

## Setting Up Computer and Device Access

### *Chromebooks:*

1. Choose a Chromebook and neatly write your name on the blue tape for the correct period.
2. Open the Chromebook (turn it on if necessary) and sign in with your CSD Google login information – *first.last@student.csd509j.net* (your password is your student ID in the form 00#####).
3. The Chromebook will automatically give you access to your Google Drive, Docs, Sheets, Slides, and any other Google Apps the district has rights to.
4. Head to my website (<http://schools.csd509j.net/CVHS/bregard>) and find our class page.
5. Sign up for Showbie using your CSD account:
  - a. Go to <https://www.showbie.com>
  - b. Click “Sign Up for Free”
  - c. Click “I’m a Student”
  - d. Click “Sign Up with Google”
  - e. Enter your CSD Google login information if prompted
  - f. Add our class using the appropriate class code –
    - i. PST: T7UNJ
    - ii. Biology Period 2: QKZ5M
    - iii. Biology Period 4: 5QQAC
    - iv. Biology Period 6: FWUL4
    - v. Physics Period 5: QDRQ2
    - vi. Physics Period 7: MTTLN
6. If you have time, check to see that you have Pinnacle access if you can remember your login and password.

### *Lab Desktop Computers and Cart Laptops*

1. Always use Google Chrome for Google resources and Showbie!
2. Sign in to the computer using the universal login information: user is “.\cveng” and the password is “Raider\$12” (leave the quotation marks out).
3. Head to my website (<http://schools.csd509j.net/CVHS/bregard>) and find our class page.
4. Launch Google Chrome and go to <https://drive.google.com>.
5. Sign in using your CSD Google login information (if someone else is signed in, sign them out first) - *first.last@student.csd509j.net* (your password is your student ID in the form 00#####). This will give you access to Drive, Docs, Sheets, Slides, and all other Google Apps.
6. To copy a file from your computer to Drive, just drag the file into the Chrome window that has Drive showing (it’s easiest if you save all your files to the desktop). If you haven’t signed up for Showbie yet, follow step 5 in the Chromebook section to get access and add our class.
7. Whenever possible, use Docs, Sheets, and Slides to create documents so your work is automatically saved to your Google Drive.
8. Always sign out of Google when you are done using a computer or laptop!