

## HOW TO LOG IN TO A CHROMEBOOK

### STEPS

1. Lift the lid of the Chromebook.
2. If the Chromebook does not start immediately, look for the power switch in the upper right corner of the keyboard. Push to turn on the Chromebook.
3. If you are logging in at school, your Chromebook will automatically connect to the IPS wireless network. You can skip to Step 4. If not, continue with the rest of the instructions in this step to connect to a home wireless or mifi.

#### Turn on Wi-Fi.

- At the bottom right, click the time.





If you see your Wi-Fi network name and a signal strength , your Chromebook is already connected to Wi-Fi.

- If not, select "Not Connected."



- Turn on Wi-Fi.
- Your Chromebook will automatically look for available networks and show them to you in a list.

#### Pick a Secure Network and Connect

- Click the  Wi-Fi network. A secure network will have this icon:  and requires a password to log in. Secure networks are always best.
- Type your network password.
- Choose "Connect."



4. Once connected to a wireless network, the Chromebook sign-in screen will appear:



5. Enter your IPS credentials (personal Google accounts cannot be used to access to an IPS device).
- Students must use their Student ID as the username and their birthdate as the password.
  - Birthdate as password should be in the form of mm/dd/yyyy, INCLUDING the / BUT with NO leading zeros. So, April 16, 2003, would be 4/16/2003. December 1, 2010, would be 12/1/2010.

Once you are logged on to the computer you will see a blue "S" at the bottom of the homepage.

Click this to access Schoology.



To log on to Schoology enter your student number as your username and your birthday as your password. Using the same format as logging on to the Chromebook. mm/dd/yyyy

If you are experiencing issues logging on to the Chromebook you can call the IT help desk at 317-226-4237 Monday-Friday 7am-55pm.