### Using Your Chromebook at Home

**A Self-Service Guide for Uplift Education Families**

#### Logging in to a Chromebook

1. Power on the computer and ensure that it is connected to the internet.
2. Once the device is connected to the internet, enter the scholar’s full email address and password. (ex. ScholarName1234@students.uplifteducation.org)
   a. Passwords are ALL CAPITAL LETTERS. Be sure to watch for the difference between a capital O and the digit 0.

#### Logging in to ClassLink

1. Go to this website: [https://my.classlink.com/uplift](https://my.classlink.com/uplift)
   a. If you are using an Uplift Chromebook, Classlink app should be pinned to the taskbar (see red box below)

2. Enter your username and password.
   *not the full email address, just the username... characters before the @*
3. A message will prompt you to install an extension when accessing applications.

#### Logging in to Schoology

1. First, always start by signing into Classlink
2. Find the App called Schoology SSO.
3. Click it and you’ll automatically sign in.
4. **DO NOT try to sign directly into Schoology with your ID/password, it will not work.**
Using Your Hotspot at Home
A Self-Service Guide for Uplift Education Families

Connecting to a HotSpot:
1. Turn on the HotSpot
2. Find and Connect to the Wifi Name (ex. Alcatel_linkzone_2_9485_5GHz)
3. Enter the password you see on the tag on the back of the Hotspot
   a. If you are getting “incorrect password” or “not matching”, remove the back cover of the HotSpot and use the password provided there.

Resetting HotSpot:
1. Turn the device on.
2. Hold down the Power and WPS keys simultaneously for 13 seconds
3. Wait for LED indicators to flash blue 4 times. This indicated the device has been reset.
Updating Chromebook (common software issues can be resolved by updating your Chromebook)

1. At the bottom right of the screen, click on the time.
2. Select Settings Icon (the wheel)

3. At the bottom of the left panel, select About Chrome OS.
4. Under “Google Chrome OS,” you’ll find which version of Chrome operating system your Chromebook uses.
5. Select Check for updates.
6. If an update is available, it will automatically download and install.
How to test if your webcam is working or failing

1. Test camera at https://webcamera.io/

2. Click on the Time at the Bottom right corner
3. Select Settings icon.

3. At the bottom of the left panel, click Advanced. Under “Privacy and security,” click Content Settings.
4. Click Camera or Microphone
5. Turn “Ask before accessing” off/on.

Ask for Assistance
If you run into any username or password issue, please reach out to your school or teacher for assistance. Continued hardware issues should be forwarded to us by sending an email with a detailed description of your issue to edtech@uplifteducation.org.