Starting Instructions for Chromebooks

1. Plug in charger to laptop
2. Press the power button on the top right
3. The login screen will show with the name “NetSync Enrollment” displayed
4. On the bottom left of the screen, click on “Add Person”
5. This may ask for you to connect to your internet.
6. This will display the Google (Sign in to your Chromebook) page
7. In the “Enter your email box”, enter the student’s ID number (this number and password is on a sticker on the side of the box)
8. The student must be entered as (S########)
9. This will open a HISD Single Sign On Service page
10. Enter the information for the student (Ex. Username: Student\S############, Password: 1234) and click “Sign in”
11. You should see an “All Set!” Page, click “Get started”
12. The Clever login page will open, click “Log in with Active Directory”
13. You will now be logged in to Digital Resources and ready to go.

Microsoft Teams Instructions (From Chromebooks)

1. Open Google Chrome
2. On the top left, click on the bookmark labeled “online.houstonisd.org/bookmarks”
3. Select “Office 365”
4. An HISD page will load asking “Stay signed in?”, click “Yes”
5. The Office 365 page will open, select “Microsoft Teams”
6. Teams will open and ready to be used