







Cuesta College Library – Chromebook User Information

How do I borrow a Chromebook?

- **Go to the Library Circulation Desk**
 - SLO: (805) 546-3155
 - NCC: (805) 591-6211
- **Chromebook rentals are free!**
 - Bring your student ID or Drivers License for checkout
- **You choose how long to rent:**
 - Minimum = 1 day
 - Maximum = 2 weeks
 - Rentals are checked out on a first come, first serve basis
- **Easy to login!**
 - Use your Cuesta email and password or your personal Gmail account to login
 - **Important!** Always logout after each use to protect your personal account info, just closing the Chromebook does not log you off.
 - Signing in as “Guest” will only allow you to browse the web

What can a Chromebook do for me?

	<p>Google Chrome: Use for internet browsing to perform research on class assignments or to access any other online program you can normally access from a web browser.</p>		<p>Google Drive: Use to save your work in a cloud based storage location that is secure and can be accessed from any device that has access to the internet.</p>
	<p>Gmail: Use to compose and read your Cuesta or personal Gmail email.</p>		<p>Google Docs: Use for typing essays, composing research papers, and working on written assignments.</p>
	<p>Google Slides: create professional and eye-catching slide presentations.</p>		<p>Google Sheets: Use for creating spreadsheets, tracking projects, analyzing data, and performing calculations.</p>
<p>Need More Apps?: Go to the Chrome Web Store and add an app to your Google account. (See reverse for more information)</p>			

Do I need a Chromebook or do I need a laptop?

- Chromebooks are designed to be connected to the Internet and support applications that reside on the web, as opposed to the machine like traditional PC applications like Microsoft Office.
- If you need to rent a device for a class that requires the use of Microsoft Office (Word, Excel, PowerPoint, etc.), you will need a laptop.
 - Borrowing a laptop is also free! For more information contact the Cuesta Library Circulation Desk.

Important! - Key Point: You must have access to a wireless connection to use a Chromebook



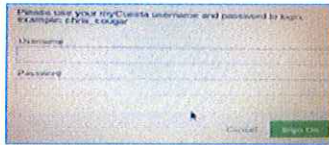
Logging into the Chromebook

Type one of the following:

1. Enter your Cuesta username, then click next.



2. Type your Cuesta username and password, then click next.



OR

1. Enter your personal Gmail address, then click next.



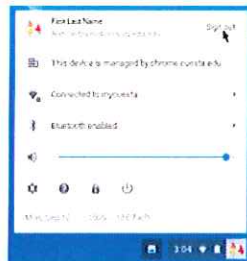
2. Type your password, then click next.



Logging off the Chromebook

Closing the top of the Chromebook does NOT log you out! To logout:

1. Click on the user picture in the lower right corner
2. Select Sign Out



Wi-fi Access

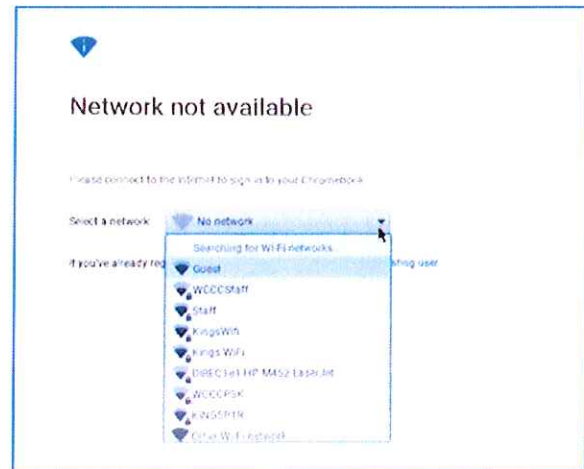
1. **On-Campus**

You will automatically connect to the wi-fi, no additional steps are needed.

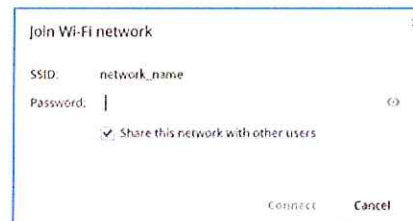
2. **Off-Campus**

You will receive a message that says, "Network not available". To connect:

- Click on the drop down arrow next to "Or, select a new network." or choose Other Wi-Fi network to enter a network manually



- Type in the password and click connect




Saving Your Work


When creating files, always save to your Google Drive or a USB Drive to ensure your files is saved.

Downloads will be removed after you logout of the Chromebook.

To save a Google Doc, Sheets, or Slides:

1. Click on the File menu (top left of screen)
2. Select "Make a copy..."
3. Choose a folder in your Google Drive  or your USB drive

To save a PDF:

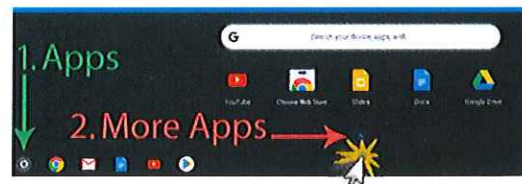
1. Click on the Organize in Drive icon (upper left corner)
2. Choose a folder in your Google Drive  or your USB drive

Accessing Apps

1. To access other apps, click on the circle in the bottom left corner



2. Then click on the carrot icon to expand the list



To download a new app:

1. Go to the Web Store
All apps that you purchase will be saved to the account associated to your login

