

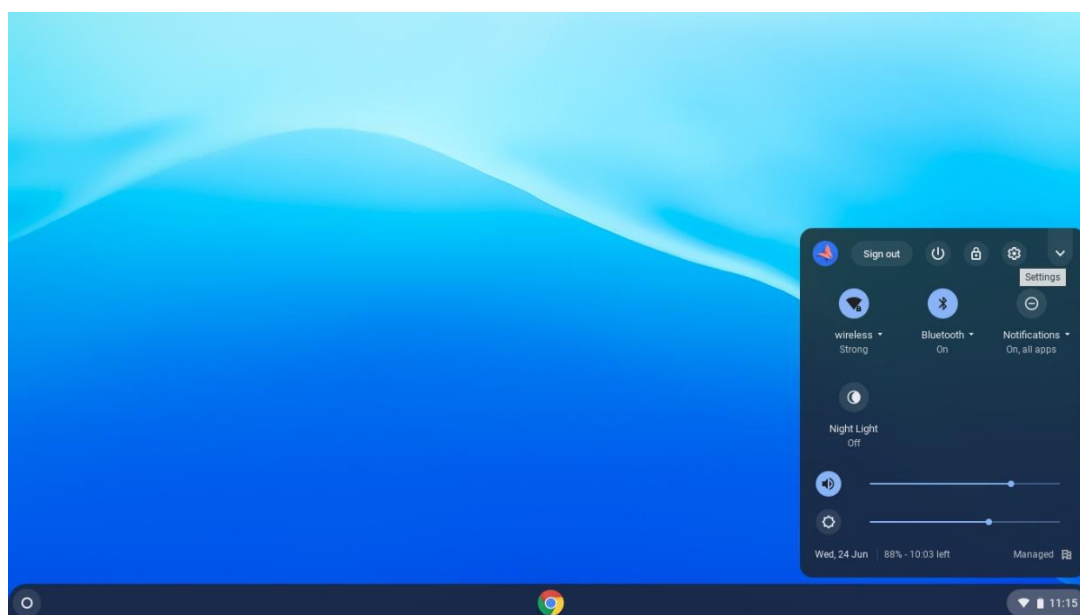
# Guidance for accessing a secondary Google Account on the Chromebook

Your child's loan Chromebook has been set up a primary login that allows the child to log into the device securely.

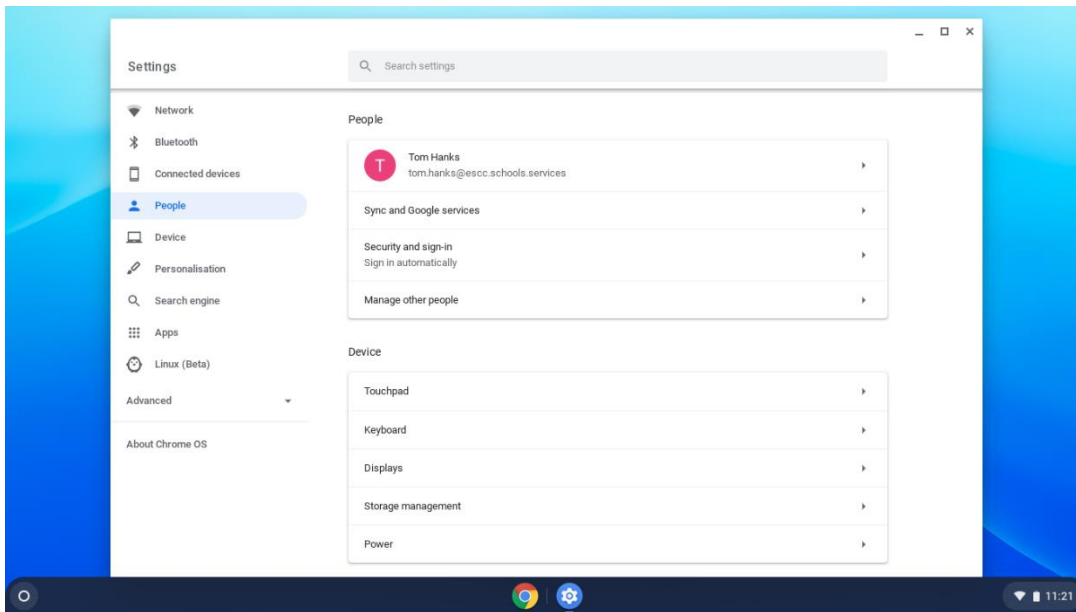
If your child wishes to access their School Google Account to access Remote Learning Material, please follow these steps.

- Steps 1 to 6 are a one-off setup
- Steps 7 to 9 show you how to swap between accounts

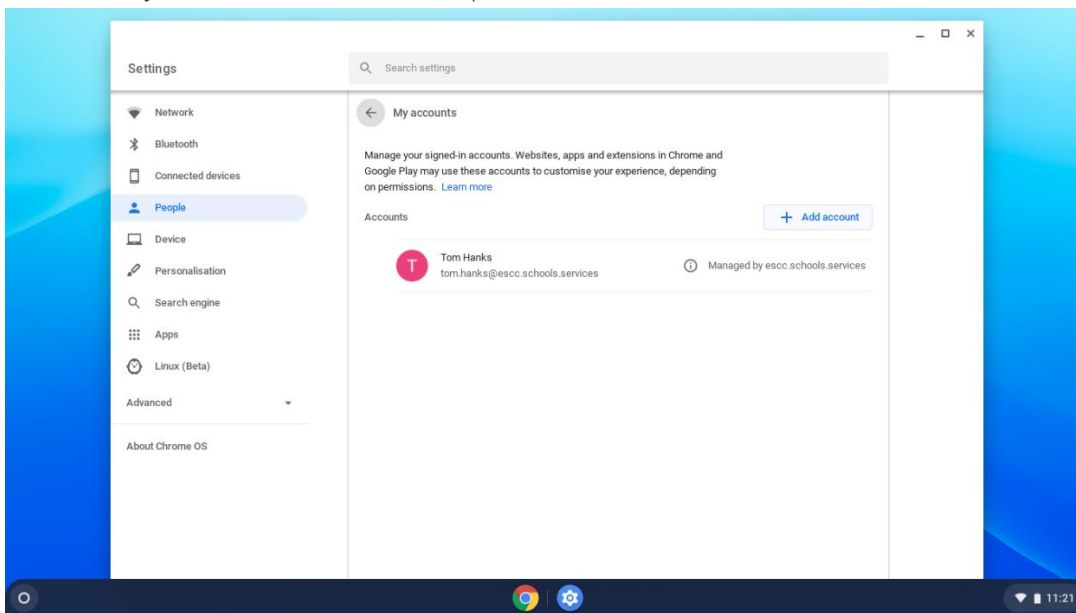
1. When on the Chrome Desktop, click on the clock in the bottom right hand screen, then on the "Cog" symbol to access settings:



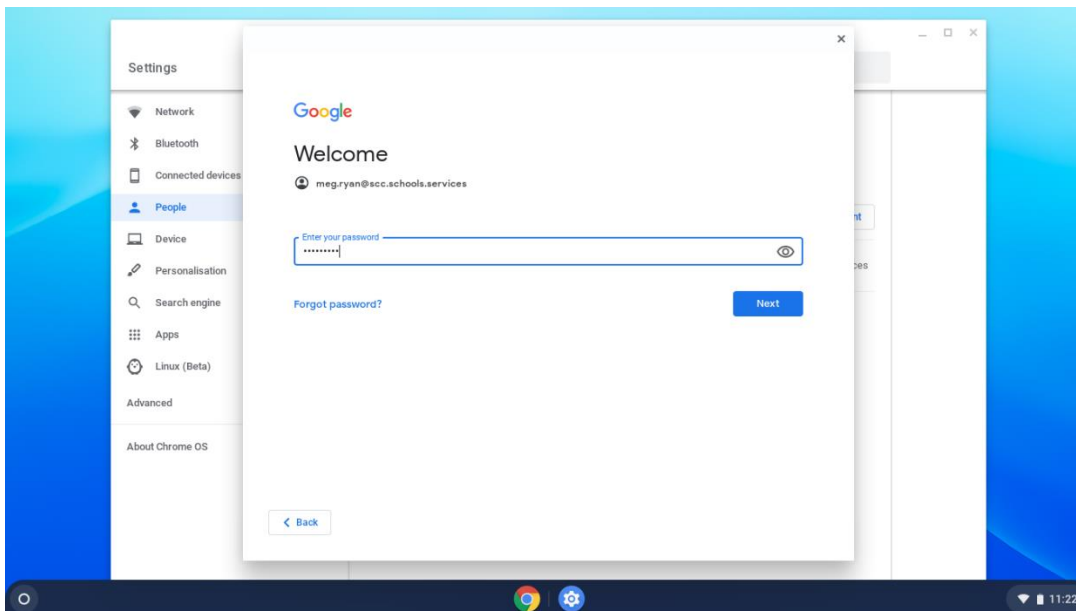
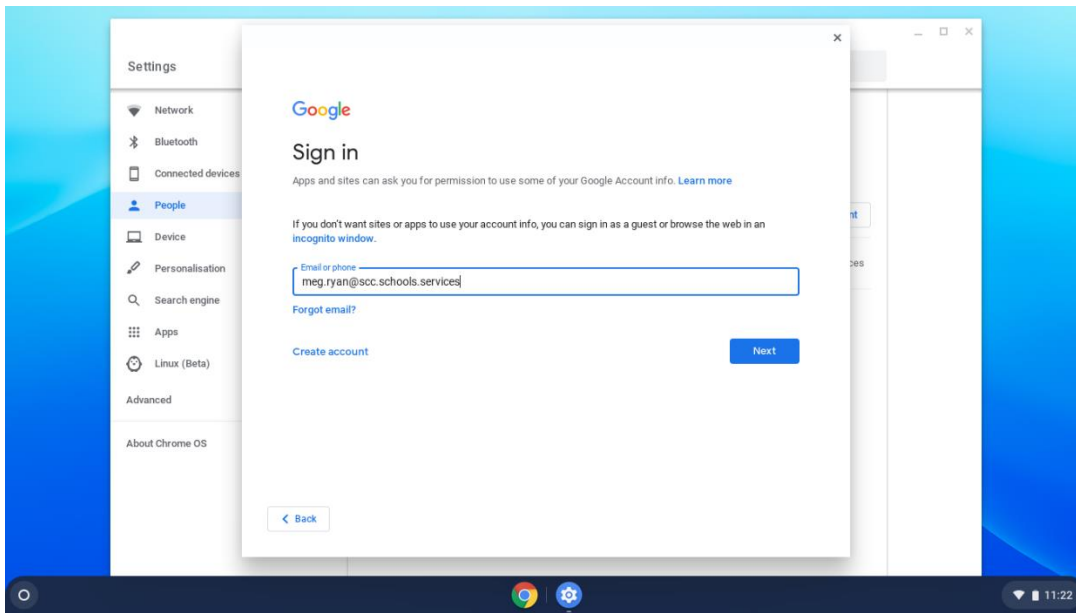
2. Select the "People" option to see the accounts page



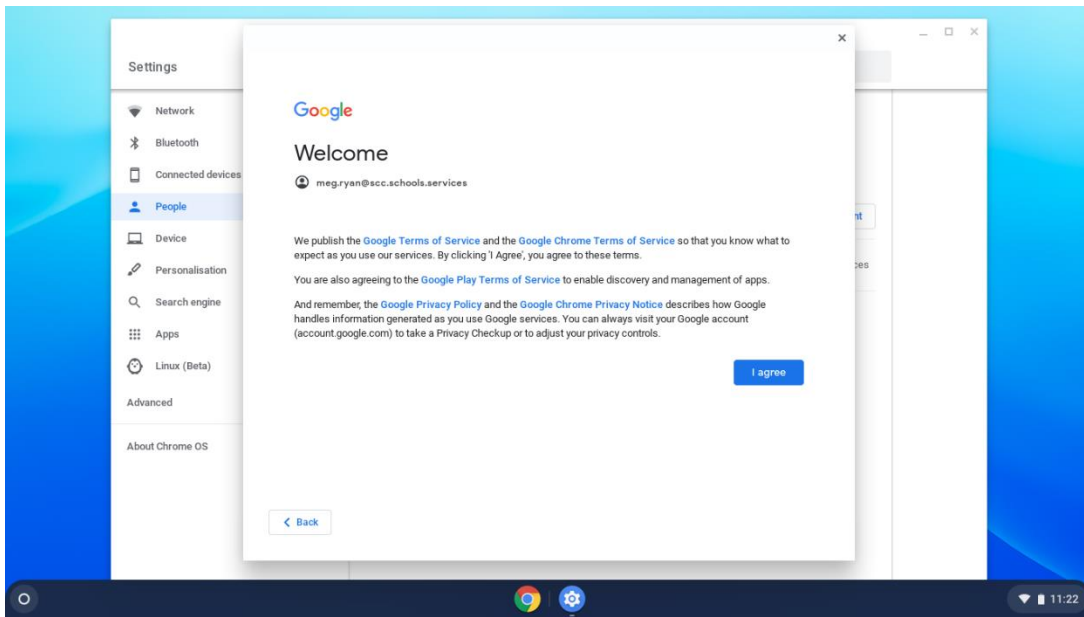
3. Click on your Username and then press "Add Account":



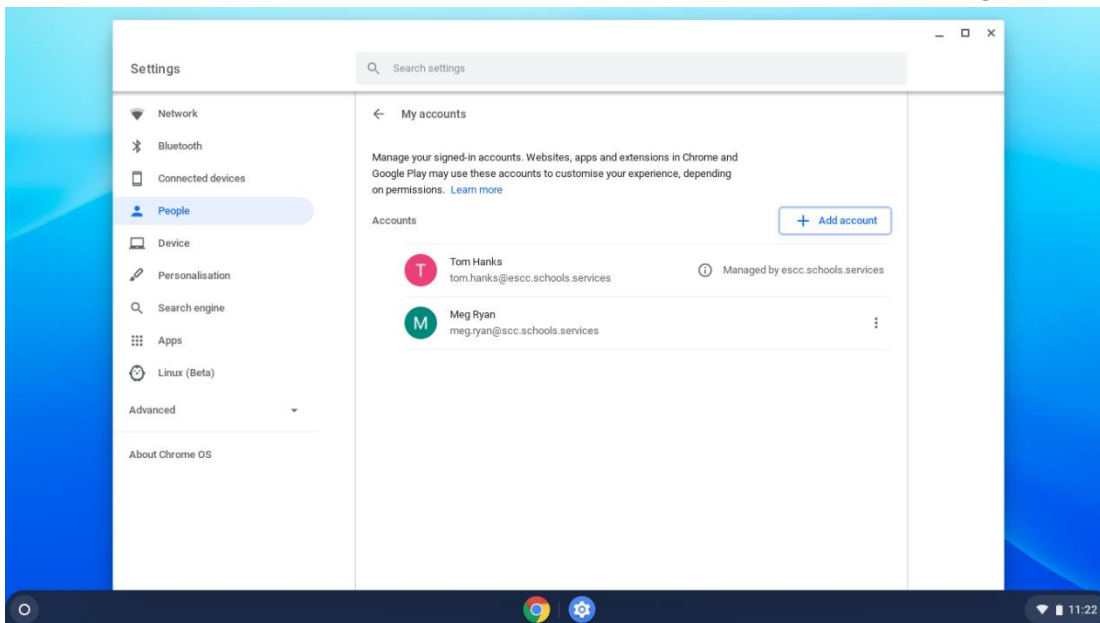
4. Enter the school Google Account Email and Password:



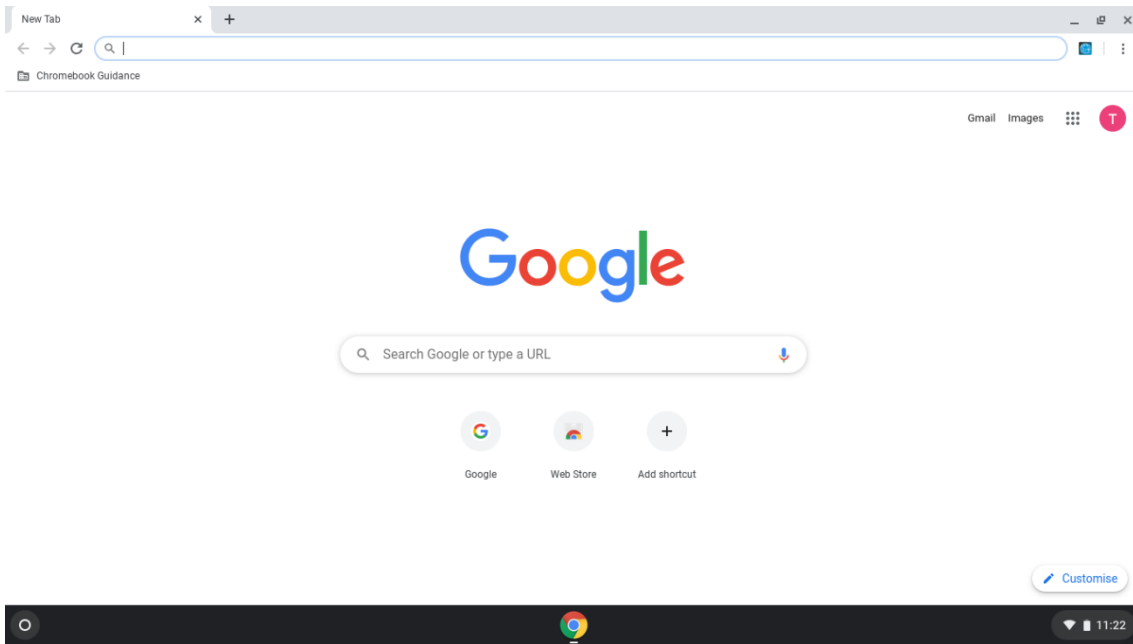
5. Accept any terms if applicable:



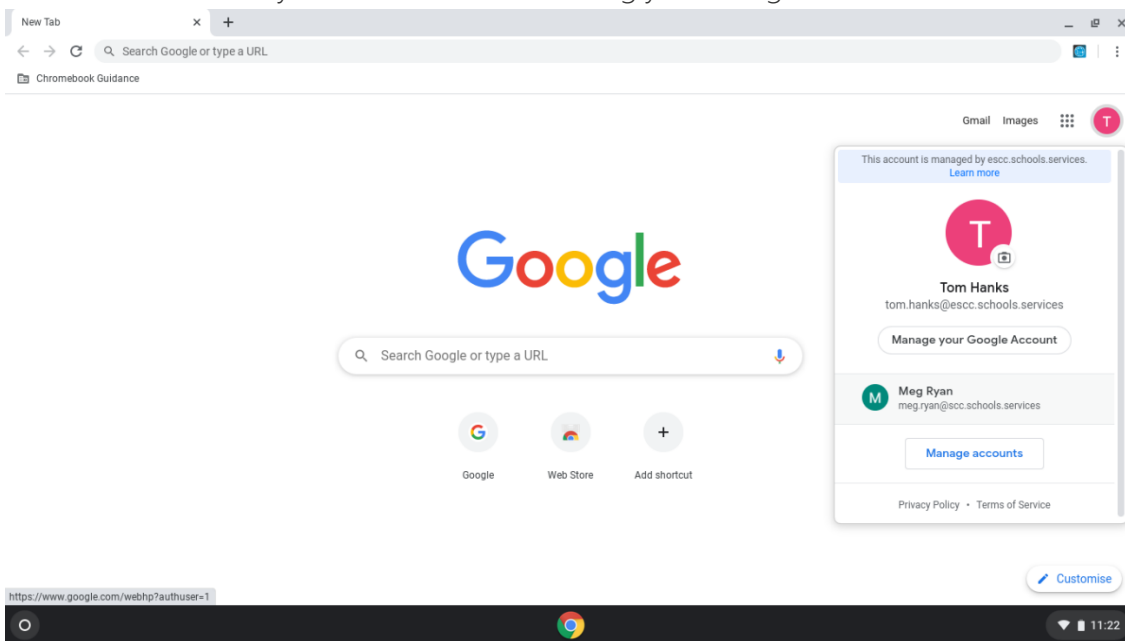
6. Your account should now be listed under the account which was used to sign into the Chromebook:



7. Open Chrome Browser and look for the initial at the top right of the screen. Click on the initial (in this case "T")



8. Select the account you wish to use to accessing your Google services:



9. You should now be browsing with your school Google account:

