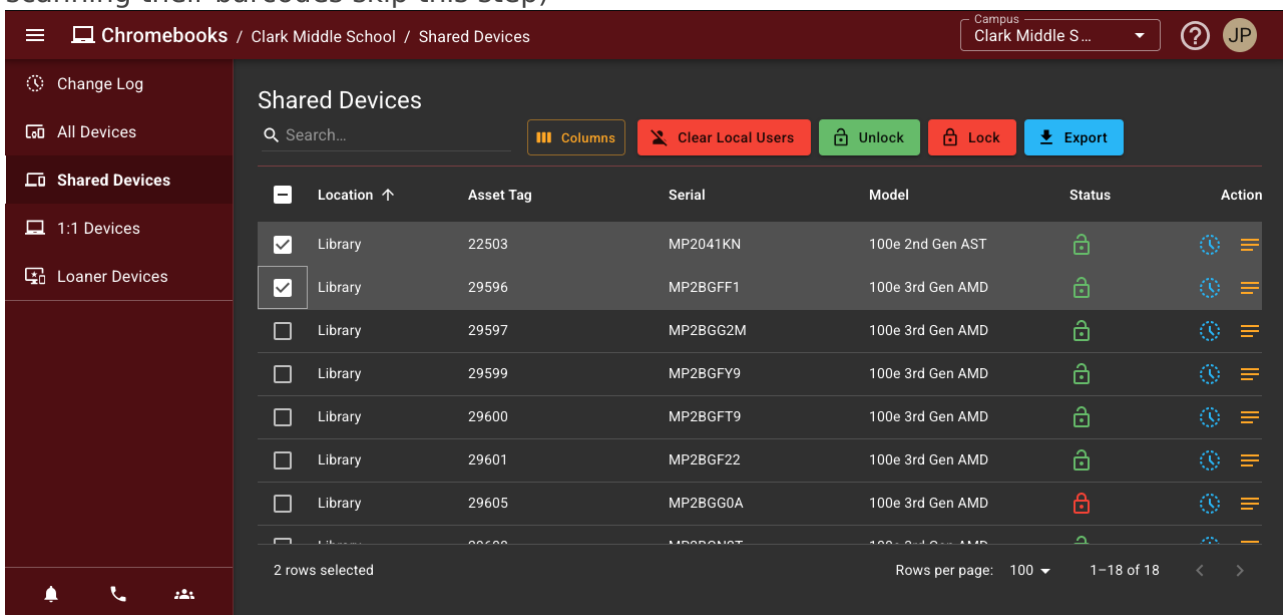


Chromebook Manager Overview

Lock and Unlock Devices

Loaner devices and 1:1 devices that are not checked out will be locked nightly.

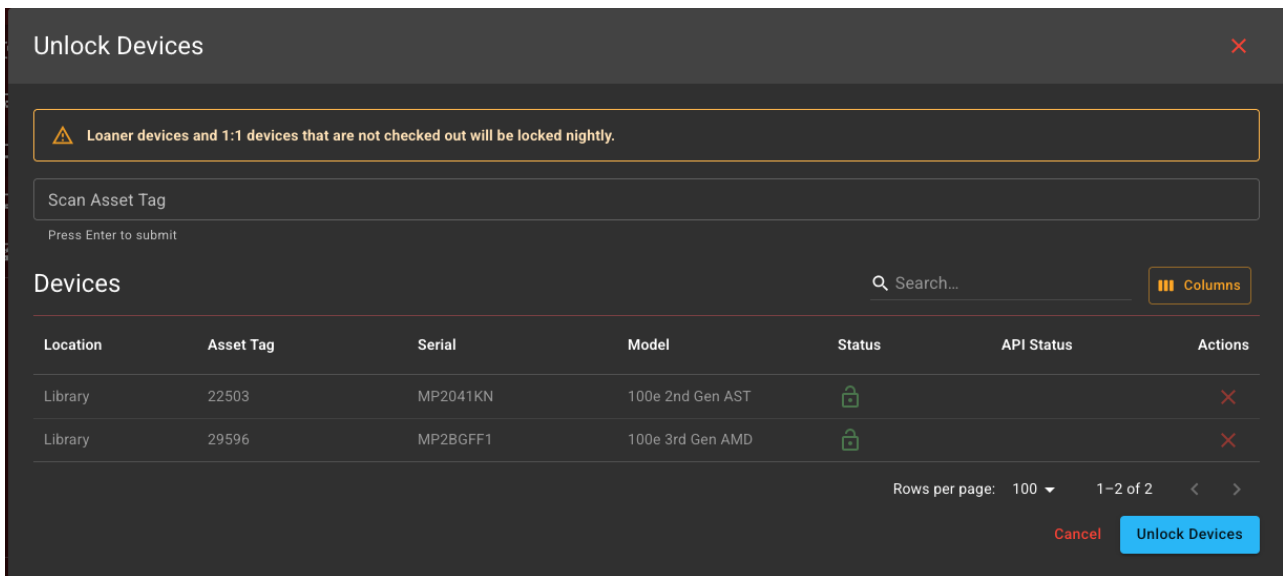
1. Log in to Chromebook Manager (<https://chromebooks.princetonisd.net>)
2. Use the checkboxes to select devices to lock or unlock (if you want to select devices by scanning their barcodes skip this step)



The screenshot shows the Chromebook Manager interface for Clark Middle School. The left sidebar contains navigation links: Change Log, All Devices, Shared Devices (selected), 1:1 Devices, and Loaner Devices. The main area displays a table of shared devices with columns for Location, Asset Tag, Serial, Model, Status, and Action. Two devices are selected, indicated by checkboxes in the first column. The table shows 18 rows of data, with the first two rows highlighted. The status of the devices is indicated by green and red lock icons. The bottom of the interface shows '2 rows selected' and 'Rows per page: 100'.

	Location ↑	Asset Tag	Serial	Model	Status	Action
<input checked="" type="checkbox"/>	Library	22503	MP2041KN	100e 2nd Gen AST	🔒	🕒 ⋮
<input checked="" type="checkbox"/>	Library	29596	MP2BGFF1	100e 3rd Gen AMD	🔒	🕒 ⋮
<input type="checkbox"/>	Library	29597	MP2BGG2M	100e 3rd Gen AMD	🔒	🕒 ⋮
<input type="checkbox"/>	Library	29599	MP2BGFY9	100e 3rd Gen AMD	🔒	🕒 ⋮
<input type="checkbox"/>	Library	29600	MP2BGFT9	100e 3rd Gen AMD	🔒	🕒 ⋮
<input type="checkbox"/>	Library	29601	MP2BGF22	100e 3rd Gen AMD	🔒	🕒 ⋮
<input type="checkbox"/>	Library	29605	MP2BGG0A	100e 3rd Gen AMD	🔒	🕒 ⋮
<input type="checkbox"/>	Library	29608	MP2BGH0T	100e 3rd Gen AMD	🔒	🕒 ⋮

3. Click **Lock** or **Unlock** at the top of the page
4. At this point, you can select additional devices by scanning their barcode into the "Scan Asset Tag" field or remove devices by clicking the red X on the right side of their row.



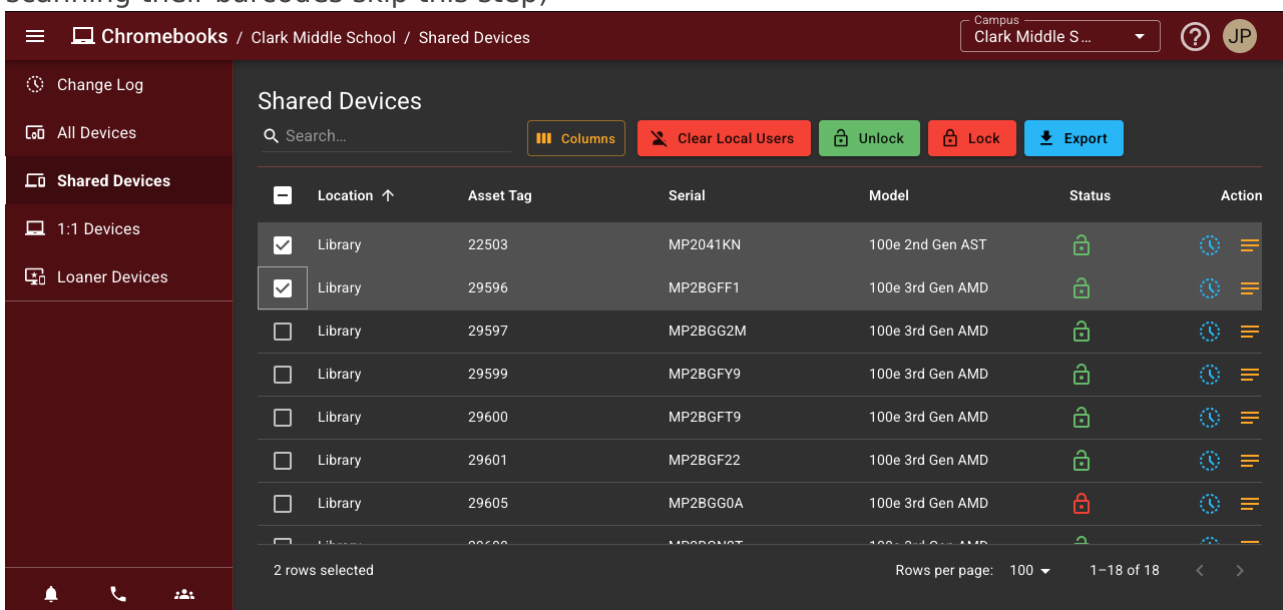
5. Click **Lock Devices** or **Unlock Devices**
6. Wait for the requests to process. You will see the status of each request update in the view

Clear Local Users (Powerwash)

Note: The action will take place the next time the device is powered on and connected to the network.

All local user data will be cleared. This action is irreversible.

1. Log in to Chromebook Manager (<https://chromebooks.princetonisd.net>)
2. Use the checkboxes to select devices to lock or unlock (if you want to select devices by scanning their barcodes skip this step)



- 3. Click **Clear Local Users** at the top of the page
- 4. At this point, you can select additional devices by scanning their barcode into the "Scan Asset Tag" field or remove devices by clicking the red X on the right side of their row.

Clear Local Users

Scan Asset Tag

Press Enter to submit

Devices

Search...

Columns

Location	Asset Tag	Serial	Model	Status	API Status	Actions
Library	22503	MP2041KN	100e 2nd Gen AST			
Library	29596	MP2BGFF1	100e 3rd Gen AMD			

Rows per page: 100 1-2 of 2

Cancel

Clear Local Users

- 5. Click **Clear Local Users**
- 6. Wait for the requests to process. You will see the status of each request update in the view

Change Log

You can view past actions and their results on the Change Log page. Actions with a Pending status have not yet been completed. You do not need to attempt these actions again. They will be completed the next time the device is powered on and connected to the network.

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