



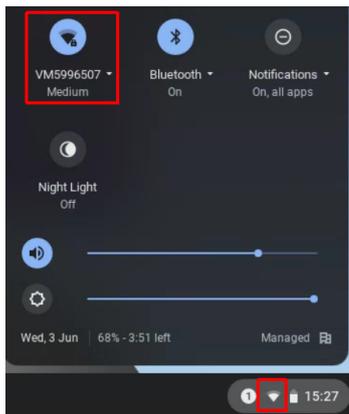
CETcloud

Student Chromebook user guide

This guide will show you how to connect the Chromebook to the WiFi, signing in and connecting to the internet. If you should need any further support please email: support@weaversacademy.org.uk

Connecting to your home WiFi

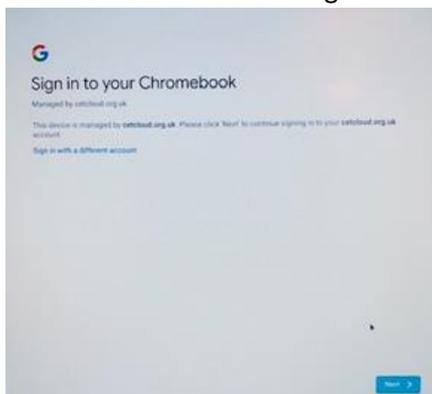
- 1.) Click on the WiFi indicator located in the bottom right hand corner select your home WiFi connection.



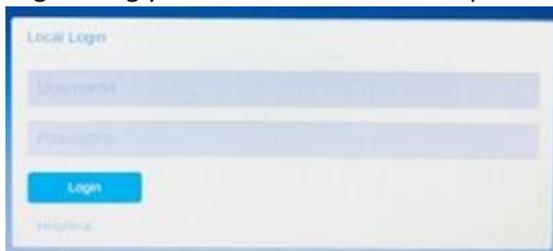
- 2.) Enter you home WiFi password and connect

Signing into the Chromebook

- 1.) Click next on the bottom right side of the screen

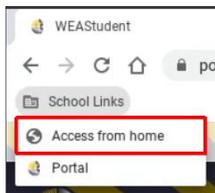


- 2.) Login using your school username and password



Connecting to the internet

- 1.) Once you have signed into the Chromebook, you will need to open the Access from home link from the bookmark to enable Internet access on the device.



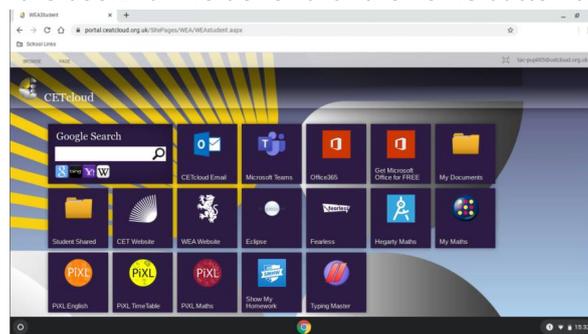
- 2.) Once you see the below screen you will now be able to browser the internet.

Thank you for registering your device

You have internet access until 23:32 (BST)

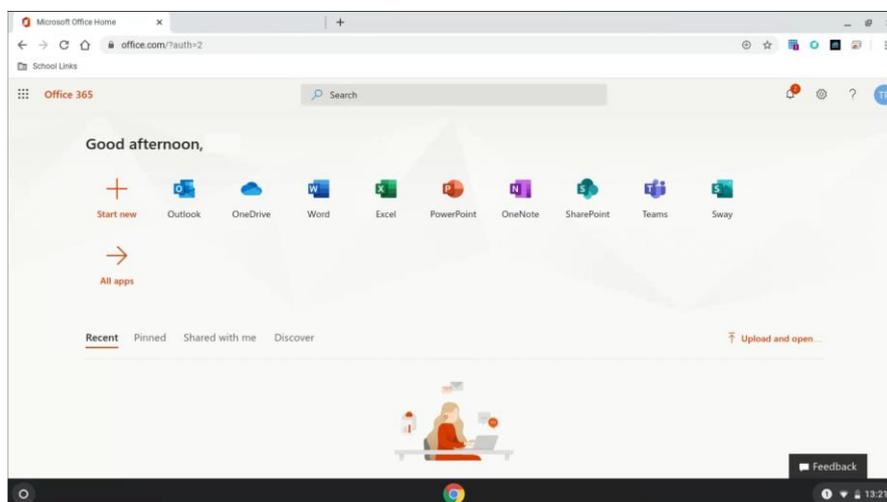
At that time you will need to revisit this page to gain a further eight hours access time.
It is recommended, you bookmark this page for future use.

- 3.) Click on the home button and sign into the portal
- 4.) Select Portal from the bookmark folder or click the home button to launch the portal.



Accessing office apps

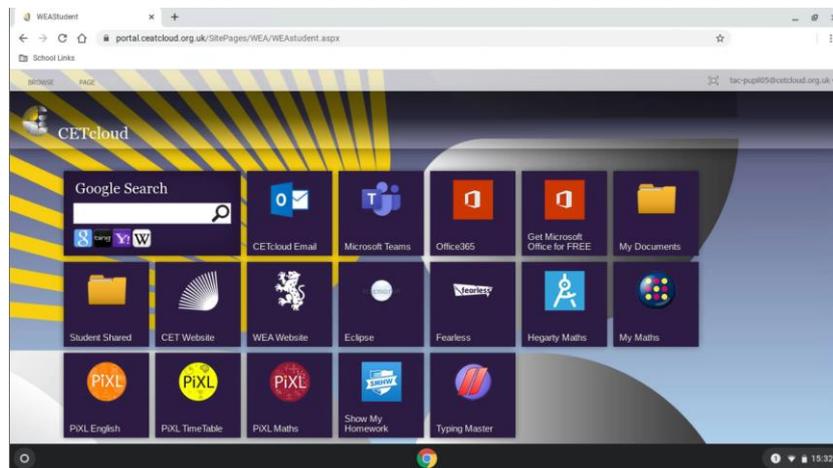
- 1.) Click the Office 365 tile on the portal to access the Get Microsoft Office 365 home page.



From here you can access the Office Web Apps (such as Word, Excel, PowerPoint), and access your school email and Teams. The new work will be saved into your one drive and not your local student drive; however this can be accessed in school and at home.

To find the work on your school personal drive

- 1.) Select Portal from the bookmark folder or click the home button to launch the portal.



- 2.) Click on the tile My Documents and it will take you to your school drive.
- 3.) Updated items will be saved on the one drive online.