

Technology / Chromebook Information for CCA Parents

The CCA Technology Department will be offering technical support to CCA families during this period of school closure. We have set up an email and hotline number for parents to communicate with Tech Staff and get help regarding the use of their Chromebook for online learning.

CCA Tech Hotline
319-545-4496
helpdesk@ccaschools.org

Tech Staff will be checking the email and be available for calls between the hours of 8am-9pm, Monday-Friday. If calling outside of these hours, you will have the option to leave a voicemail, and Tech Staff will return your call the next business day. Some problems may require extra investigation or the replacement of a device. For these issues, we will work with you to schedule a time to drop off or swap a device at the Middle School building in Tiffin.

General Care

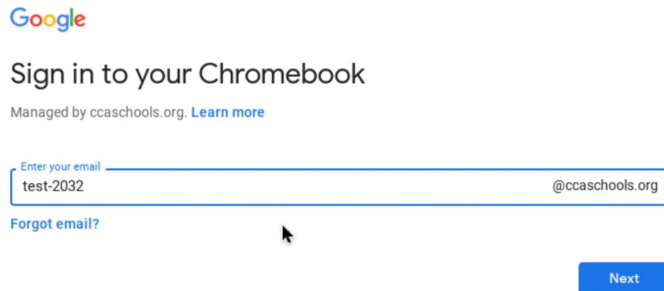
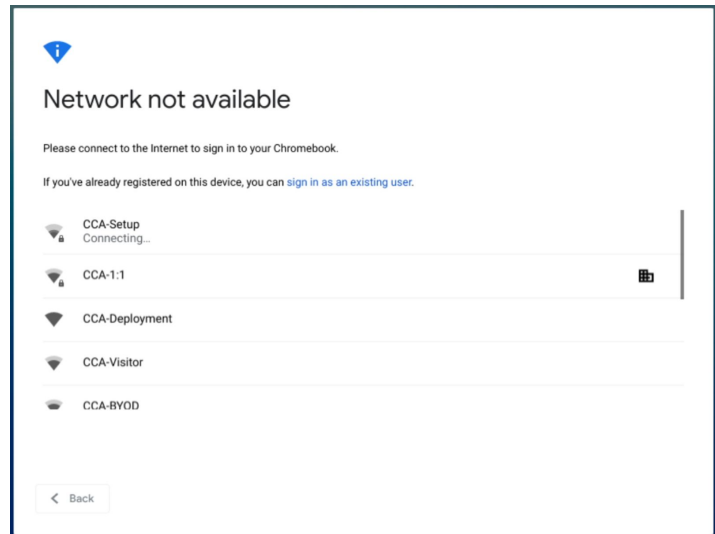
- Please treat your Chromebook with as much care as possible.
- Always close the Chromebook when it is being moved or carried.
- Keep your Chromebook in a safe place when not in use.
- Do not attempt to install or modify the operating system on the Chromebook.
- Do not attempt to remove or change the physical structure of the Chromebook, including keys, screen cover, plastic casing, stickers, highlighters or markers.

Cleaning Instructions for Devices

- Multi-purpose disinfectant wipes can be used for *all* surfaces of Chromebooks.
- Do not use wipes that are fully saturated; squeeze excess liquid out before using
- Let surfaces dry before closing or using

Connect to wifi and sign in

1. The Chromebook should begin to turn on as soon as it is opened. If necessary, turn on the chromebook using the power button in the top-right of the keyboard.
2. The first time the Chromebook is started at your home, it will be unable to find it's usual wifi networks and will show the screen to the right. Choose your home wifi network and provide the password if required.



3. When the Chromebook has an internet connection it will present the sign-in screen shown to the left. Enter your CCA username (don't forget the hyphen{-}) and password to login and begin using the chromebook. (*See below for help with username and password.*)

Usernames and Passwords

- Username is your firstname-lastname. Example: john-smith
- Passwords for elementary students (grades K-5) have been set up as ccas+the student's 4-digit lunch number. Example: ccas1234
- If an elementary student does not remember their lunch number, please contact your Homeroom teacher for assistance.

Accessibility Settings

The chromebook supports a wide range of accessibility features including on-screen keyboard, high contrast display, cursor highlighting, text-to-speech and many others. You can find these features in the accessibility menu by clicking on the bottom-right bar with the clock and wifi icons.

