

STORY COUNTY WORKFORCE INNOVATION PROJECT ACER CHROMEBOOK AND HOTSPOT GUIDE



At United Way of Story County, we recognize how important access to computers and the internet are - during the pandemic more than ever! We are loaning you this brand-new Chromebook and mobile hotspot (where needed) to help you succeed in the virtual parts of your classes and in your job search. We hope this guide will be helpful to you.

Questions? Need support? Please contact Vonda at 515-509-9914 (text is fine) or by email at SCWIP2020@gmail.com

OVERALL INSTRUCTIONS:

- Please take very good care of these items. This includes keeping away from food/drink, extremes of heat/cold, as well as pets and small children! :-)
- Please use these Chromebooks appropriately and for their intended purpose.
- Please remember that these items must be returned to United Way. The hotspots will continue to be available for loan after the program has ended; you can check these out from the Ames Public Library at that time.

CHROMEBOOK INSTRUCTIONS:

Each Chromebook comes with a “Setup Guide” (a shiny white brochure). This has helpful visuals to help you set up your computer for the first time. Here are those steps - plus more - if you need additional help.

1. Plug in and charge the chromebook.
2. Open, and press the POWER button on the upper right of the keyboard above the BACKSPACE bar.
3. Welcome screen allows you to choose your language and accessibility
 - a. ENGLISH - click on the LANGUAGE square on the left
 - i. Click on the down arrow for LANGUAGE, this is the language the information on the screen will display such as websites
 - ii. Keep KEYBOARD the same
 - b. ACCESSIBILITY are tools to help you see the screen materials better
 - i. You can have it make the CURSOR larger, MAGNIFY your screen for larger fonts, and SPEAK words.
 - c. Select LET’S GO!
4. Connect to the internet - whatever is available will show up, either a wifi or a hotspot
 - a. Select the hotspot or wifi, and enter the PASSWORD. Please do not share your hotspot password, it will decrease your BANDWIDTH, or slow down your internet use. Hotspots are usually used for only one device.
 - b. ACCEPT and continue
5. SIGN IN to your chromebook
 - a. If you have a GMAIL account, you can sign in using it

- b. If you DO NOT HAVE GMAIL, we will need to create one, by selecting MORE OPTIONS.
 - i. Your NAME - keep it professional. It is best to use your first and last name, as it will appear on your SENT EMAIL for people to recognize.
 - ii. Your EMAIL LOGIN, is your email account. It should reflect your name, and be easy to remember. You can use your initials or something similar. Write your email login (username) here to help you remember it:

 (Example: a person named Juana Garcia might be jgarcia@gmail.com)
 - iii. Create a unique password. Write your password here or somewhere safe for future reference: _____
 - iv. This will start the set up of your GOOGLE ACCOUNT
 - 1. You will need to ACCEPT the terms.
 - 2. You will also have the option to connect to your phone.
6. GOOGLE ACCOUNT
- a. Requires you to sign in from anywhere, but will remain on your DESKTOP bar at the bottom.
 - b. The GOOGLE CHROME is your WEB BROWSER and will get you on the internet, as well as into your GMAIL account
 - c. GMAIL icon with the M is your MAILBOX for mail, quick access as well as into your GOOGLE ACCOUNT
 - d. DOCUMENT icon allows you to get quickly into your GOOGLE ACCOUNT to work on a document. Within this document, there are TEMPLATES you can choose to create a resume or just write on a BLANK document. It saves automatically.
 - e. YOUTUBE for video supports on how to or just watching videos available
 - f. GOOGLE PLAY is an application or APP store. APPs are NOT always free. They help you get things done easier and faster. For instance, a calendar APP to merge all calendars.

There is a DASHBOARD in the lower right hand corner for quick access to key features such as volume, brightness, and notifications.

MOBILE HOTSPOT INSTRUCTIONS:

The beauty of a mobile hotspot is that it provides internet access wherever you are. To learn more about how to connect your Chromebook and your hotspot, etc, please follow the directions that came with your hotspot. If you need additional help, check out the video posted at our dedicated webpage:

www.uwstory.org/workforce-innovation-programs OR go right to the YouTube link:
<https://youtu.be/N35BpeshgwI>

GOOD LUCK! WE ARE ROOTING FOR YOU AND YOUR SUCCESS!