

Personal Chromebook/device??'s

Set up a new device

<https://support.google.com/work/android/answer/9412115>

If you have a new or factory-reset device, add your school's G Suite account during device setup:

1. Turn on your device.
2. Follow the on-screen steps until you're prompted to enter a Google Account.
3. **Enter your G Suite account email and password.** (you will need to enter the entire email address even if the student does not have an active email account) example:
28SampleS@guadalupe-school.org
4. Follow the on-screen steps until setup is complete.

You may have one additional question asking to choose how you want to use the device...

- If you plan to add personal data on the device, check I own this device. The device will be set up with a [work profile](#) to keep your work and personal data separate.
- If you don't plan to add personal data on the device, don't check I own this device. The device will be set up in fully managed mode.

Set up an existing device

If you already own your device / your device is already set up, **add** your G Suite or Cloud Identity account. If your account is already on your device, you don't need to do anything. To add your account:

1. Open your device's Settings app.
2. Tap Accounts. If you can't see 'Accounts', tap Users & accounts.
3. At the bottom, tap Add account.
4. Tap Google.
5. **Enter your G Suite account email and password.** (you will need to enter the entire email address even if the student does not have an active email account) example:
28SampleS@guadalupe-school.org

Either way, your student will now have access to all their school accounts and settings just like if they were using a school-owned computer. If you want to make sure they don't have access to other programs and such, simply remove those other personal accounts (or lock them from the student access with password changes) from your personal device.

Questions? Contact Mrs. Somerville: bsommerville@guadalupe-school.org