



Chromebook Student Guide

Instructions for Students on signing in and returning your Chromebook

Provided by the Harper College Student Service Desk
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Using your Chromebook

The purpose of this guide is to assist students with using their Harper Library provided Chromebook.

Chromebooks can be picked up and returned at the Desk in the Library (Building F, Second Floor).

All the following must be true to complete the Loan Contract for a Chromebook:

- Student must be in good standing
 - No outstanding fees or overdue items
- Student must be enrolled in a Credit course

Harper College Library


847.925.6184

semesterloantech@hapercollege.edu

Initial Set up

Students will not be able to log in to the Chromebook with their Student email. A **personal Google Account** must be used to sign in. Signing in with a Harper email address will restrict access to important functions such as downloads, installations, and videos. If there is no *personal Google Account*, one can be created at step 7.

Please note the set up may vary based on the version the Chromebook is on.

1. Plug in the provided charger into the Chromebook.
2. Turn on the Chromebook by pressing the **Power Button**  on the left side of the device.
3. On the Welcome screen, click **Get started** (Figure 1).

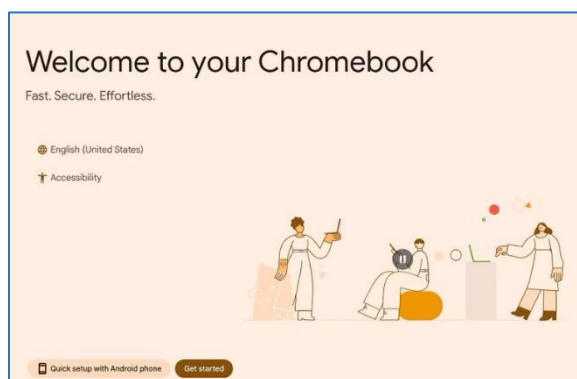


Figure 1: Welcome to your Chromebook

4. Select a **Wi-Fi network** to connect to then click **Next** (Figure 2).

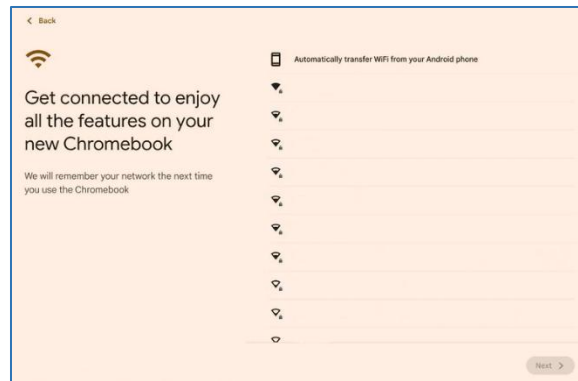


Figure 2: Connect to a Wi-Fi to get started

5. Select **For personal use** then click **Next** (Figure 3).

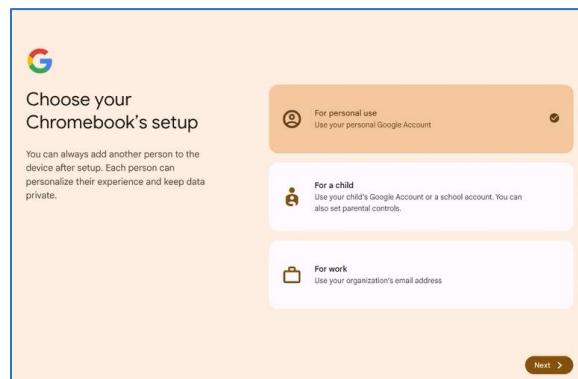


Figure 3: Continue using a personal Google Account

6. Select **Enter your Google Account and password** then click **Next** (Figure 4).

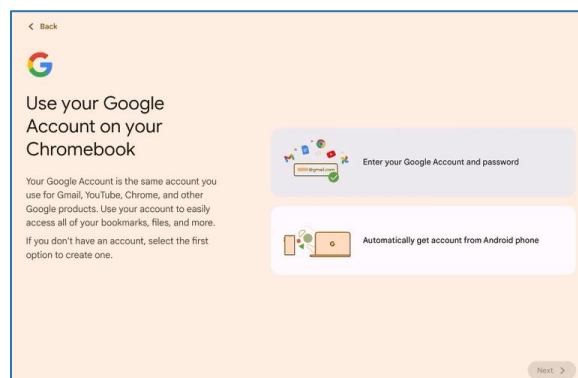


Figure 4: Sign in using your personal Google Account credentials

7. Sign in using your personal *Google Account* credentials (Figure 5).
 - a. Click **More options** if you need to create a personal Google Account.

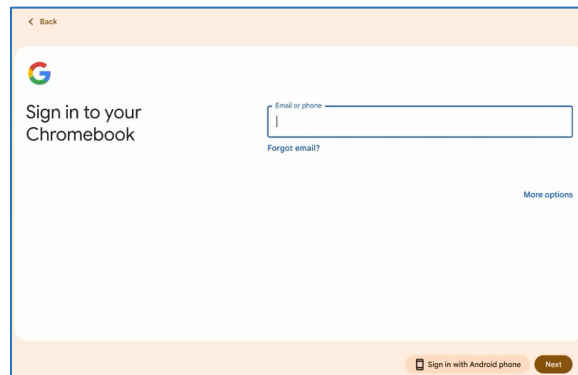


Figure 5: Enter your Google Account credentials

8. Review the terms and data usage then click **Accept and continue** (Figure 6).

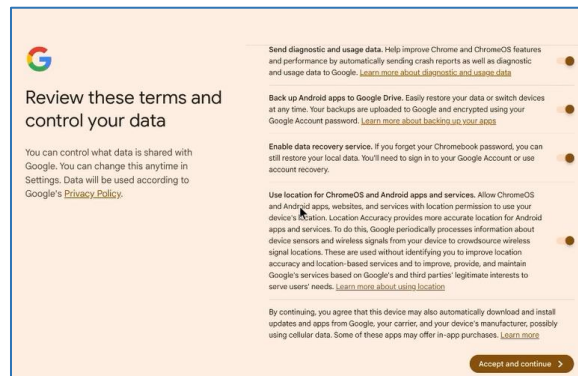


Figure 6: Configure the terms and data usage to your preference

9. Review the *Sync your Chromebook* settings then click **Accept and continue** (Figure 7).

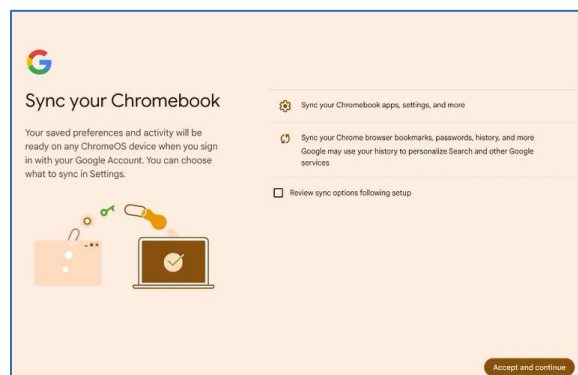


Figure 7: Sync your Chromebook when you sign in with your Google Account

10. Select whether to use a password or to create a PIN to sign in to the Chromebook (Figure 8).

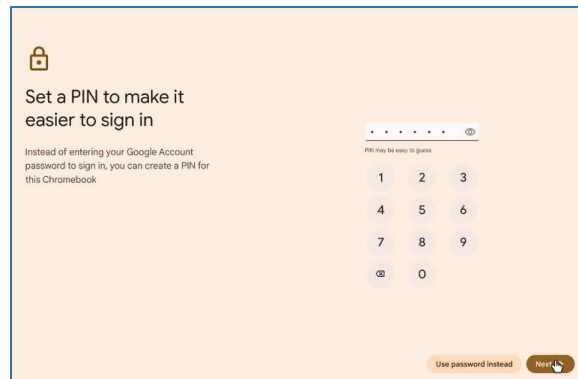


Figure 8: Create a PIN to sign in

11. Select the Chromebook usage or click **Skip** (Figure 9).

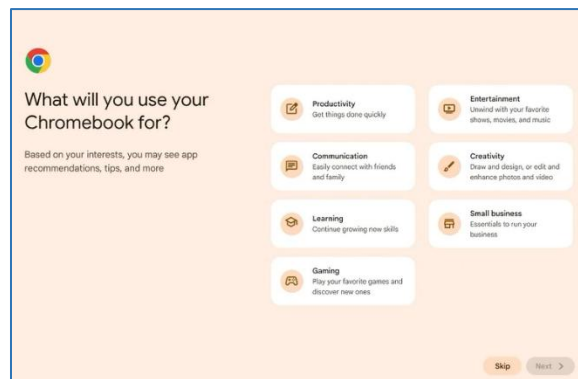


Figure 9: Select what the Chromebook will be used for or click skip

12. Click **No thanks** (Figure 10).

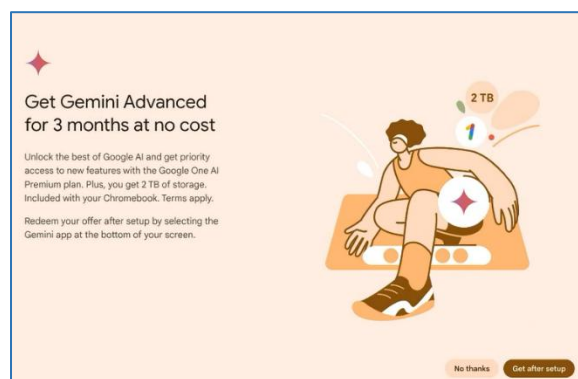


Figure 10: Skip the Google Gemini advertisement

13. Adjust the features based on your preferences or click **Skip** (Figure 11).

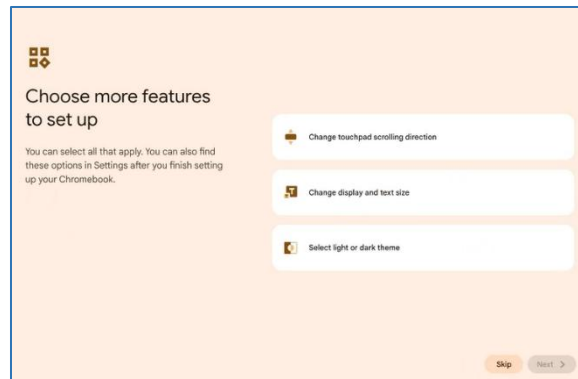


Figure 11: Adjust settings based on your preference

14. Click **Get started** to complete the set up (Figure 12).

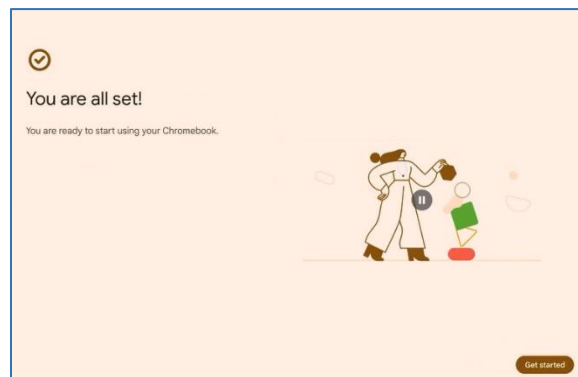





Figure 12: Finalize the set up by clicking Get started

Chromebook Quick Guide


Chromebook Touch Pad

Click	Press down on the lower half of the touchpad. Tap-to-click is enabled by default, where a quick tap on the touchpad allows a click.
Right-click	Click the touchpad with two fingers.
Scroll	Place two fingers on the touchpad and move them vertically or horizontally.

Keyboard Shortcuts

Take a Screenshot	Ctrl + Show Windows 
Toggle Caps Lock	Alt + Search 
View all Keyboard Shortcuts	Ctrl + Search  + S

Sign in as Guest / Add another User

1. Click the **Clock** on the bottom-right.
2. Click **Power**  then **Sign out** (Figure 13).

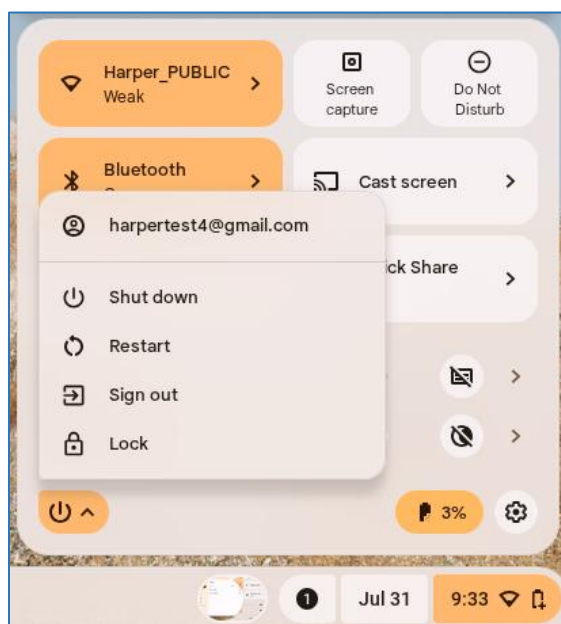



Figure 13: Chromebook power/sign out options




3. On the bottom-left of the *login screen*, click  **Browse as Guest**
 - a. **Guests** do not have access to your personal apps or data.
 - b. Adding a **Person** will allow multiple users on the same device while using their own personalized settings.

Signing out as a guest

1. On the bottom-right, click the **Time**.
2. Click **Exit guest**.

Finding your Files

Chromebooks are made with the intention of saving files to the cloud. Files do not appear on the desktop. By default, everything you download will be saved in the *Downloads* folder. Files saved to *Google Drive* are backed up online automatically.

1. Open **Files** 
2. Click **Downloads**  to access downloaded content.
3. Click **Google Drive**  to access cloud content.

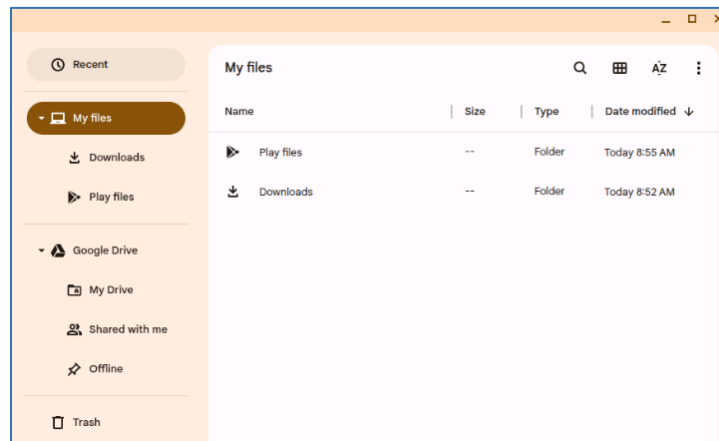



Figure 14: Files window

Accessing Office 365 on Chromebook

Chromebooks cannot install Office 365 applications. However, the web version is available to use.

1. Open **Google Chrome** 
2. Navigate to office.com
3. Sign in using your Harper College email address.
 - a. Your email address is your **username** followed by **@mail.harpercollege.edu**
4. Complete the *multi-factor authentication* to gain access to Office 365.
 - a. If you have not set up multi-factor authentication, visit the following for more information: harpercollege.edu/services/techsupport/setup-authentication.php

Updating your Chromebook

To ensure the latest features and security, updates should be performed on the Chromebook. To manually check for updates, follow the instructions below.

1. Click the **Clock** on the bottom-right.
2. Click **Settings** ⚙️
3. Click **About ChromeOS** on the left menu.
4. Click **Check for updates**.

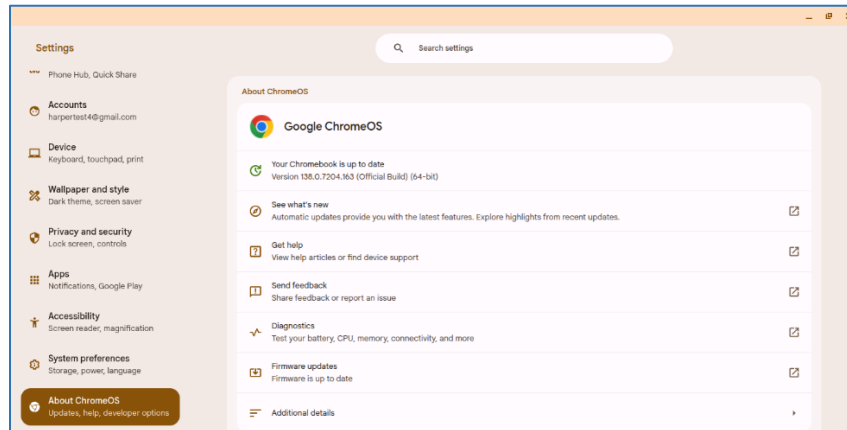


Figure 15: Settings - About ChromeOS

Installing Honorlock

Instructors may require the use of Honorlock for tests or quizzes. Follow the instructions below to set up Honorlock on a Chromebook (Figure 16).

1. Open **Google Chrome** 🌐
2. Navigate to app.honorlock.com/install/extension
3. Agree to Honorlock's *Terms of Service*
4. Click **Add Extension**

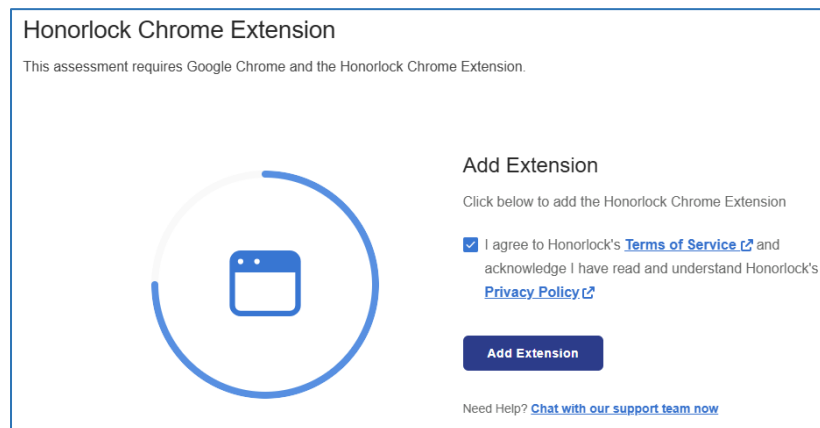



Figure 16: Honorlock extension installation page

Honorlock FAQ

If you have questions regarding Honorlock, visit harpercollege.edu/testing/honorlock.php

Returning your Chromebook to the Library

Before returning your Chromebook to the Library a *Powerwash* must be performed. This ensures that your personal Google Account, Apps, and settings will be removed from the Chromebook.

1. Click the **Clock** on the bottom-right.
2. Click **Power**  then **Sign out**.
3. At the login screen, press and hold **Ctrl + Alt + Shift + R** on the keyboard.
4. Click **Restart**.
5. In the following boxes, click **Powerwash**, then **Continue**.

Additional Support

If you have any questions about the information in this guide or any other technology related questions, please contact the Harper College Service Desk by phone 847.925.6866 or by email studentsd@harpercollege.edu.