



To sign in to the library Chromebooks, there are two options available:

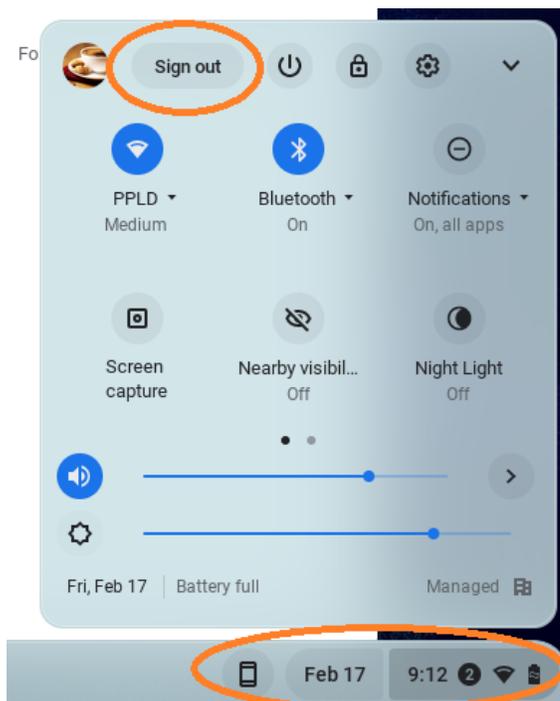
- Use an existing Gmail account
- Browse as Guest.

Using an existing Gmail Account:

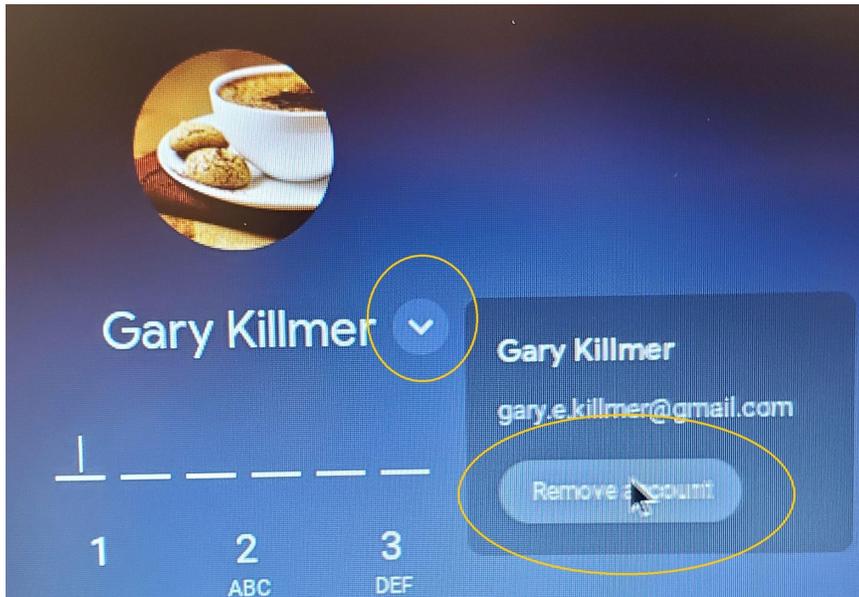
Signing in with an existing Gmail account and password enables a personalized experience; where all your saved Google data, such as Drive, photos, and bookmarks, will be visible once you log in. You can also install apps from the Google Play Store, and your data will stay through subsequent reboots or shutdowns on the device. **Note that the first time you sign in, you'll need to accept some user agreements and create a pin.**

Before returning the Chromebook to the library, for security purposes, you will have to sign out of your existing Gmail Account.

1. Click “Sign Out”, which is available after clicking on the clock in the lower right-hand corner.



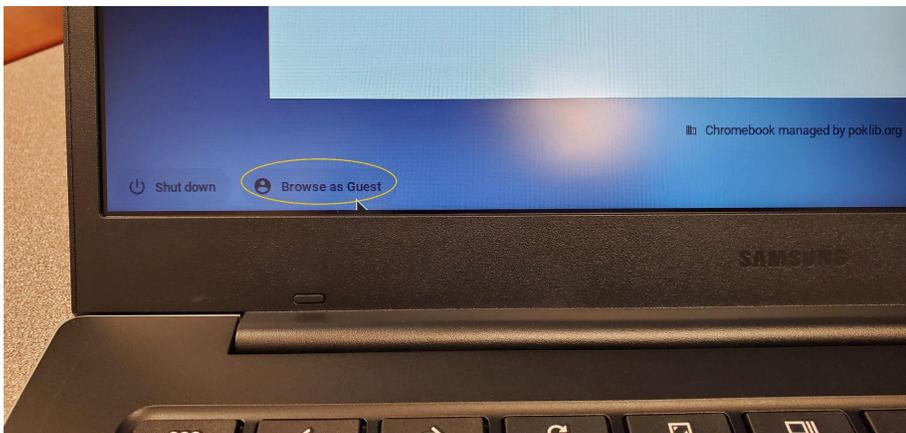
2. Click on the down arrow next to the name of the Gmail account, and then click the "Remove Account". This deletes all personal data from the Chromebook.



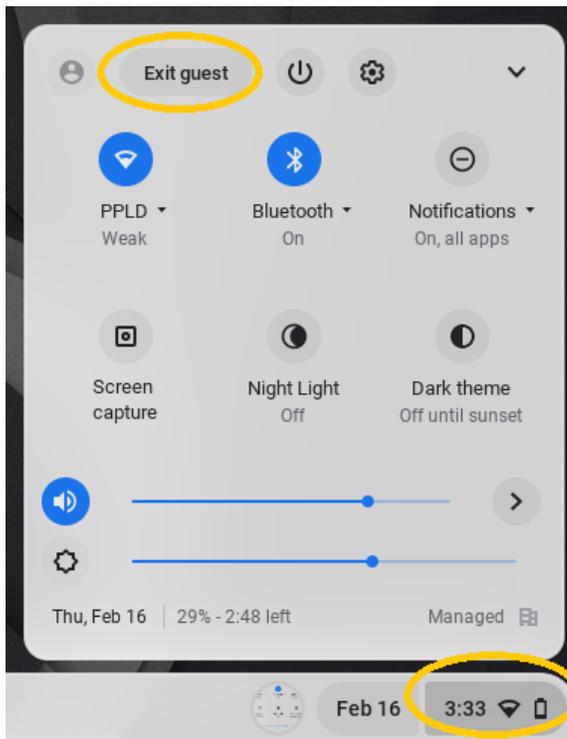
Browse as a Guest:

This option provides an internet browser that you can use to access the web, but you won't have a personalized experience. Your data won't be stored through subsequent reboots or shutdowns, but as long as the browser remains open, and the Chromebook remains on, or in sleep mode, your saved session should remain available. To Browse as a 'Guest", follow these steps:

1. Once Chromebook is turned on, click "Browse as Guest" in the lower left-hand corner.



2. Before you return the laptop, you should click “Exit Guest” which is available after clicking on the clock in the lower right-hand corner. This deletes all personal data from the Chromebook.



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