


## Step 1: Factory reset existing Chromebooks prior to Enrolment

### *Option 1. Reset using your shortcut keys*

1. Sign out of your Chromebook.
2. Press and hold Ctrl + Alt + Shift + r.
3. Select Powerwash.
4. In the box that appears, select Powerwash > Continue.

### *Option 2. Reset using the Settings Menu*

1. Sign in to your Chromebook.
2. At the bottom right, select the time.
3. Select Settings 
4. At the bottom, select Advanced.
5. In the "Powerwash" section, select Powerwash > Restart.
6. In the box that appears, select Powerwash > Continue.

Once you've reset your Chromebook, proceed to **Step 2** below.

## Step 2: Enrol new and existing Chromebooks

1. Turn on the Chromebook.
2. When at the Welcome screen. Select the following below options, then click "Continue".
  - a. Select your language: English (New Zealand)
  - b. Select your keyboard: US Keyboard
  - c. Select a Network: Click on your schools Wi-Fi network and enter in your security key if applicable.
  - d. Google Chrome OS Terms: Click "Accept and continue".
3. The next window is the login screen. **DO NOT LOGIN!** Press the key combination of **Ctrl +Alt + E**. The Enterprise Enrollment screen will appear.
4. Login with the any school Google account on the schools domain, e.g. office@schooldomain.school.nz.
5. The next screen will show up with: "Your device has successfully been enrolled for enterprise management". Click Done. Enrollment only needs to be done once.

## Useful Resources

[Chromebook Help](#) Center where you can find tips and tutorials on using Chromebook and other answers to frequently asked questions.

Recommended Device and User settings for [Chrome Education](#).