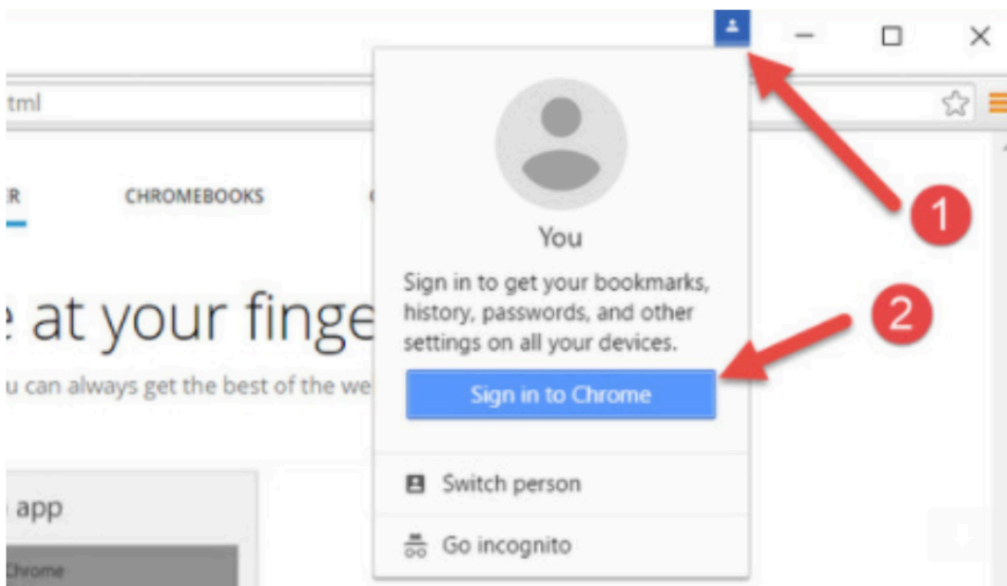


First, open the Chrome web browser.

1. Open a new tab and close all other tabs.
2. Click on the person on the top right of the screen.
- 3a. Click "Sign into Chrome".



3b. Alternatively, if someone is already signed in to chrome, click on the same person at the top right of the screen and select "manage people," and subsequently "add person" or something of that nature.

4. Enter your AACCS email address and password.

5. Subsequently, a dialog box may appear that asks if you want to "turn on sync." Please select "yes" in response.

6. If successful, you should see a bookmark folder entitled "Middle School" or "Elementary School."