

How To: Chromebook Sign In

TY 2020

Updated: 1/19/2021

This document covers new volunteers who are signing in for the first time as well as returning volunteers who have previously signed in to the Chromebook.

- You will need your **9-digit AARP volunteer ID**. If you don't know it, contact your LC who can look it up in the volunteer portal.
- If you are a new volunteer, you will need the **default password**. Ask your LC for the password. After you enter the default password, you will be prompted to change it.
- If you have forgotten your password or it just doesn't work, you will need to **Browse as Guest** and go to google.com/accounts/recovery and follow the instructions.
- Last year EVERYONE should have completed the Password Recovery Setting process. Having done so, will allow you to recover your password. See the **How To: Chromebook Password Recovery** document on the *District > District 9 & 10 page on the Oregon TaxAide website*.

TIP: New this year: It is okay to put it on your smart phone **IF** your phone is **passcode protected**.

New Volunteers

1. **Open** the Chromebook, the sign in screen will be displayed
 - a. When prompted for your email address, enter **your 9-digit volunteer ID**
 - i. **You may notice @aarpfoundation.org is already filled out at the right side of the field**
 - b. Enter the **default password** and follow prompts to **reset your password**.
2. You will be remembered as a user on the Chromebook.
 - a. Next time you sign in, you will be prompted for your 9-digit volunteer ID and your new password.
 - b. Be sure you write down your password. Keep it safe and accessible.
3. Remember to complete the Password Recovery process!

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Returning Volunteers

1. **Open** the Chromebook, the sign in screen will be displayed
 - a. When prompted for your email address, enter **your 9-digit volunteer ID**
 - b. Enter your password (same as last year).
 - c. If you have forgotten your password or it doesn't work:
 - i. Follow the instructions above to recover your password
 - ii. Be sure to write down your password. Keep it safe and accessible.