Technology Information for Substitutes

As an Everett Public Schools substitute you will be provided a Chromebook to use throughout the day. In each classroom your Chromebook will be the computer you connect to the Epson projector that will allow you to project lessons, presentations, videos etc.

The pictures, 1-5, show how to connect your Chromebook to the projector.

The pictures 6-14 will show you how to create your profile, access your email using Office 365.

1. Below is the connectonator that staff use with their devices. You should find this on the teacher station next to the projector. The bottom of it is bright blue.

2. Unplug the HDMI cable as shown in the picture below.

3. Plug the HDMI cable into the side of the Chromebook as shown in the pictures below.

4. Turn on Epson projector to project, and then press the Source Search button and wait for the Chromebook to be detected through the HDMI option.

5. The projector will act as a second monitor. To project what is on the Chromebook, click the white box that appears in the bottom (as shown). Then select mirror.
6. To create your profile, on the lower left click Add person.

8. Use your computer credentials to logon to the RapidIdentity, your Employee # and password

10. At the Microsoft SIGN IN, use the following email address: your Employee ID#@apps.everettsd.org

12. On the apps portion of the Office 365 page click Outlook To access your email.

7. Sign in using your Employee#@apps.everettsd.org

9. in the Search bar type portal.office.com

11. Authentication required page, type in your computer credentials again, your employee# and your password

13. If you have any issues with the Chromebook, the projector, or logging in
Please contact the Help Desk for support at x4357

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