

## How to set up your child's Chromebook at home

As a school, all of our students and staff use Google Applications for Education on a daily basis. They all have a Google account which is set up by the school and which gives them access to Gmail, Google Calendar and Google Classroom. On most mobile devices (e.g. Windows laptops, iPads, Android tablets) they simply have to log in to their Google account using their school email address and password.

However, if your child has a new Chromebook they will need to set this up using a personal Google account first. Their school Google account can then be added as 'another account' when they are in school. The person setting up the initial account will need to be aged 18+ and so is very likely to be a parent or carer. If this is not done your child will be unable to use their school Google account on this device.

If your child has a new Chromebook which they have not used at school before, please can you follow the steps below before they come into school.

It is important to note that your child's Chromebook should not be protected by a password or pin code before it been brought into school and their school account added. They can then choose to lock the Chromebook when they are not using it by adding one of these (and we can help them do this).

Please note: If you have already set up your child's Chromebook and have selected the 'Parent Lock' feature on this device, you will need either to turn the 'Parent Lock' feature off or to Powerwash your Chromebook (see instructions at the end of this document) and start again. If you do not do this, and you have 'Parent Lock' enabled' your child will not be able to access their school Google account on their device.

If you are unable to set your child's device up in this way please email IT Services and we will support you in this process:

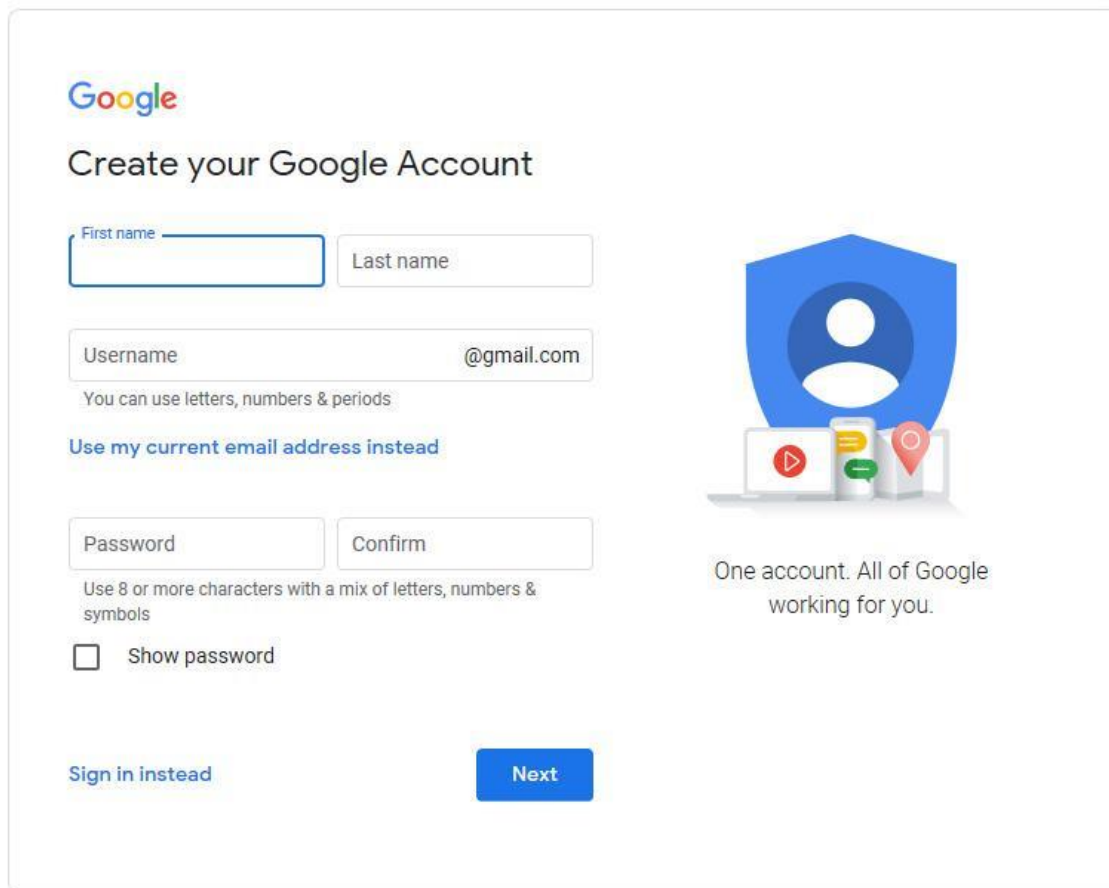
Please email: [itservices@gillotts.org.uk](mailto:itservices@gillotts.org.uk)

Yours faithfully,  
Andrew Cole  
IT Services Manager

## Google Account Creation:

Please follow this link - you can choose to use an email address you already have or to create a new one - you'll only need this account again if you want to use another device or if you need to reset this one

<https://accounts.google.com/>




The screenshot shows the Google Account creation interface. At the top left is the Google logo. Below it is the heading "Create your Google Account". The form consists of several input fields: "First name" and "Last name" (two separate boxes), "Username" (with "@gmail.com" as a placeholder) and "Password" (with a "Confirm" box next to it). Below the "Username" field is a link that says "Use my current email address instead". Below the "Password" field is a checkbox labeled "Show password". At the bottom left is a link "Sign in instead" and at the bottom right is a blue "Next" button. To the right of the form is a graphic of a blue shield with a white person icon, and below it, the text "One account. All of Google working for you." At the bottom of the page, there is a language selector "English (United Kingdom)" and links for "Help", "Privacy", and "Terms".


The service is free - you can choose to create your own new email address or you can click and select "Use my current email address instead".

Press Next to continue.

Google

## Welcome to Google

 examplegillotsemail@gmail.com

 Phone number (optional)

Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.

Recovery email address (optional)

We'll use it to keep your account secure


Day  Month  Year

Your date of birth

Gender

[Why we ask for this information](#)

[Back](#) [Next](#)



Your personal info is private and safe

English (United Kingdom) ▾

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

The phone number is optional - but can be handy later if requesting a code etc.

Please ensure the date of birth is for a person over the age of 18, in almost all examples for parents, this will normally be the case.

Gender - is optional.

Press Next to continue.

Google


## Choose personalisation settings

**Express personalisation (1 step)**  
Use personalisation settings that deliver tailored content and ads. We'll remind you in a couple of weeks to review your settings.

**Manual personalisation (5 steps)**  
Configure your personalisation settings step by step. You decide which settings are on or off to get the content and ad experience that you want.

You can change your settings anytime at [account.google.com](https://account.google.com)

[Next](#)



You're in control of the data we collect and how it's used

English (United Kingdom) ▾ [Help](#) [Privacy](#) [Terms](#)

Press **Next** to continue.

The quickest way to get started is to just select the Express Set up - you can always look at any extra features later but we only want a basic account for this to work with our school accounts.

The next 2 pages are the Terms and Conditions and Confirmation agreements, you are welcome to read through but it's ok to click **Continue** and then **Agree** on the following page. This will have completed the set up process. We will then support your child to add their school account at school.

## How to Powerwash your Chromebook

We have not added images as each brand of Chromebook looks slightly different so we didn't want to cause any confusion - but in each case the steps remain the same.

Once you complete these steps - the Google account you just created can be added - the student accounts will now work.

1. Sign out of your Chromebook.
2. Press and hold Ctrl + Alt + Shift + r.
3. Select Restart.
4. In the box that appears, select Powerwash > Continue.
5. Follow the steps that appear and sign in with your Google Account.

Note: The account that you sign in with after you reset your Chromebook will be the owner account.

With the Chromebook now fresh, you need to add the free Google account to the Chromebook and if available at home, let it look for any updates etc by joining it to your home wifi.