

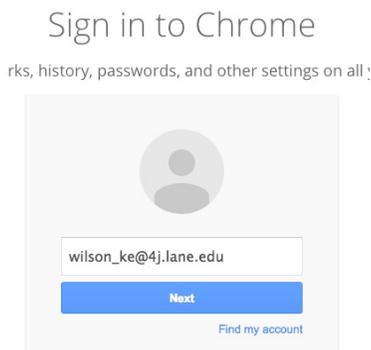
Instructions for signing into Chrome to access Read&Write tools

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<http://blogs.4j.lane.edu/atseugene4j/google-chrome/>

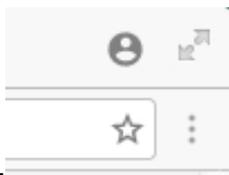
1. Open **Chrome** from the dock
2. Most often, you will see this screen:



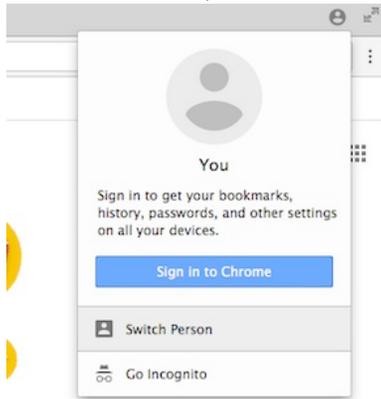
3. **Sign in** with your **full 4J email address** adding @4j.lane.edu
4. **Authenticate here.** You only need first part of email address (no @4j.lane.edu), then your password.



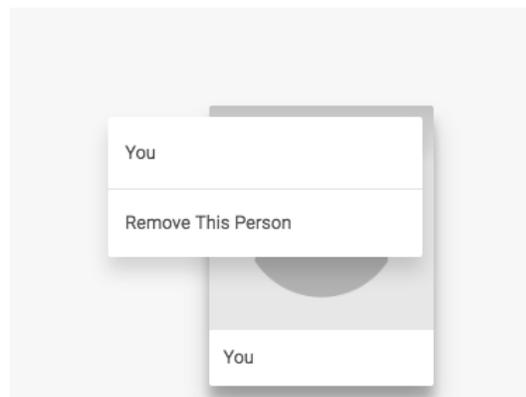
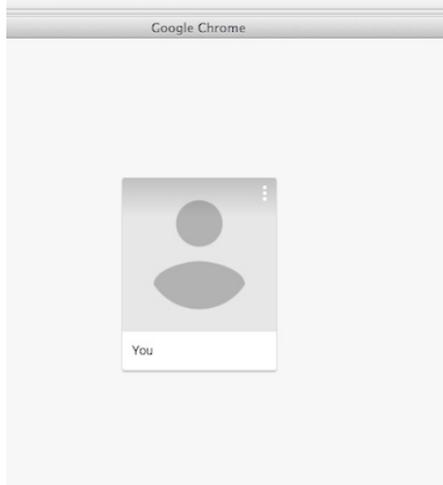
5. If you **do not** see the sign in screen as shown in step 1, click on the **head in the circle-top right**.



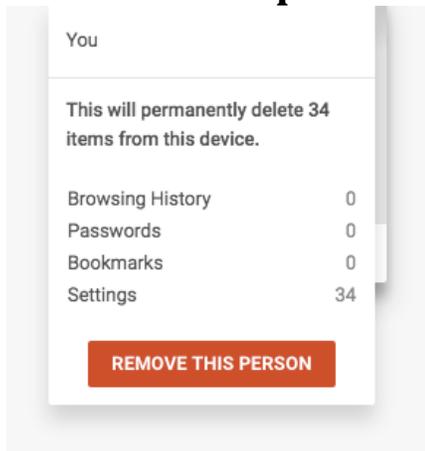
6. From here, click on **switch person**



7. This box comes up. Hover your mouse in the blue field to find the dots or down arrow (upper right corner) Click on it, then **Remove person**

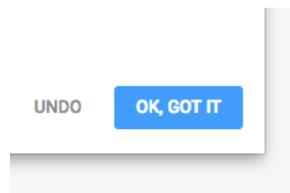
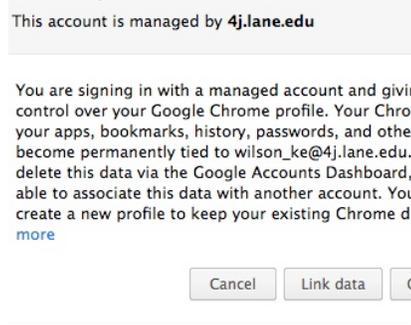


8. Then **Remove person** again



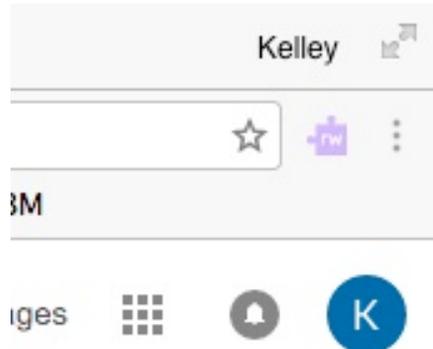
9. Now you should see the sign-in screen.
Follow steps 1-4 to sign in

10. After signing in, you will then see a window that asks you to “LINK DATA” –click on link data

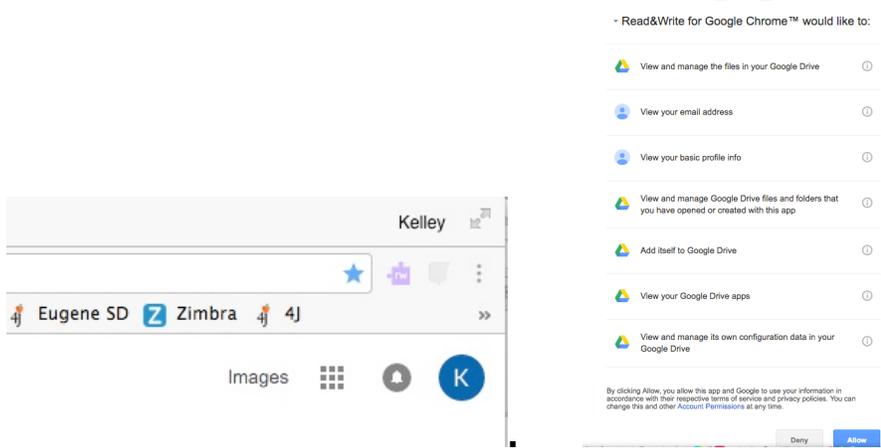


11. Click on OK, GOT IT

12. You are now in Google Chrome and should have access to **Read&Write** both in websites and Google Drive. You should see this at the top right. My **name** at the top means that I am signed into Chrome. The blue “**K**” means that I am signed into Google Drive. The **purple puzzle piece** means that I have access to Read&Write.



13. Almost there! The first time a student signs in, they will have to **allow** access to Read&Write. **One time only.** Click on the purple puzzle piece and a window should open up. Click the blue **allow** button.



Possible glitch: on some 4J computers, the dock at the bottom of the screen blocks this button on student computers and students don't have access to the dock to move or shrink it. **Try this: Tab then Enter.** If this doesn't work, minimize the size of this screen by going to **Window** (top of screen) and choose **ZOOM**. Or just sign them in on a computer that gives you access to the dock, like a staff computer.

Something that may pop up.

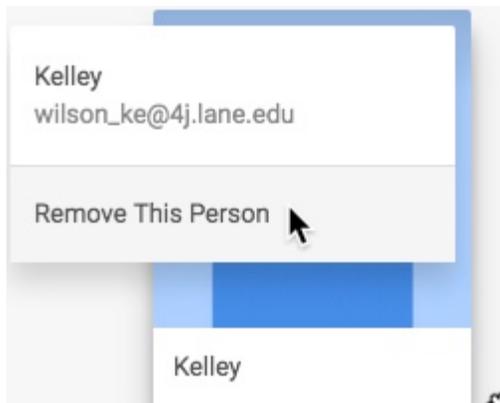
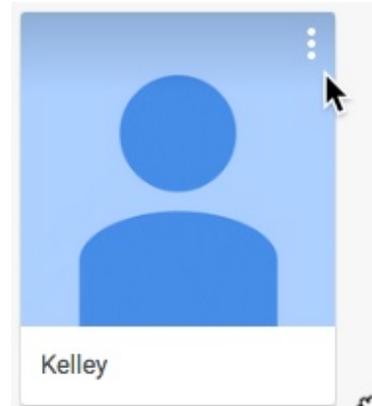
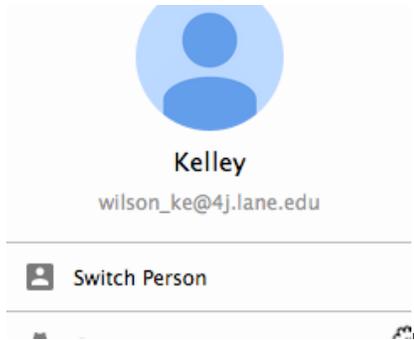


Just cancel it if it does.

VERY IMPORTANT - ONE MORE THING!

Students need to **SIGN OUT** of Chrome when they are finished working. Follow instructions 5-8 .

Sign out:



Kelley
wilson_ke@4j.lane.edu

This will permanently delete **94** items from this device. To retrieve your data later, sign in to Chrome as wilson_ke@4j.lane.edu.

REMOVE THIS PERSON