



Chrome Accounts: Each person in the Lloydminster Public School Division has a gmail account. This account gives each person (student, teacher, teacher assistant, etc.) access to all Google and Chrome programs offered including word processing, presentations, bookmarks and other apps and extensions that will follow them no matter which grade they are in or which school they might move to in LPSD. This account is theirs until they leave LPSD.

Each student has an account name of: firstname.lastname@lpsd.ca (yes, this is a gmail account, but the 'gmail.com' is hidden)

On a home desktop computer/laptop (or even a tablet or Smart phone), students can access all of their digital school work with this LPSD/gmail account. They need to use the **Chrome browser** rather than Internet Explorer, Firefox or Safari for instance. You might have to download the Chrome browser onto your computer at home. [Do a Google search for 'download Chrome browser' or click on this link.](#) Students will have to use their LPSD account rather than a personal gmail account to access all the services and apps that are provided by the school division.

Once you have downloaded the browser, then the student needs to sign in with their username and password: firstname.lastname@lpsd.ca + password
When prompted to **LINK DATA**, please push that button. **You need to link the data!** This will ensure that the files and bookmarks will be on any device that the student uses once they sign in.

Once signed in, they will have access to their school file storage (in Google Drive) and email (gmail).

More Than One Google/Chrome Account?

For those families who have more than one member in LPSD (more than one child in school or an adult in the school system), or another gmail account, it may be important to have access to all of those accounts on the family computer (each logged in separately). Here are some instructions to have a shortcut desktop button for each member. That way, each person is only working in their own account with their own files and bookmarks. Each user must respect that they have signed an Acceptable Use Policy stating that they will not access other members' accounts.

On your personal computer, you can decide whether to have each **user sign out** (for privacy reasons) when they are done working on their files and websites **or remain permanently signed in.**

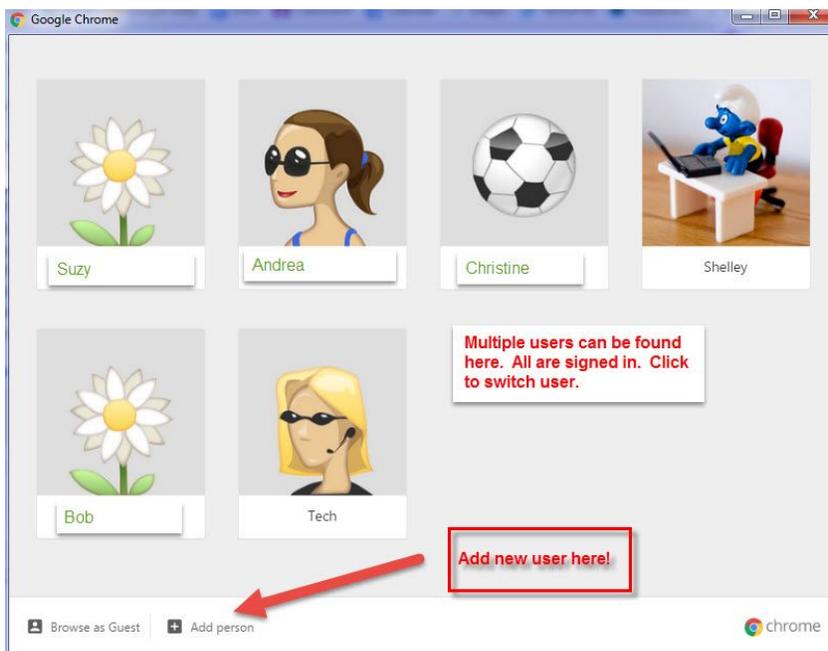
Students may wish to have a separate gmail account (or other) for work or searches not of a school nature.

1. Once person #1 signs in, click on their name (tab in top right corner by the minimize button). *If you do not see their name on a tab, press the three dots arranged vertically and go into Settings. Under the "People heading", click "Manage Other People".*



2. Press **Manage people**
3. Press **Add Person**. You may wish to have a desktop shortcut for that person.
4. Sign in to person #2's account.
5. The next window will ask for the username and password: firstname.lastname@lpsd.ca + password
6. The next window will ask you to **Link Data** - please do that.
7. Repeat with each user that has an LPSD account or a personal gmail account of someone who uses that computer.
8. When switching back and forth between users, just click on the name in the top right corner and switch user. If you added the accounts through settings you will likely have a desktop icon for each user.

Click on the name in the top right hand corner to see the various user accounts:



If you have any difficulty, please do not hesitate to contact shelley.merth@lpsd.ca or graydon.king@lpsd.ca (LPSD Educational Technology Consultants)