



First Day Login Instructions

USING A SCHOOL CHROMEBOOK

1. SELECT NEXT ON OPENING SCREEN

2. LOGIN TO MYPLAN

Sign in to MyPLAN

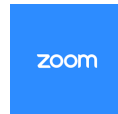
Username

Password

Sign In

- a. Username – seven digit student ID
- b. PW – 6 digit birthdate or whatever you set it to be

3. OPEN ZOOM APP



- a. Login to Zoom – make sure you are fully logged in and **STAY LOGGED IN**

4. LEAVE THE ZOOM APP OPEN

5. GO BACK TO MYPLAN

6. OPEN CANVAS

- a. Navigate to teacher page
- b. Click on zoom link, assignment or any other task you have

7. WHEN FINISHED...**LOG OFF** all accounts

8. **SHUT DOWN CHROMEBOOK**, do not just close

A few things to remember:

- Zoom will work much better if you login to the Zoom App first
- If you are new and using your birthdate as your password, please use the password reset app in MyPlan to reset your password to something secure that you will remember
- Grades can be checked in Synergy or Canvas
- Your password is the same for all apps that are found in MyPlan
- You can only be logged into your Chromebook on one account. If you have your own Gmail Account or Google Drive account, they system will get confused and your work may not be submitted or saved correctly. Make sure you logout of all other accounts before working in Google
- Need additional help? Email Ms. Gigi: ghotaling@powayusd.com



First Day Login Instructions

USING A PC or MAC

1. OPEN CHROME

2. LOGIN TO MYPLAN

Sign in to MyPLAN

Username

Password

Sign In

- a. Username – seven digit student ID
- b. PW – 6 digit birthdate or whatever you set it to be

3. OPEN ZOOM APP OR GO TO WWW.ZOOM.US

- a. Login to Zoom – make sure you are fully logged in and **STAY LOGGED IN**

4. LEAVE THE ZOOM APP OR BROWSER PAGE OPEN

5. GO BACK TO MYPLAN

6. OPEN CANVAS THROUGH MYPLAN

- a. Navigate to teacher page
- b. Click on zoom link, assignment or any other task you have

7. WHEN FINISHED...LOG OFF all accounts

A few things to remember:

- Zoom will work much better if you login to Zoom first
- If you are new and using your birthdate as your password, please use the password reset app in MyPlan to reset your password to something secure that you will remember
- Grades can be checked in Synergy or Canvas
- Your password is the same for all apps that are found in MyPlan
- You can only be logged into your Chromebook on one account. If you have your own Gmail Account or Google Drive account, they system will get confused and your work may not be submitted or saved correctly. Make sure you logout of all other accounts before working in Google
- Need additional help? Email Ms. Gigi: ghotaling@powayusd.com