How to add another User to a Chromebook
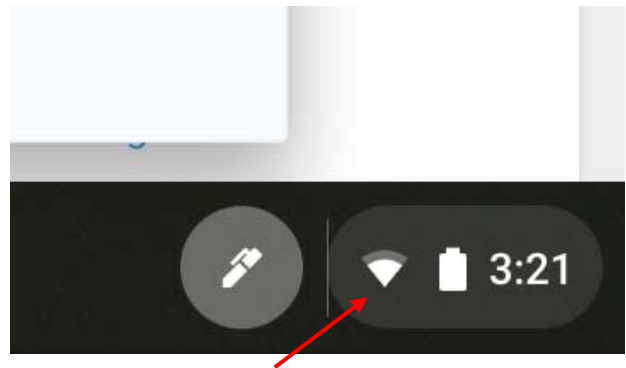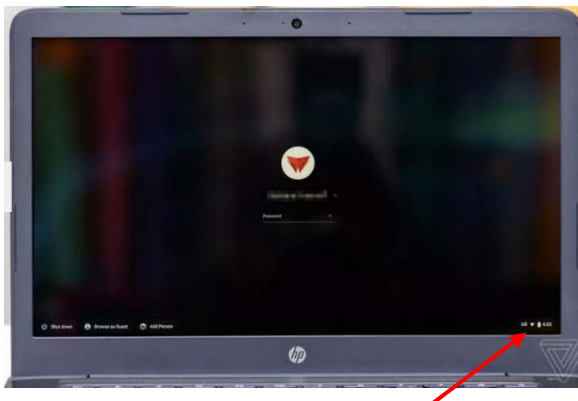
1. Student Google Account Information

   a. Login: _____@paceschool.org
      (Naming convention: FirstInitialLastName@paceschool.org)

   b. Temporarily assigned password: Paceschool1
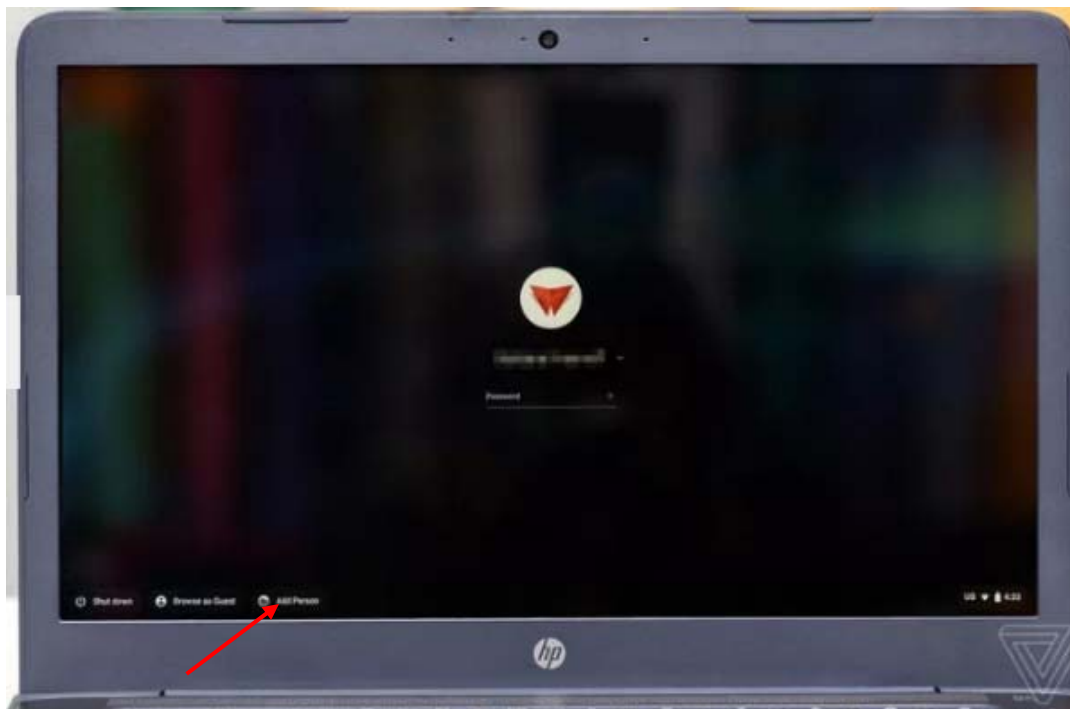
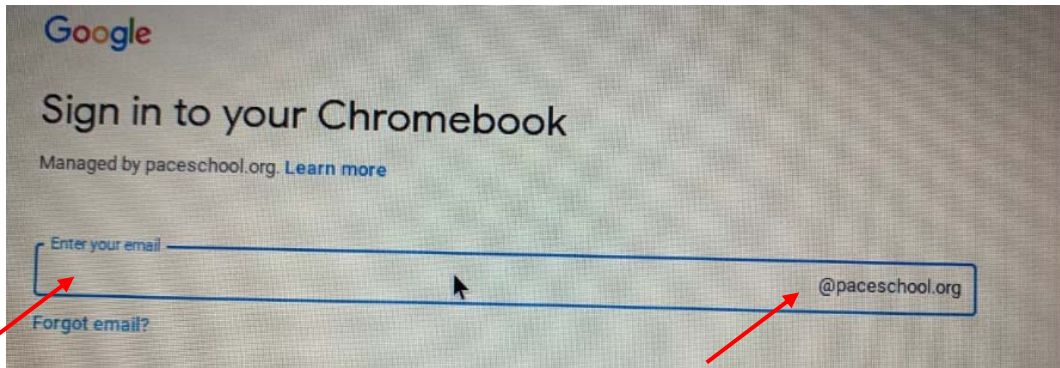   Permanent password: _____

2. Turn on the Chrombook ⏻

3. Connect the Chromebook to your Wifi by clicking on the WiFi symbol in the right bottom corner of your Chromebook screen.
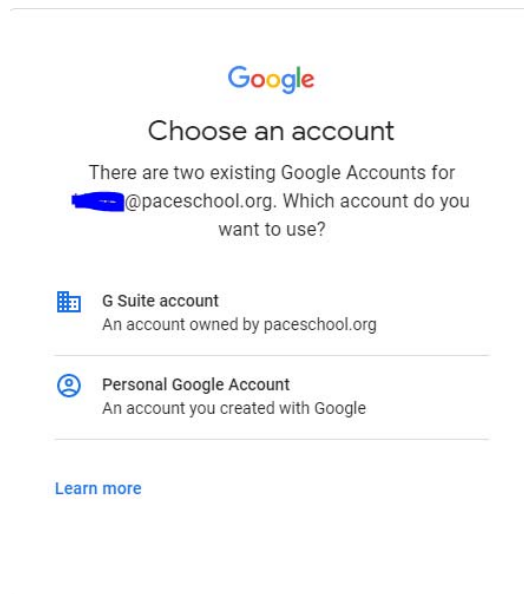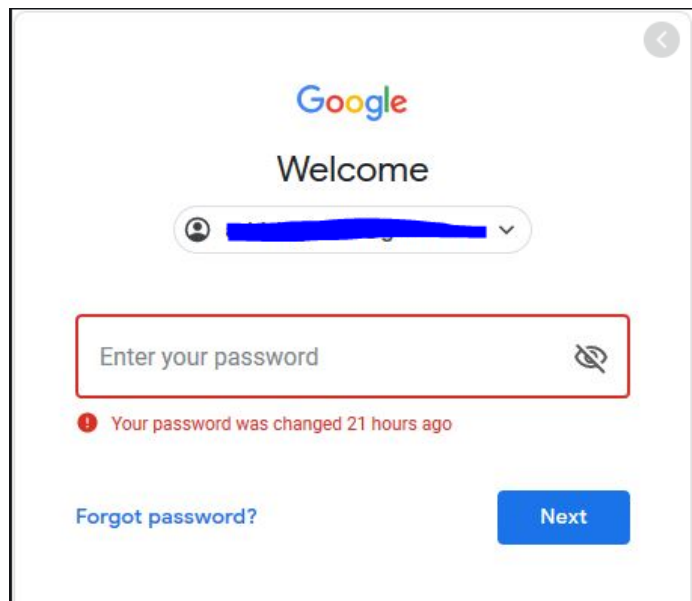

4. Click on **Add Person**

5. Enter your email address. Press Enter
   (Note: "@paceschool.org" is already filled in.)

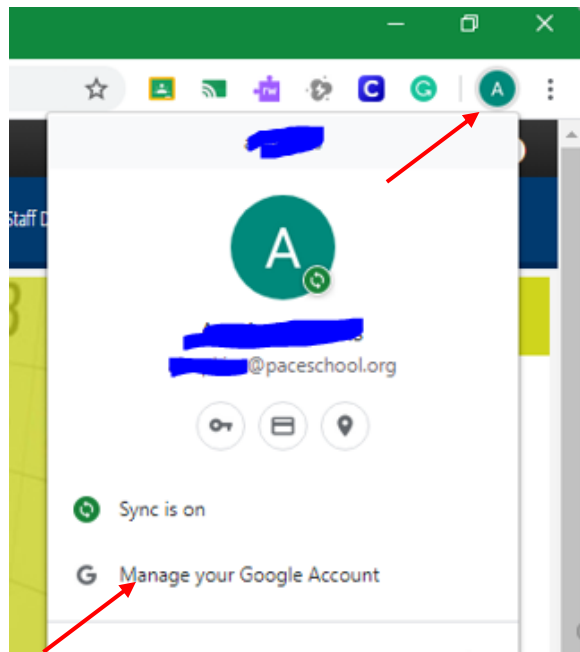6. Click on **G Suite Account**. Do not click on Individual/Personal Google Account
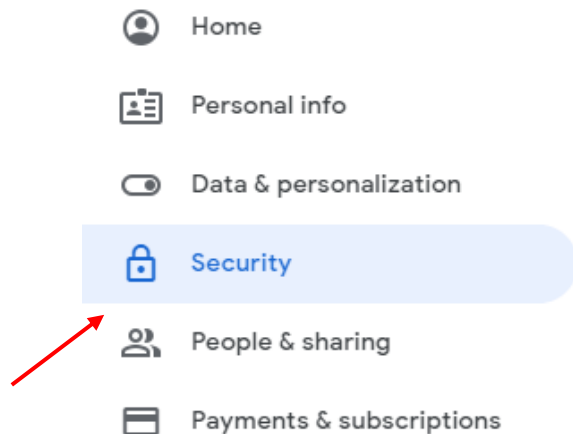

7. Enter your password and press **Next**.

8. Chang your password to a private password

   a. Launch Google
   b. Select your profile in the upper-right, then select "Manage your Google Account"

   c. Click on **Security**

d. Click on **Password**

Signing in to Google

Password   Last changed Mar 3   >

e. Enter your current password. Click **Next**.

Google

Hi

@paceschool.org ∨

To continue, first verify it's you

Enter your password 👁

Forgot password?   **Next**

f. Enter your new password. Press **Change Password**.

New password

Password strength:

Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. Why?

Confirm new password

CHANGE PASSWORD