LEARNING COMMONS CHROMEBOOK CHECKOUT INFO

LOGGING IN

1. When first starting the computer you will be greeted with a login window.
2. In the bottom left corner of the screen, click Add Person.
3. At the Sign In screen, enter your Aims Email Address, followed by your password on the following screen.
4. You should now be greeted by the desktop.

CONNECTING TO A WIRELESS NETWORK

1. Click the wireless icon in the bottom right corner of the screen.
2. Click the WiFi symbol and choose a network from the list.
3. To connect to the Aims Student WiFi:
   a. Choose AIMS-SECURE-STUDENT from the list, a new window will appear.
   b. Set the EAP method to PEAP.
   c. Enter your MyAims username in the Identity box.
   d. Enter your MyAims password in the Password box.
   e. Press Connect.

ACCESSING APPS

1. To access apps press the start button in the bottom left corner of the screen.
2. Frequently used apps and a search box will appear.
3. To see more apps press the up arrow.
4. All apps will function as if you were to open them in a web browser in Google Chrome.

Checkout Information and Policies

1. This laptop checks out for 3 weeks. The date due appears on your checkout receipt in Aims email.
2. The laptop may be renewed by phone or in-person one time, if no one is waiting.
3. On the due date, the laptop must be returned before the Learning Commons closes. There may be shortened loan periods before holiday breaks or the end of a school term.
4. If the laptop is overdue:
   a. A financial hold may be placed on your account
   b. If it is overdue for 3 days:
      i. Full replacement cost of the laptop and accessories + $5.00 processing is charged to you.
      ii. A financial hold for the full amount is placed on your account.
      iii. You are referred to the Dean of Student Services for possible disciplinary action.
3. Total Cost of Laptops:
   Dell: $1360.00
   Chromebook: $663.00
   Lenovo: $1460.00
   iPad: $455.00
   MAC: $1105.00

Contact Us:
(970)339-6451
reference@aims.edu