

2025-2026

GETTING STARTED WITH *Scribe*



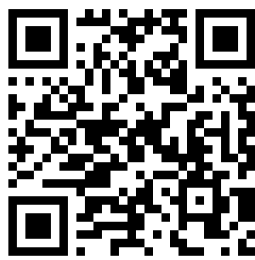
Access an electronic version of this booklet
by scanning the QR code

WELCOME TO SCRIBE!

Dear RCS Staff,

We're excited to introduce Scribe, a new resource designed to make navigating online software easier than ever. With clear, step-by-step guides that include text and screenshots, Scribe takes the guesswork out of learning and using digital tools. Whether you're completing tasks, troubleshooting, or exploring new features, Scribe is here to guide you with clear and concise instructions. We're here to help you succeed, every step of the way!

If you are interested in learning more, watch our brief Scribe Preview Video:



Scribe [Overview Video](#) (30 sec)

This video, our Technology Support Team will walk you through the Scribe basics, so you can learn more about what to expect as a user.

If you have any questions now or at any time throughout the year, please do not hesitate to call our Technology Support Help Desk (248) 726-3099 or visit our Technology website.

Warm regards,

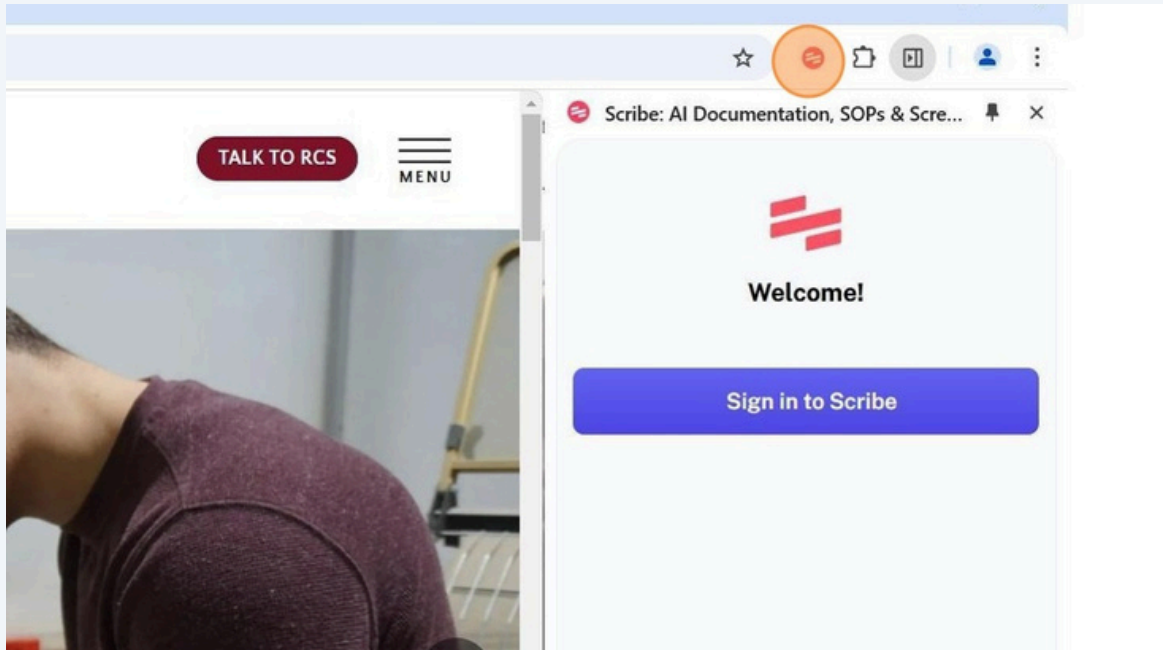
Technology Services Team

Login to Scribe



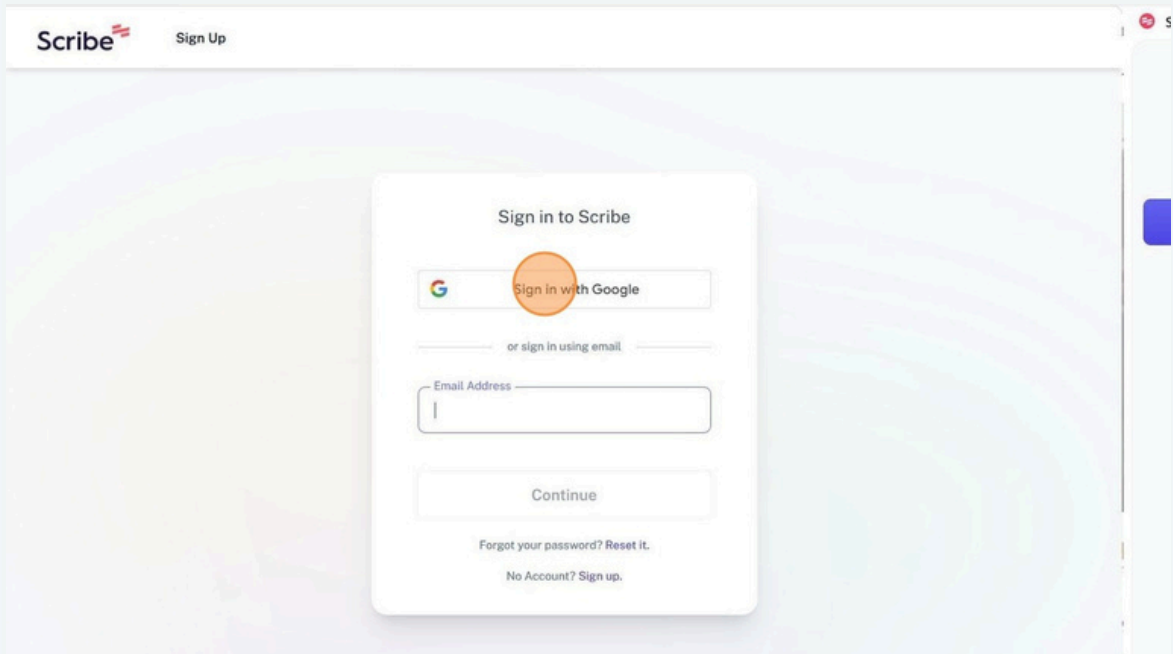
This guide offers a straightforward approach to accessing Scribe, making it easy for users to follow the login process.

- 1 Click on the Scribe Chrome Extension (this has already been pushed and pinned to all RCS staff computers)



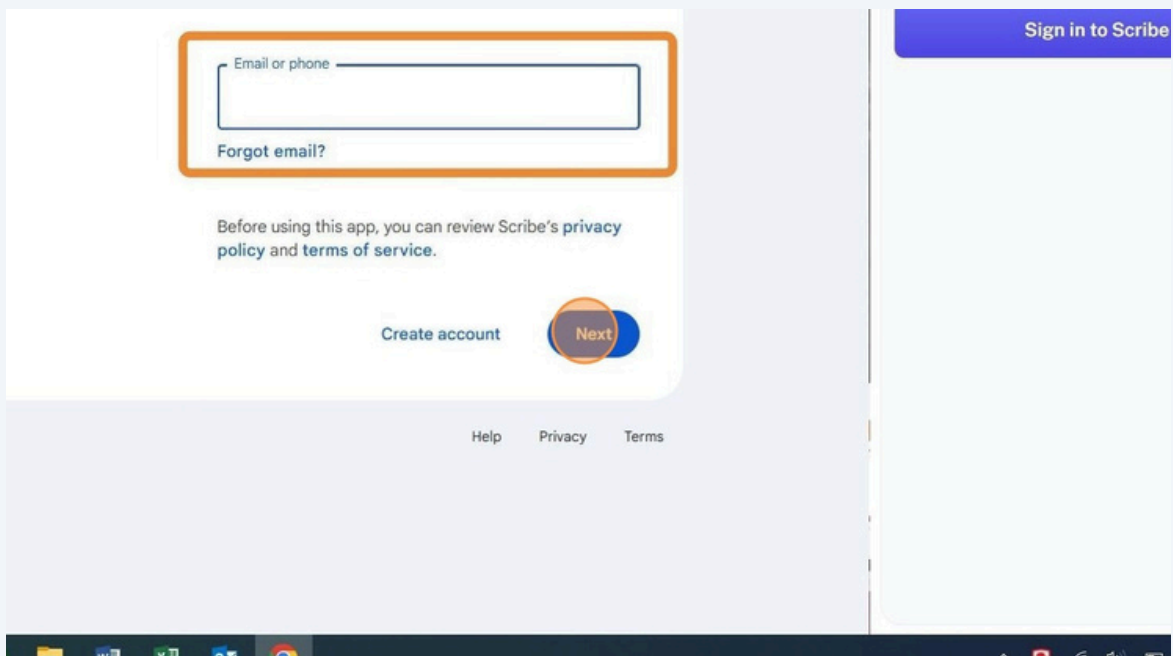
2

Click sign in with Google



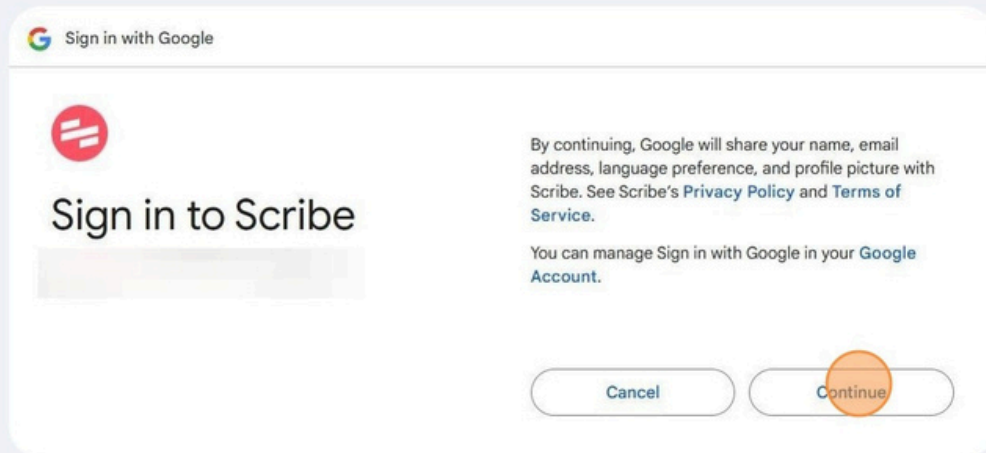
3

Enter your RCS Google Credentials (@rcs-k12.us) and click "Next"



4

Click "Continue"



Sign in with Google



Sign in to Scribe

By continuing, Google will share your name, email address, language preference, and profile picture with Scribe. See Scribe's [Privacy Policy](#) and [Terms of Service](#).

You can manage Sign in with Google in your [Google Account](#).

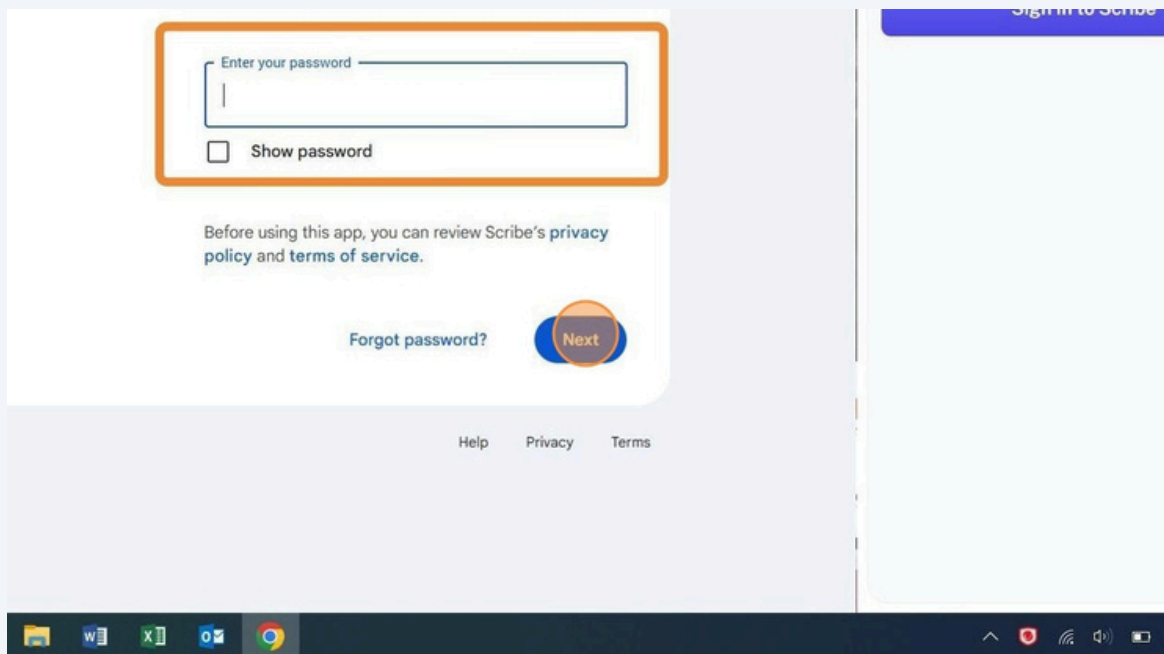
[Cancel](#) [Continue](#)

English (United States)

[Help](#) [Privacy](#) [Terms](#)

5

Enter your password and click "Next"



Sign in to Scribe

Enter your password

☐ Show password

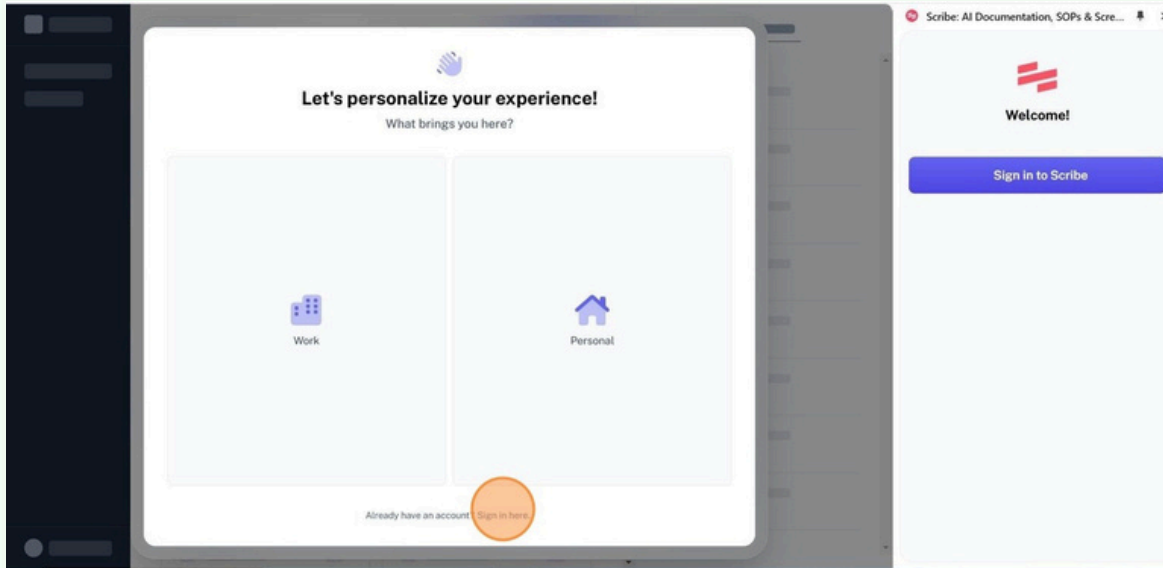
Before using this app, you can review Scribe's [privacy policy](#) and [terms of service](#).

[Forgot password?](#) [Next](#)

[Help](#) [Privacy](#) [Terms](#)

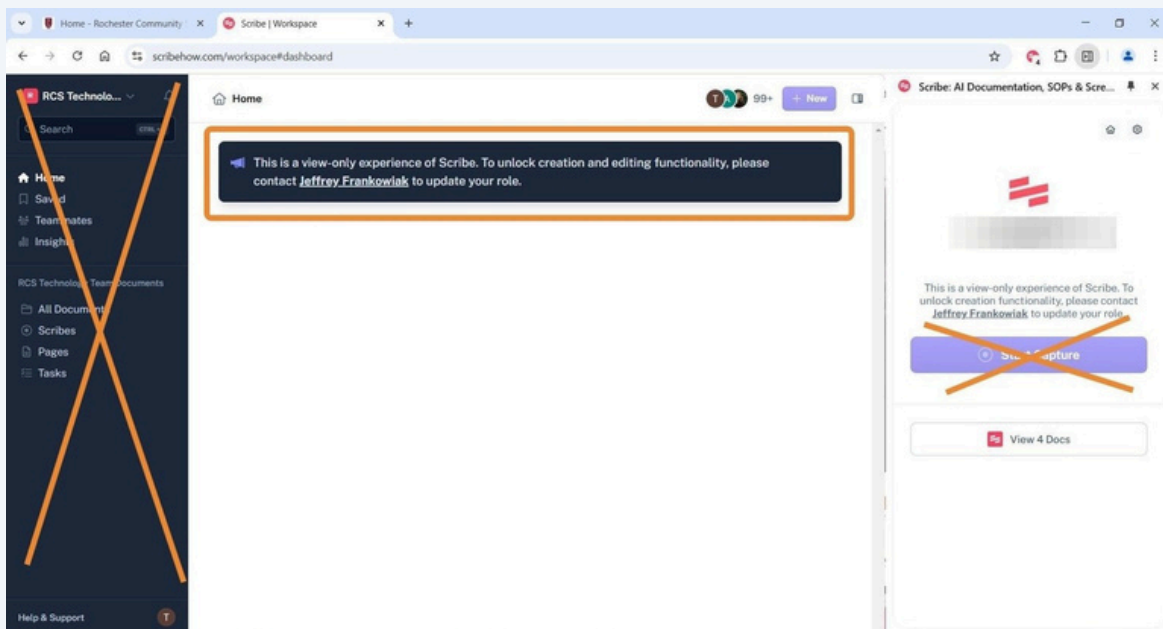


Tip! If this screen pops up, you can X out of it or click "Sign in here" because you already have an account

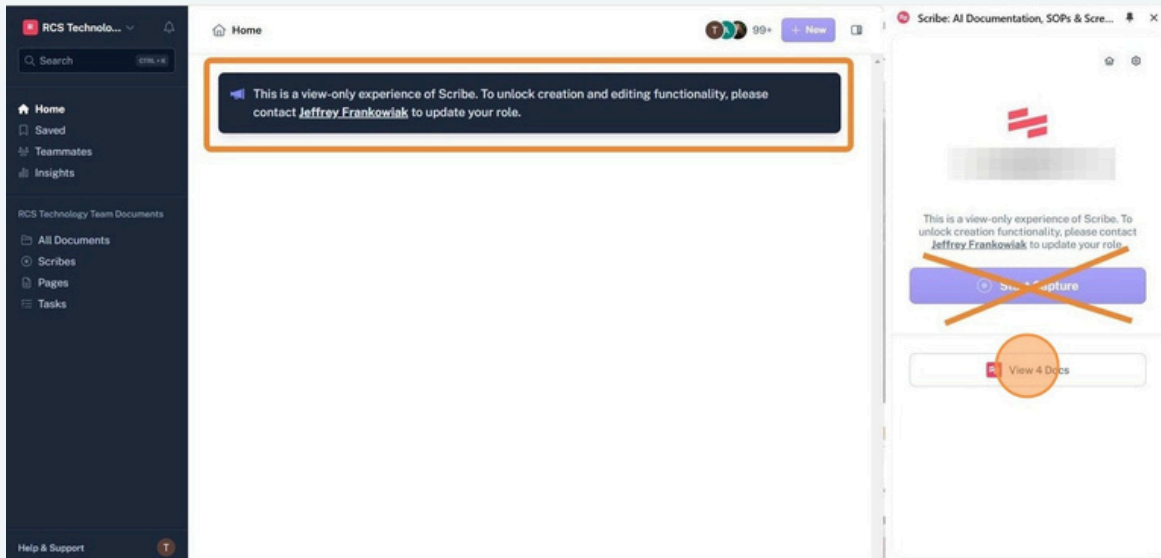


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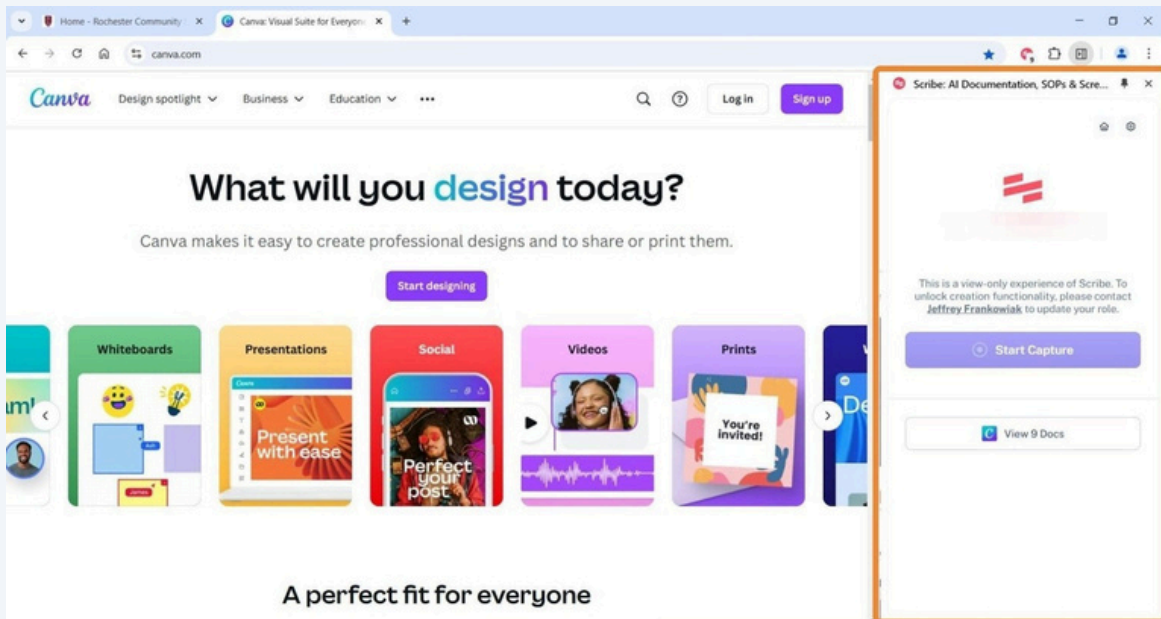
You have been added to Scribe as a "Viewer" and you will *not need* to click "Start Capture" or navigate using the menu on the left of the screen



- 8 If there is Scribe guidance available for a website, you can click on "View Docs" to see the options

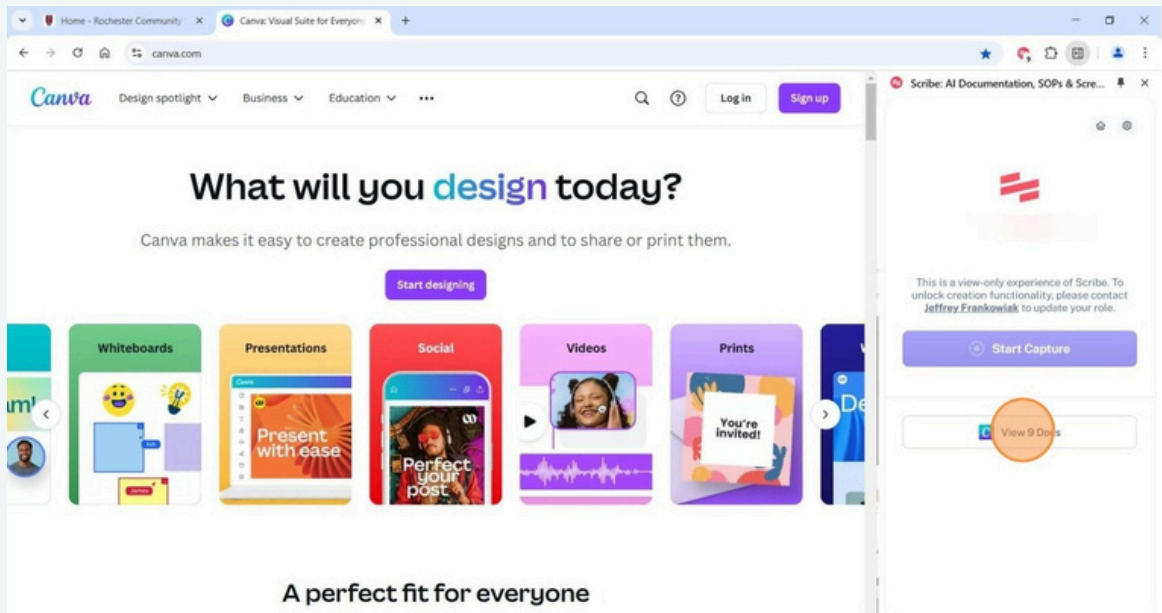


- 9 Continue to navigate to websites as usual. When you want to use Scribe, you can click the Chrome extension icon and a guidance screen will pop up on the right hand side of the screen.



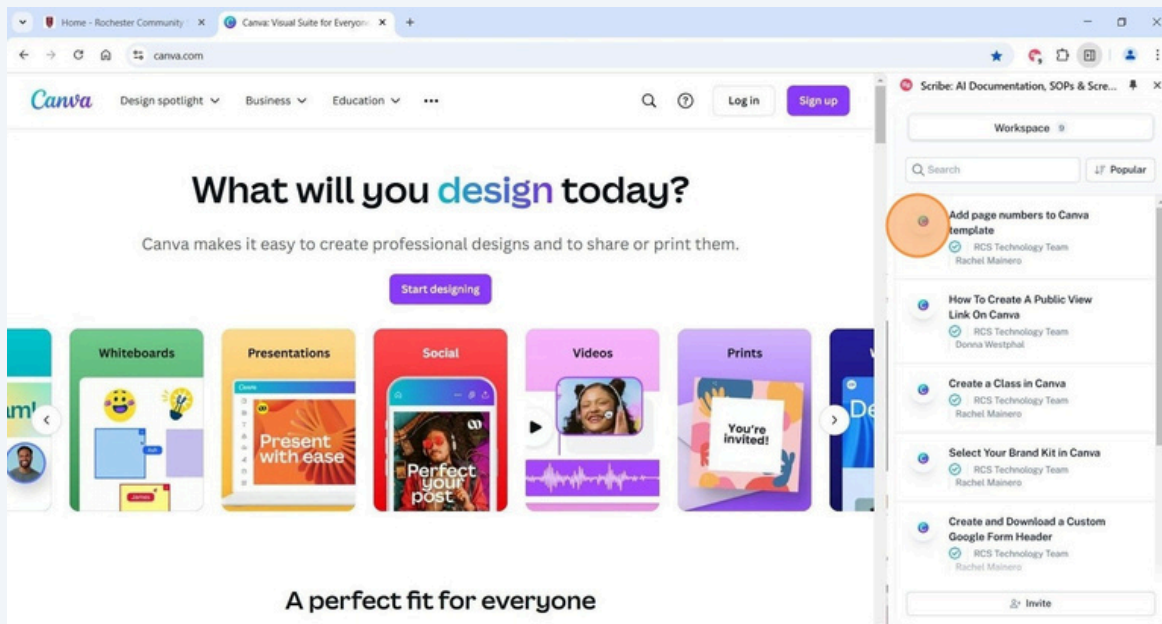
10

Click "View Docs" to reveal all of the available guidance



11

Click the guidance you wish to view and follow step-by-step directions while using the website



FEEDBACK & ONLINE SUPPORT

IMPORTANT NOTE: Your Scribe Google Extension is only associated with your **@rcs-k12.us credentials**. You will not see Scribe if you are using a non-RCS profile (like your personal gmail account).

Still Having a Tricky Time? Our Scribe Troubleshooting tips might help...

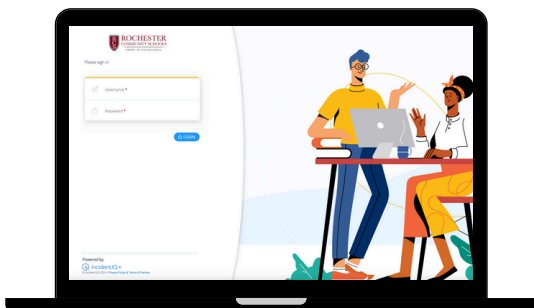
Scribe Troubleshooting tips:

- Ensure you're using a Chrome browser with the Chrome Extension installed
- Confirm your software is Browser-based (Google docs, Canva, Synergy etc.)
- Have you minimized any menus or navigation bars in the software your using? If you have, restore them so that what you see on your screen matches what you see in Scribe.

Here are some things you can try if you're having trouble with Chrome Extensions:

- Check the extension, make sure the extension is installed and enabled, and that you are logged in using your RCS credentials.
- Update Chrome: Make sure you have the latest version of Chrome installed.
- Update the Extension: Make sure you have the latest version of Chrome installed.
- Clear Cache and Cookies: Clearing your browsers cache and cookies can help with issues like a blank extension page or an inability to log in.
- Restart your computer: Restarting your browser can help with some issues
- Reinstall the Extension: Your browser may not have updated the extension properly

Follow Up Questions?



Do you have additional questions not covered in our Troubleshooting Tips or need support?

[Submit a ticket in Incident IQ](#) & someone from our team will follow up as soon as we are able.