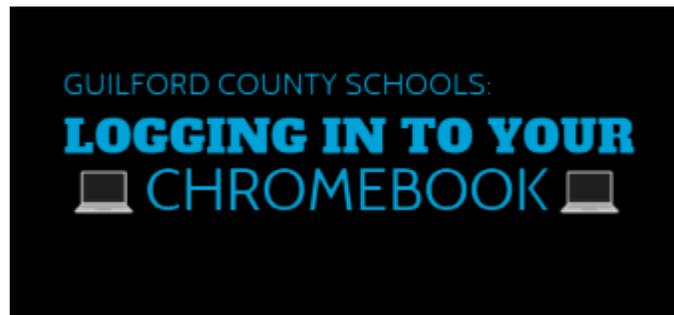


## Chromebook Log In Procedure

(rev 08.2023)

**\*\*NOTE - When logging in for the first time, power the device up a few minutes prior to beginning so that updates will load.**

Click on image below for video directions.



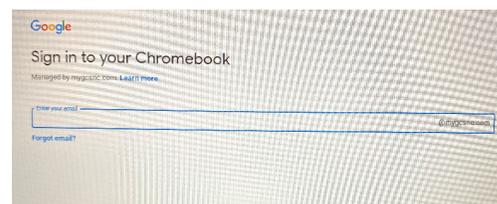
If you see the Google screens below when powering up the Chromebook, click Next. Do not enter anything on the second screen; give the device a moment to update and you will see the Sign in box (adfs) pop up.

This may take a few minutes...

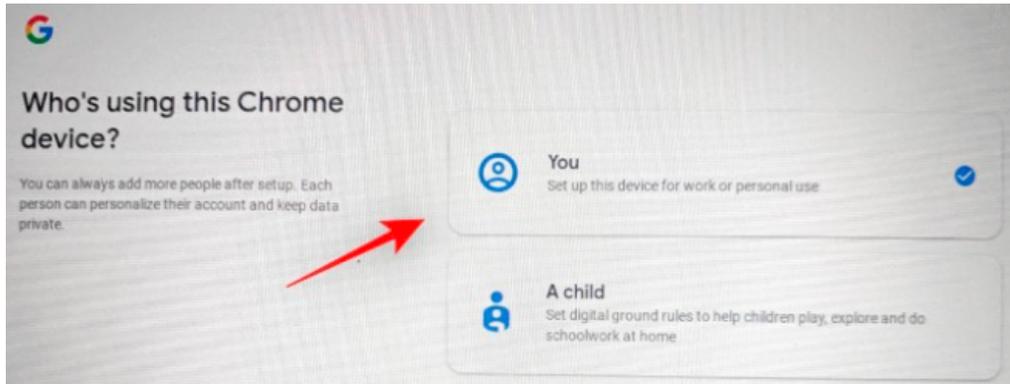
**Click Next.**



**Do nothing on this screen, wait for the screen below to come up.**



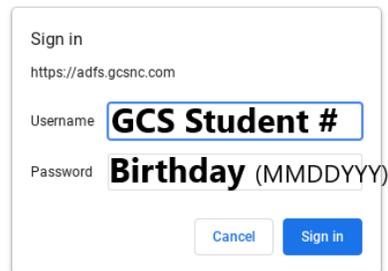
**NOTE: If you see this screen, STOP and place a help desk ticket; the device hasn't been set up correctly prior to delivery to the school.**



### Sign in (You should use the GCS Network!)

- Your Username is your  
GCS STUDENT #
- Your Password is your  
BIRTHDAY (MMDDYYYY)

(If your birthday is August 6, 2009 your password is 08062009.)



### Enter/Confirm Password

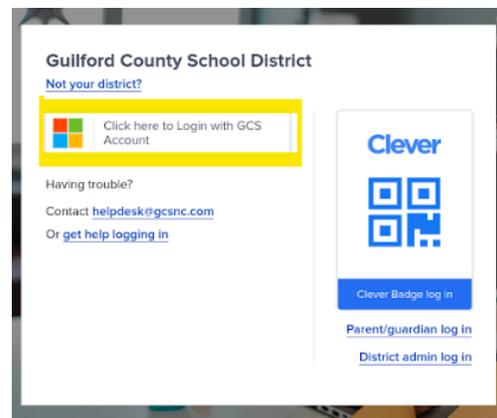
 **Pro Tip:** click on the top line before you begin typing!

- Enter your Password on each line.
- Select Next.



### Login to Clever

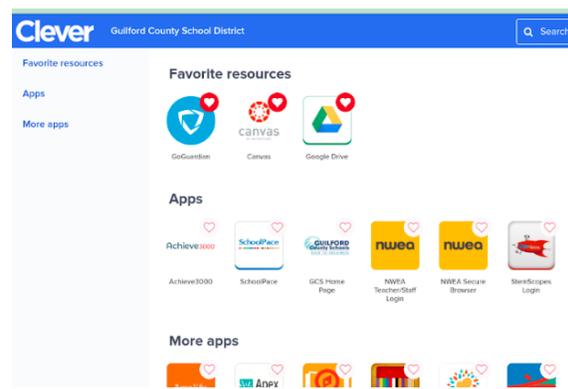
- Select “Click here to Login with GCS Account.”



### That's it!

– You're logged in to Clever - your screen will look something like this.

**Pro Tip:** You can quickly and easily get to MOST of your GCS web applications right here through Clever!



### See next page for Troubleshooting Clever

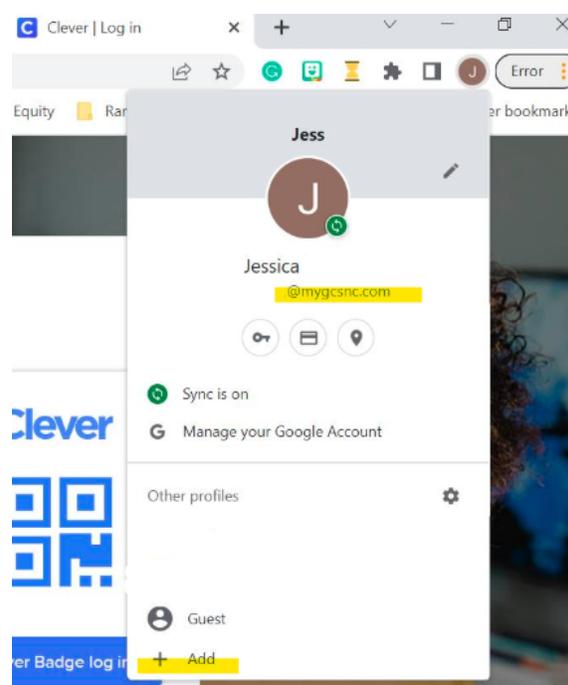
If the Clever page doesn't open after you select "Click here to Login with GCS Account," be sure you are signed in with your GCS Google Account.

– Click on the round icon at the top right.

– You should see your **@mygcsnc.com** account.

– Be sure 'Sync is on' is selected.

– If you don't, select +Add and enter your GCS Google credentials.



### REMINDER:

– Here is the format for your GCS **Google** Username.

– Your password is your birthday (MMDDYYYY)

Last Name(s)	First Letter of First Name	Last four #s of Student ID	@mygcsnc.com
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Example:  
 Jessie McFly with student ID 12345678 =  
 mcflyj5678@mygcsnc.com