

# Outlined Directions for Logging into Devices and Applications

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## How to Connect to Hotspot

- 1) Charge device before using
- 2) Look for the name of the hotspot on the information is on the card provided
- 3) Go to your WiFi settings and choose the Hotspot as named on the card
- 4) Input the hotspot password into your device
- 5) You are now connected to the hotspot

## Before Signing Into Device

- 1) Charge device before using
- 2) Ensure you are connected to the internet
- 3) Have your seven-digit Student ID and FES Google Account information

## How Student Log on to Device- ThinkPad and Lenovo

- 1) Charge the device
- 2) Turn on the power
- 3) You will need to hold CTRL + ALT + DELETE to open log on window
- 4) Students will use their StudentID number @bcps.org
- 5) ALL passwords will be FEstudent19- PLEASE DO NOT CHANGE

## How Student Log on to Device- Chromebook

- 1) Charge the device
- 2) Turn on the power
- 3) CHROMEBOOKS- Sign in as a different user OR Click ADD a NEW PERSON. This creates a new profile on the laptop.
- 4) Returning Users- find your name on the list
- 5) Students will use their StudentID number @bcps.org (1234567@bcps.org)
- 6) ALL passwords will be FEstudent19- PLEASE DO NOT CHANGE (Chromebooks do not have a caps lock button. You will need to hold SHIFT with the F and E.)

## How to Access an iPad 5th Gen

- 1) Charge the device before using
- 2) Press the HOME button
- 3) Go to the needed app

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## How to Log on to Google Account in TWO Spots- into Chrome and Google.com

- 1) At the TOP RIGHT, there is a little circle, click it
- 2) This is where you will put your FES Google Account information  
(Firstname.Lastname@wearefrederick.org)
- 3) Input the given password
- 4) The circle will change to your initials

## How to Log on to Google.com Account

- 1) Go to Google.com
- 2) Sign in with FES Google Account Information  
(Firstname.Lastname@wearefrederick.org)
- 3) Input the given password
- 4) The circle will change to your initials

## How to Log on to Google Classroom

- 1) Ensure that you have logged in to your Google Account in BOTH places- Chrome and Google.com (If on a smartphone, ensure that you have downloaded the Google Classroom App from the Google Play or Apple App Store)
- 2) FIRST time visiting, you will need to JOIN classes that you have been invited to; there may be a few
- 3) Once you have JOINED a class, you're in!
- 4) RETURNING visit- click on the class that you want to go to

## Activating You Zoom Account

- 1) Go to Zoom.us
- 2) Sign in with your FES Google Account information
- 3) Click I Acknowledge and Switch

## Join a Zoom Meeting

- 1) Access the Zoom link from your Google Classroom
- 2) A pop-up window will open- click CANCEL
- 3) Click JOIN FROM YOUR BROWSER
- 4) If you do not see your name in the window, please change. Then click JOIN.
- 5) Received an ERROR message; please click RETRY