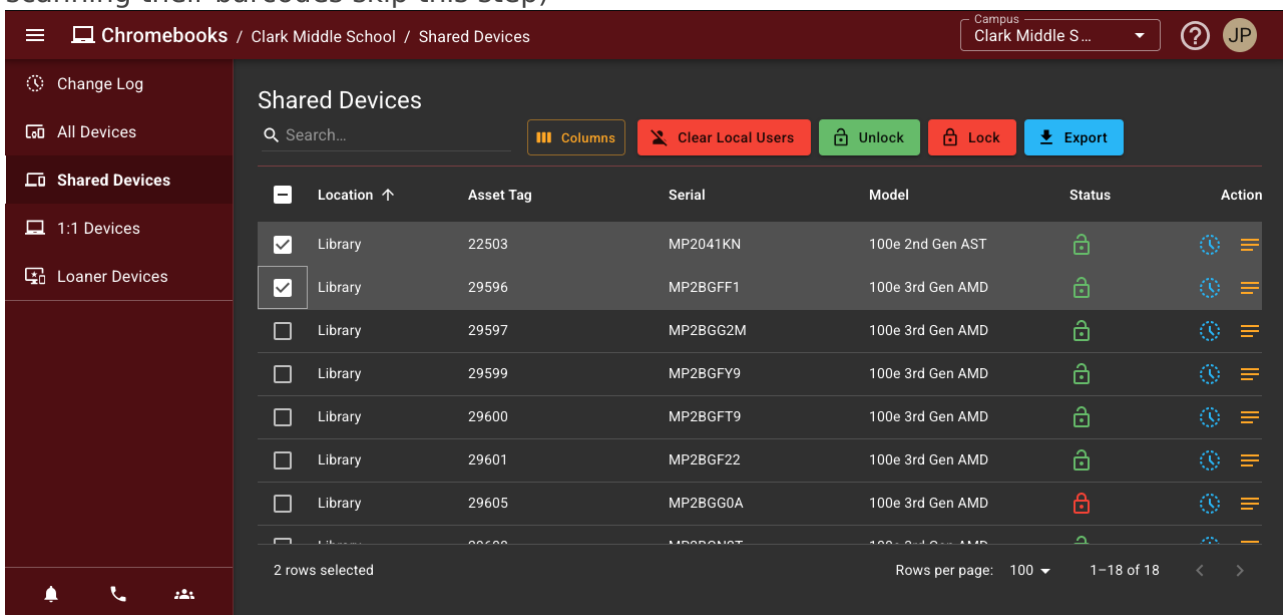


Chromebook Manager Overview

Lock and Unlock Devices

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

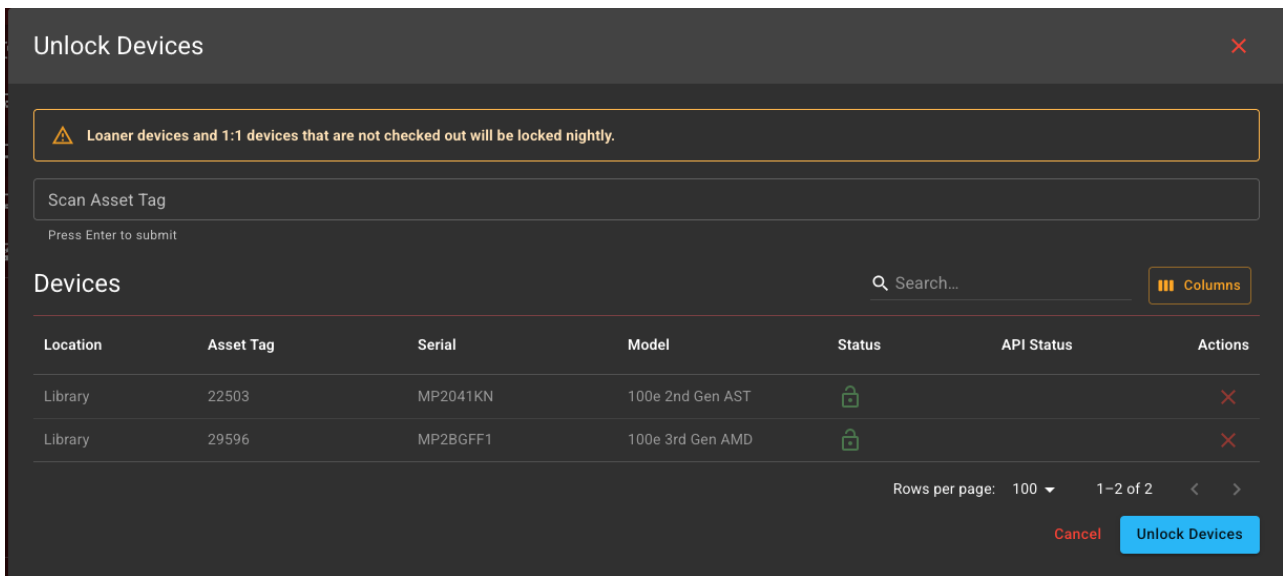
1. Log in to Chromebook Manager (<https://chromebooks.princetonisd.net>)
2. Use the checkboxes to select devices to lock or unlock (if you want to select devices by scanning their barcodes skip this step)



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 various models including 100e 2nd Gen AST and 100e 3rd Gen AMD. The status column shows green lock icons for most devices and a red lock icon for one. The bottom of the table indicates '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.



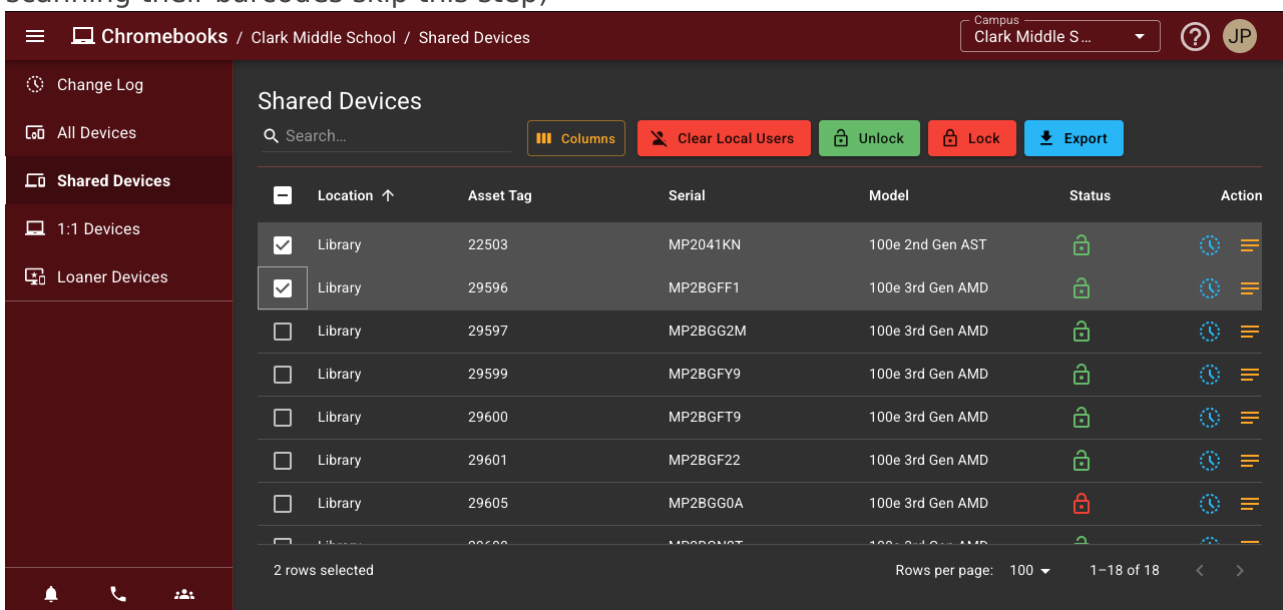
5. Click **Lock Devices** or **Unlock Devices**
6. Wait for the requests to process. You will see the status of each request update in the view

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.

Revision #1
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