

Chromebook Setup Instructions

How to configure your Google Chromebook to use with OrthoFi.

Set up ONE Chromebook at a time. Do not use a personal Gmail account - you will be creating a new one with these steps.

1. TURN ON CHROMEBOOK AND CONNECT TO NETWORK

- Welcome! > Let's Go
- Connect to a Network. Connect to your most secure Wi-Fi.
- Google Terms of Service > Uncheck 'optional' box > Accept and Continue
- Who's using this Chromebook? > Select 'You' > Next

2. CREATE A NEW GOOGLE ACCOUNT

- Sign into your Chromebook by following the steps below. **Do not use a personal Gmail account.**
 - More Options
 - Create Account
 - First Name = Practice Name
 - Last Name = Optional (not needed)
 - Birthday = 1/1/2000 (recommended)
 - Gender = rather not say
- Choose Gmail Address
 - Create your own Gmail Address
 - Username: [[practicename](mailto:practicename.orthofi@gmail.com)].orthofi@gmail.com
 - Password = Password!
- Add cell phone number (optional)
 - If a phone number was entered, a security code will be texted to that number. Enter the security code when prompted.
- Review your Account Info > Next
- Privacy + Terms > Accept
- Type in PIN or skip
- Your Google Assistant is ready to help > click 'No thanks'
- Personalize your display theme > Next
- You're Signed in! > Accept and Continue

3. CONFIGURE CHROMEBOOK SETTINGS

- Install apps from your other devices > Skip (*if this pops up*)
- On the "All set! Get Chromebook tips, offers and updates, and share feedback" screen, toggle off 'Sign me Up'
- Get started
- On the bottom of the screen, hold your finger down on apps (such as google play) and select 'Unpin.' Do this to all apps except Google Chrome.

4. CONFIGURE GOOGLE CHROME

- Open Chrome > go to “portal.orthofi.com”
- Bookmark the page by clicking the star icon to the right of the URL address bar
 - On the “Bookmark Added” pop up, change name to ‘OrthoFi’
 - Folder - Bookmarks bar
 - Hit “Done”
- Click 3 dot menu to the right of the URL address bar > Bookmarks > Show Bookmarks Bar
- Click 3 dot menu to the right of the URL address bar > More Tools > Create Shortcut
 - Label it ‘OrthoFi’
 - Leave the box that says ‘Open as window’ unchecked
 - Click “Create”
 - Click on circle icon in bottom left corner > hold finger down on OrthoFi icon and select ‘Pin to Shelf’
- Open Google Chrome browser and click 3 dot menu to the right of the URL address bar > Settings
 - About Chrome
 - If this page indicates an update is available, please click to update
 - Autofill
 - Password Manager > toggle **off** ‘offer to save passwords’ AND ‘auto sign-in’
 - Click back arrow within the settings page (next to Password Manager)
 - Payment Methods > toggle **off** ‘save and fill payment methods’ AND ‘allow sites to check if you have payment methods saved’
 - Click back arrow within the settings page (next to Payment Methods)
 - Addresses and More > toggle **off** ‘save and fill addresses’

5. TABLET MODE

- Flip the Chromebook into tablet mode (fold the chromebook in half) and select the bottom right corner of the screen (where the time is displayed) with your finger > click ‘Auto-rotate’ to lock the screen horizontally.

6. ADDITIONAL CHROMEBOOK SETUP

- Turn on the other Chromebook
- Repeat section 1 of this document
- Sign into your Chromebook with gmail and password you created above
- Accept terms and conditions
- You’re Signed in > uncheck “Review Sync Options” > Accept and Continue
- Type in PIN or skip
- Your Google Assistant is ready to help > click ‘No thanks’
- Personalize your display theme > Next
- You are all set! > click ‘Get started’
- Repeat step 5

Please share your login information with your Trainer. In the event that the password is forgotten or misplaced, OrthoFi Support will be able to help you log in.