

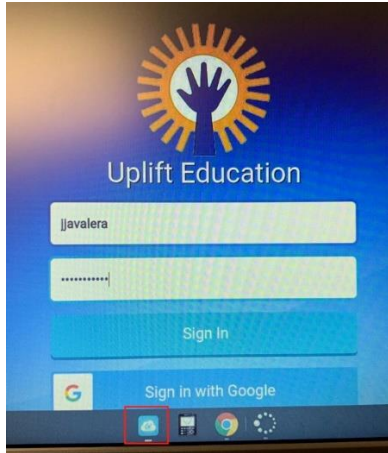
Chromebook and Hotspot Instructions

Logging into a Chromebook:

1. Power on the device and ensure that it is connected to the internet.
2. Once you have confirmed internet connectivity, enter the scholar's full email address and password. (ex. ScholarName@students.uplifteducation.org)
 - a. Passwords are ALL CAPITAL LETTERS. Be sure to watch for the difference between a capital O and the digit 0.

ClassLink Sign In

1. Go to this website: <https://my.classlink.com/uplift>
 - a. If you are using an Uplift Chromebook, Classlink app should be pinned to the taskbar (see red box below)



2. Enter your username and password. (**not the full email address, just the username....characters before the @**)
3. A message will prompt you to install an extension when accessing applications.

Schoology Sign In

1. First, always start by signing into Classlink
2. Find the App for Schoology.
3. Click it and you'll automatically sign in.
4. **DO NOT try to sign directly into Schoology with your id/password, it will not work.**



Chromebook and Hotspot Instructions

HOTSPOTS

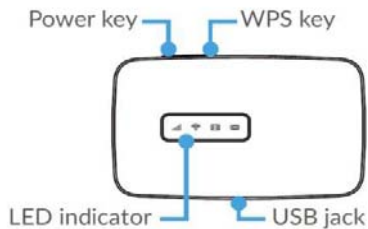
Connecting to a HotSpot:

1. Turn on the HotSpot
2. Find and Connect to the Wifi Name (ex. *Alcatel_linkzone_2_9485_5GHz*)
3. Enter the password you see on the tag on the back of the Hotspot
 - a. If you are getting "incorrect password" or "not matching", remove the back cover of the HotSpot and use the password provided there.



Resetting HotSpot: This should be done if it seems the device is not functioning.

1. Turn the device on.
2. Hold down the **Power** and **WPS** keys simultaneously for 13 seconds
3. Wait for LED indicators to flash blue 4 times. This indicated the device has been reset.

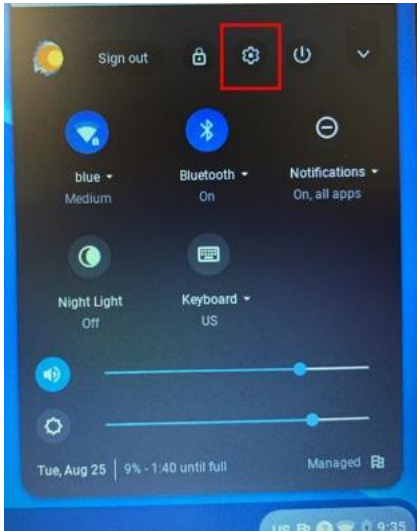


Chromebook and Hotspot Instructions

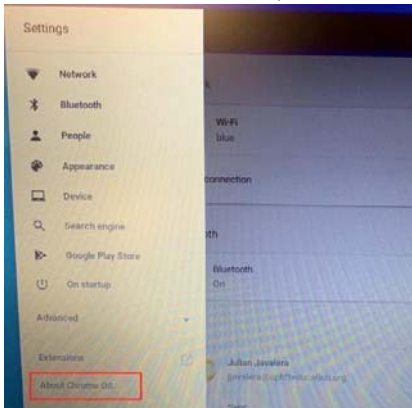
TROUBLE SHOOTING BASICS

Updating Chromebook (*common software issues can be resolved by updating your Chromebook*)

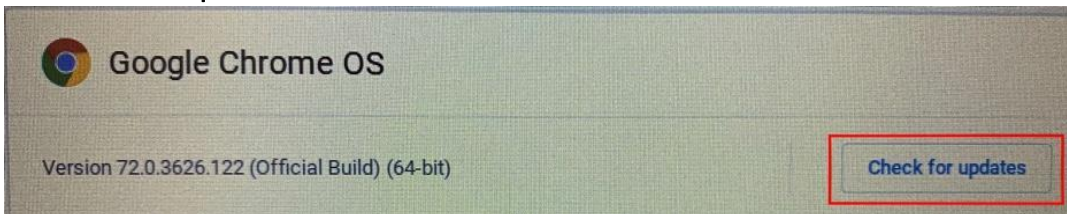
1. At the bottom right of the screen, click on the time.
2. Select Settings Icon (the wheel)



3. At the bottom of the left panel, select **About Chrome OS**.



4. Under "Google Chrome OS," you'll find which version of Chrome operating system your Chromebook uses.
5. Select **Check for updates**.



6. If an update is available, it will automatically download and install.

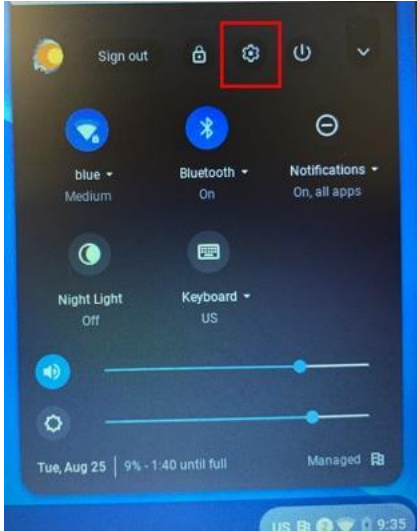
Chromebook and Hotspot Instructions

How to test if your webcam is working or failing

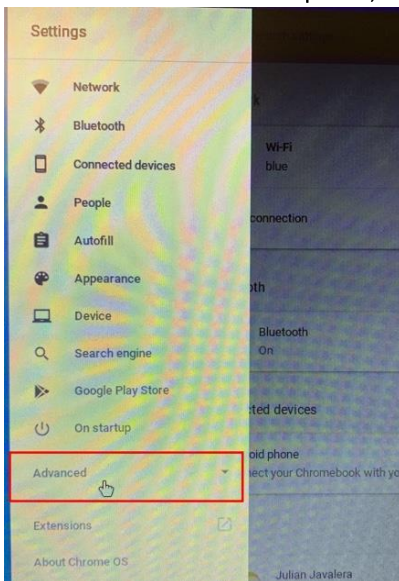
1. Test camera at <https://webcamera.io/>

Chromebook Microphone Fix

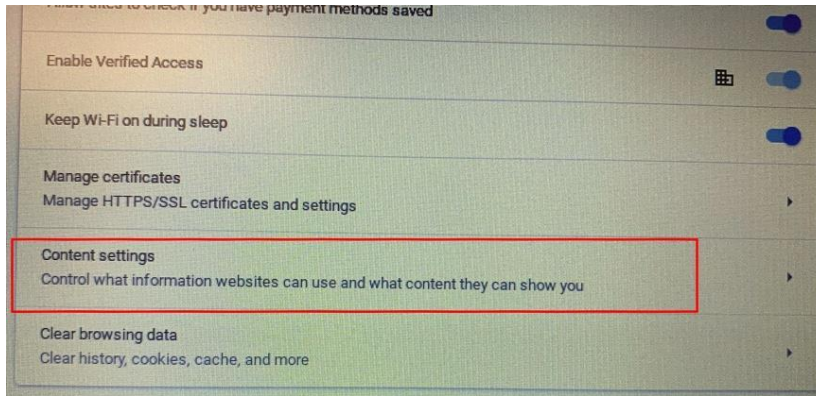
1. Click on the Time at the Bottom right corner
2. Select *Settings* icon.



3. At the bottom of the left panel, click *Advanced*. Under "*Privacy and security*," click *Content Settings*.



Chromebook and Hotspot Instructions



4. Click *Camera or Microphone*
5. Turn "*Ask before accessing*" off/on.

Ask for Assistance

If you run into any username, password or technology issues, please reach out to:
edtech@uplifteducation.org