

# Chromebook: Getting Started Guide

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These directions will walk through the set-up procedures for your new Asus Chromebook. You will also learn how to access CTLS Learn and Office 365.

## Unboxing the Chromebook

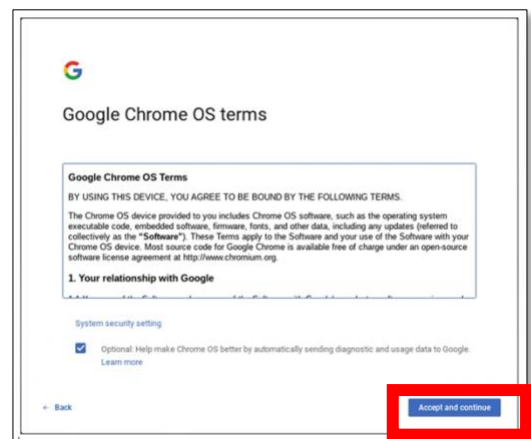
1. Take the **Chromebook and charger** out of the box.
2. **Charge** the Chromebook for at least **3 hours**.
3. **Review the User Guide** included in the Chromebook box, including the safety notices and the layout diagrams.

## Setting up the Chromebook

1. **Open the lid** of the Chromebook to turn it on.
2. The screen will automatically open to the **Welcome!** page.  
***Note:** If needed, change the language/accessibility, or this can be done later under settings.*
3. Click the blue **Let's Go** button in the bottom right.



4. **Connect to the internet** by selecting a network from the list. If prompted, enter the network password.
5. Read the Google Chrome OS terms. Click **Accept and continue**.

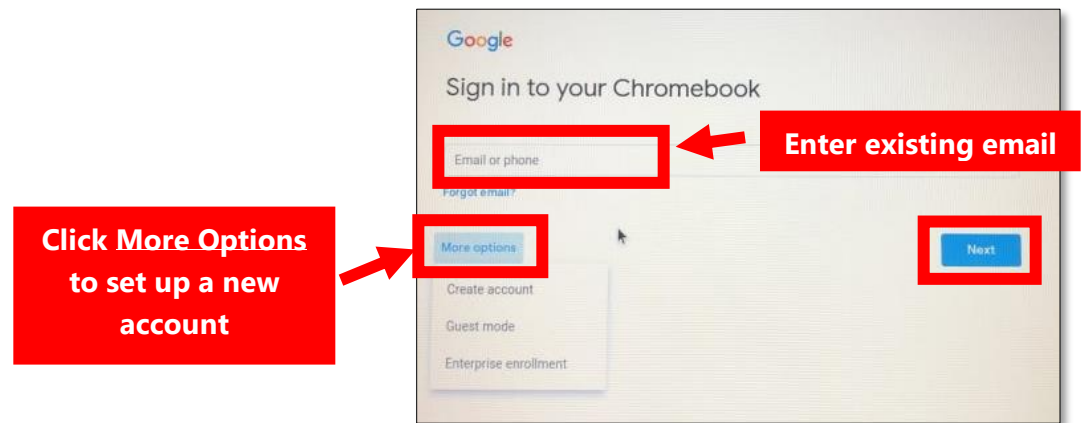


6. The Chrome book will begin checking for updates. **Do not turn off** the Chromebook during this process.

7. Sign into the Chromebook

- a. To sign in with an existing Google account, enter the **email** or the **phone number** associated with the account. Click **Next**, enter your **password** and click **Next**.
- b. To create a new google account, click **More options** and **Create account**. Follow the account set-up directions.

**Note:** Students under the age of 13 need parent permission to set-up an email account.



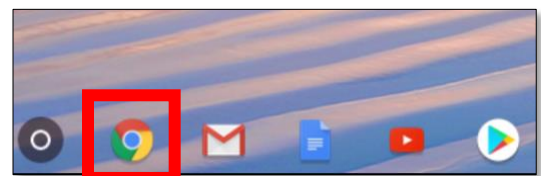
8. Set the **profile picture** and click **OK**.

**Note:** You may take a picture or use one of the preset icons.

9. Click **Take a tour** to learn more about your new Chromebook.

## Accessing CTLS Learn

1. Click on the **Chrome icon** in the lower left of the screen.



2. Type **ctlslearn.cobbk12.org** into the address bar at the top.

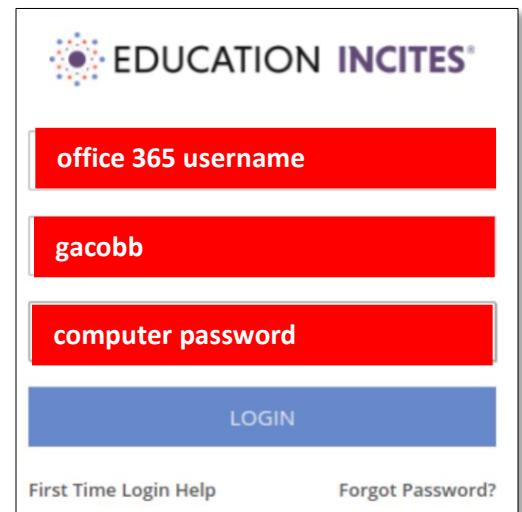


3. Enter your **Office 365 username** and **password**.

**Note:** Visit [www.cobbk12.org](http://www.cobbk12.org) and click on Parents for help finding your Office 365 username.

4. On the Education Incites log in, use your **Office 365 username** as the student ID and **gacobb** as the Client ID, and your **Office 365 password**.

**Note:** Visit <http://www.cobbk12.org/ctls/> for help logging into the CTLS Learn Site.



EDUCATION INCITES®

office 365 username

gacobb

computer password

LOGIN

First Time Login Help      Forgot Password?

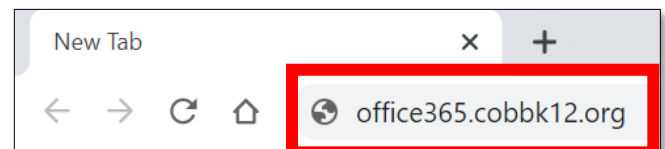
## Accessing Office 365

1. Click on the **Chrome icon** in the lower left of your screen.



2. Type **office365.cobbk12.org** into the address bar at the top.

**Note:** Visit [www.cobbk12.org](http://www.cobbk12.org) and click on Parents to learn how to find your Office 365 username.



3. Enter your **Office 365 username** and **password**.

**Note:** If the computer is used by more than one Cobb student, DO NOT allow the computer to save your username and password.