

# MPS Student Chromebook (Dell 3100 Series) Quick Start

## Dell Chromebook 3100 Education Edition



### Ports & Slots

1) USB 3.1 Gen 1 | 2) USB Type-C | 3) Wedge Lock Slot | 4) USB Type-C | 5) USB 3.1 Gen 1 | 6) Headset/Mic Combo Jack

### Setting Up Device

- Please make sure the Chromebook is connected to power (if possible).
- Power on the device.
  - The power button is the top right button on the keyboard.
  - Press the power button for a couple seconds and release.
- \*You may see a “Dell Admin” login screen
  - Select the dropdown
  - Click the “Remove account” button
  - Confirm the Remove account by clicking the button one more time.
- If at school, the device will automatically connect to the MPS\_One network.
  - If setting up at home, choose your home network and enter password if needed.
- Sign into your Chromebook using your @moorestudents account.
  - You may be directed to the MPS federation (single sign on) – use the same school email and district password – click Sign In.

Scan the QR Code  
for a video tutorial



### Self-Service Password Registration (so you can reset your password from home/off network if needed)

- Go to Password Info Page ([bit.ly/securemps](http://bit.ly/securemps)) and setup password recovery registration
  - \*must know your current password
  - Provide at least 1 of the 3 options (phone, email, &/or security questions)

### Read the MPS:1 Student Device Handbook

- Visit the MPS:1 website ([bit.ly/MPS\\_1](http://bit.ly/MPS_1)) to view the latest version of the MPS:1 Handbook.

### Microsoft Office 365

- Sign into Office 365 from any MPS website or go directly to [portal.office.com](http://portal.office.com).
  - New students will be required to sign Responsible Use Policy
- Set up your Outlook Online (student email)
  - Select your time zone “UTC-06:00 Central Time (US & Canada)”

**\*Student email is only through Office 365 Outlook – we do not use Gmail, even on a Chromebook.**

### Google Chrome, YouTube, & Workflow Efficiency

- Sign into Chrome Browser with @moorestudents district username/password.
  - Follow the steps and “Link data” so bookmarks and other preferences sync to all your devices.
- Create bookmarks for Canvas and other frequently visited educational websites.
- Be sure to stay logged into YouTube with your school email while on district network.
  - You can “Switch Accounts” if you have a personal Gmail YouTube account.



For setup or hardware support please call 735-4023 or Email [mpstechhelp@mooreschools.com](mailto:mpstechhelp@mooreschools.com)  
For software/app/online learning support please Email [EdTech@mooreschools.com](mailto:EdTech@mooreschools.com)