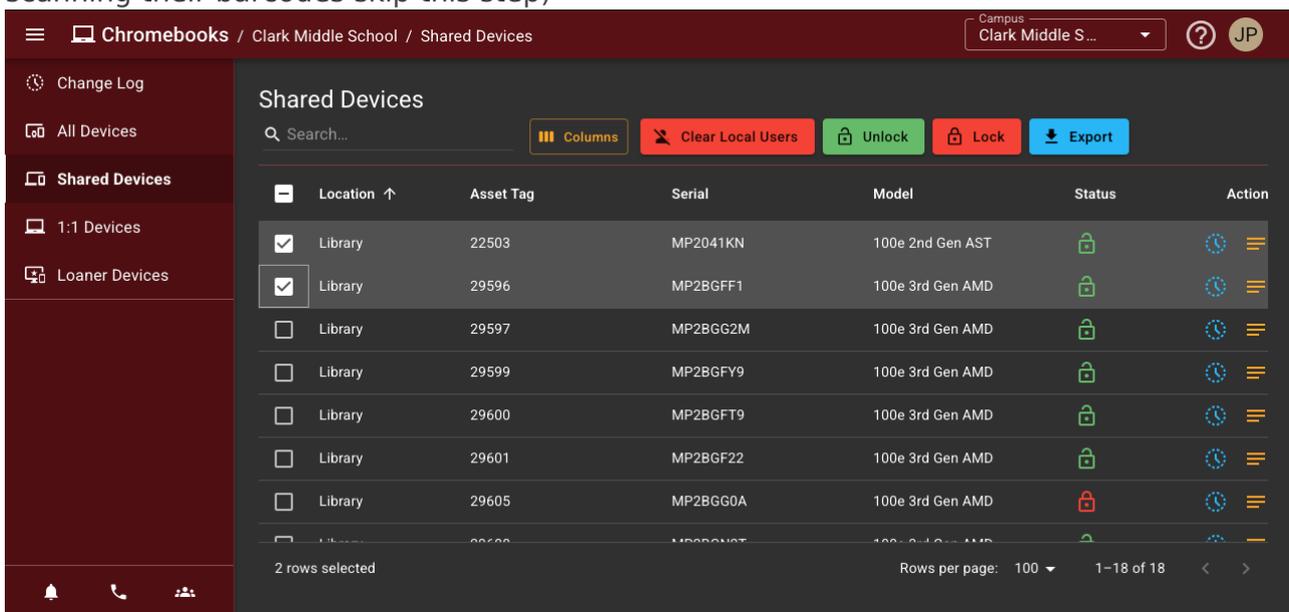


# Chromebook Manager Overview

## Lock and Unlock Devices

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

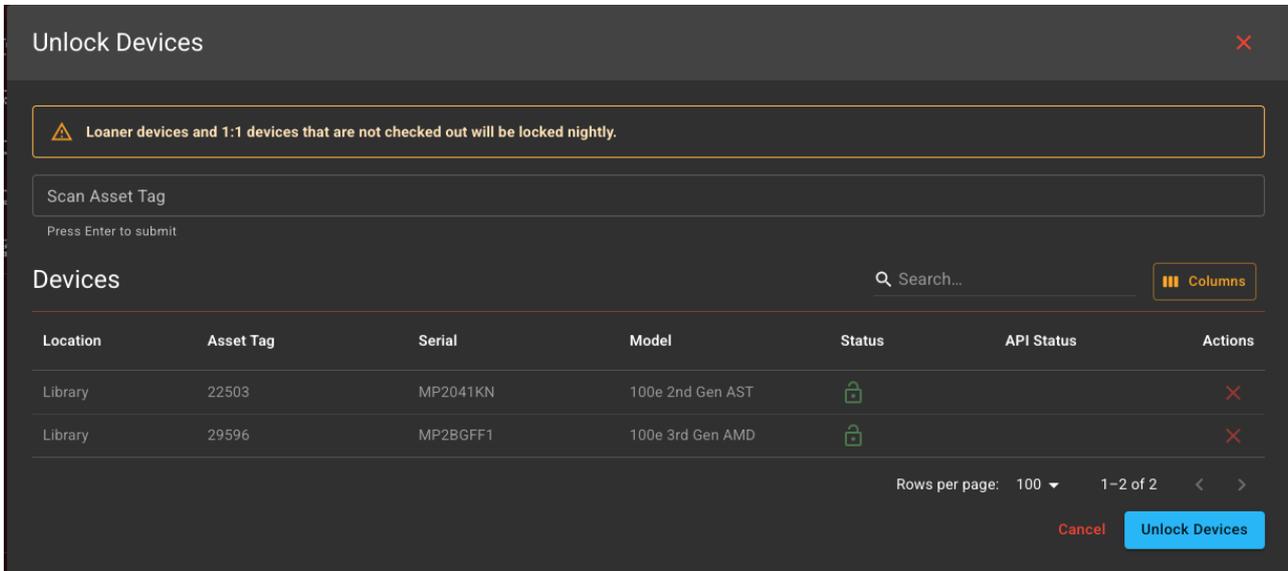
1. Log in to Chromebook Manager (<https://chromebooks.princetonisd.net>)
2. Use the checkboxes to select devices to lock or unlock (if you want to select devices by scanning their barcodes skip this step)



The screenshot displays the Chromebook Manager interface for Clark Middle School. The main view is titled "Shared Devices" and features a search bar, a "Columns" button, and action buttons for "Clear Local Users", "Unlock", "Lock", and "Export". A table lists devices with the following columns: Location, Asset Tag, Serial, Model, Status, and Action. Two rows are selected, indicated by checkboxes in the first column. The status of the devices is shown as either a green lock (locked) or a red lock (unlocked).

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	🔒	🕒 ⋮

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.



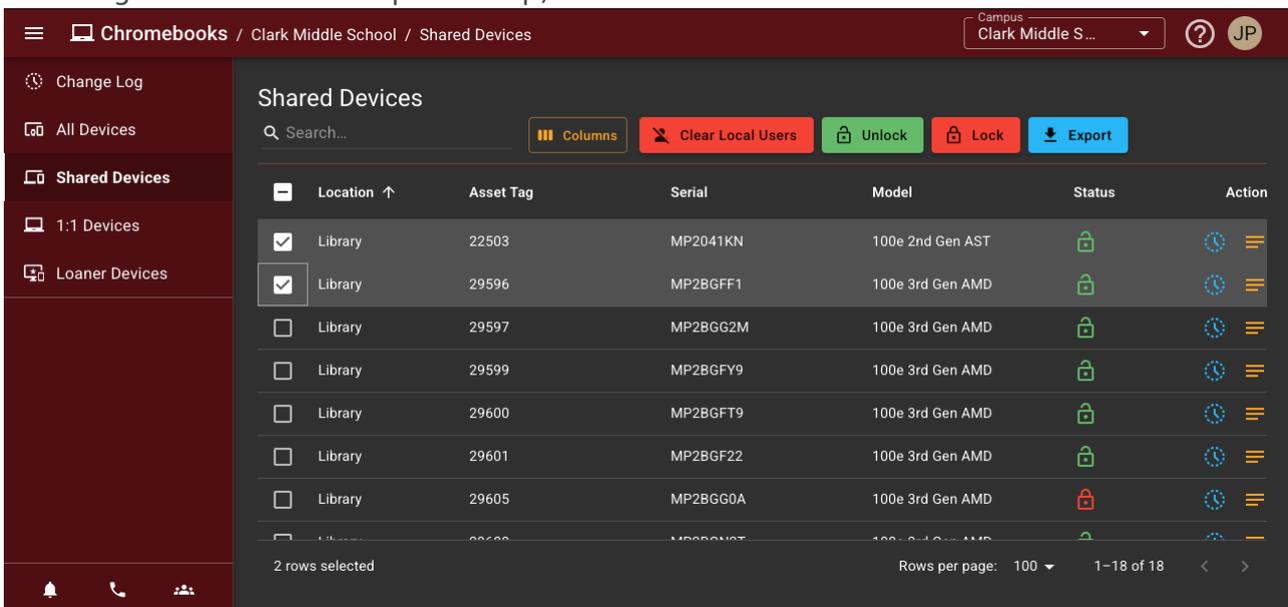
5. Click **Lock Devices** or **Unlock Devices**
6. Wait for the requests to process. You will see the status of each request update in the view

## Clear Local Users (Powerwash)

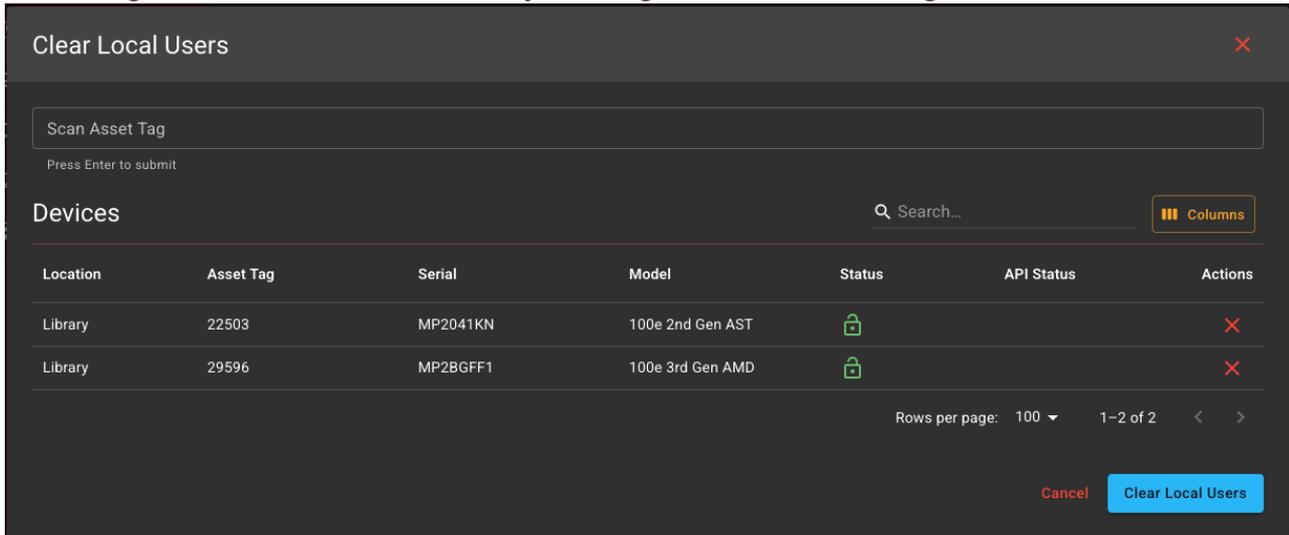
Note: The action will take place the next time the device is powered on and connected to the network.

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.



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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Revision #1

Created 11 February 2025 14:45:39 by Joshua Prince

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