Chromebook Keyboard Tips

Need	Keyboard/Touchpad Action
To simulate a RIGHT mouse click on the Chromebook	tap the touchpad with two fingers simultaneously
To scroll up and down a web page	move two fingers simultaneously up or down the touchpad
To simulate the back or forward arrows on Google to look at previously viewed webpages	use two fingers to “swipe” along the top or bottom of the touchpad
To take a screenshot of an entire page	Use CTRL+
To take a screen shot of a portion of a page	Use CTRL+ Shift+  (This turns your cursor into a crosshair. Hold one finger down on the touchpad while drawing a rectangle around the desired portion of the page with another finger, then release.)
To enlarge type on a page	CTRL +
To reduce type size on a page	CTRL –
To find text on a page	CTRL + F

## Shortcut keys

Some special keys sit along the top of Chromebook keyboards. If you're using a Windows keyboard with your Chromebook, the F keys at the top of the keyboard will work just like the keys below.

-  Go to the previous page in your browser history (F1)
-  Go to the next page in your browser history (F2)
-  Reload your current page (F3)
-  Enter Immersive mode, which hides the tabs and launcher (F4)
-  Enter Overview mode, which shows all windows (F5)
-  Decrease screen brightness (F6)
-  Increase screen brightness (F7)
-  Mute (F8)
-  Decrease the volume (F9)
-  Increase the volume (F10)
-  Search your apps and the web at the same time. On a Chromebook, this key is located on the side, where you'd normally find the Caps Lock key. If you're using a regular keyboard, the Windows key in between Ctrl and Alt will work as the search key.

Tip: To turn Caps lock on temporarily, press **Alt** + the search key.