

Step 1: Click the notification area at the bottom of the screen on the right.



Step 2: click the sign out button.



Step 3 click the arrow button right by your name (triangle looking)

Step 4: then click the remove this user that's in blue text

Step 5: shutdown the chromebook, close lid, reopen lid, add account back on. Username format example: [20xxtamhoc@sedubois.org](mailto:20xxtamhoc@sedubois.org) for students; grad year (4 digits), first three initials of first name, followed by first three initials of last name.