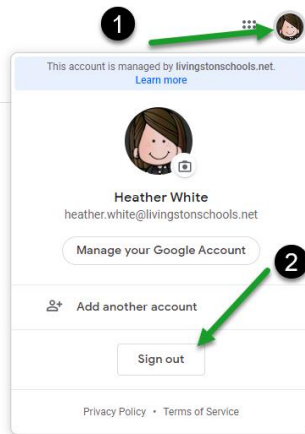


# Create & Use Chrome Profiles

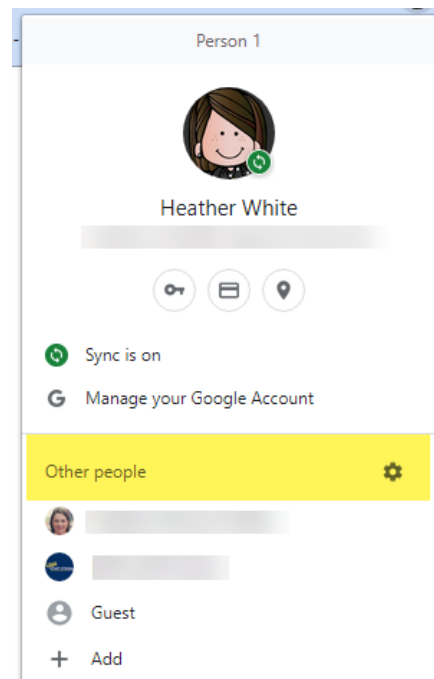
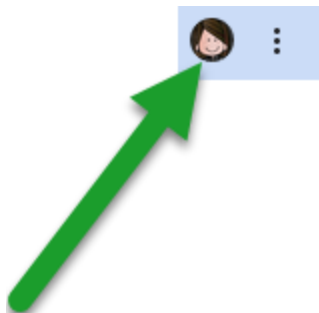
In order to avoid Google account confusion (logged into one account in email but docs are saving in a different Drive or cannot join a Google Classroom etc), it is important to use Chrome Profiles.

## STEPS

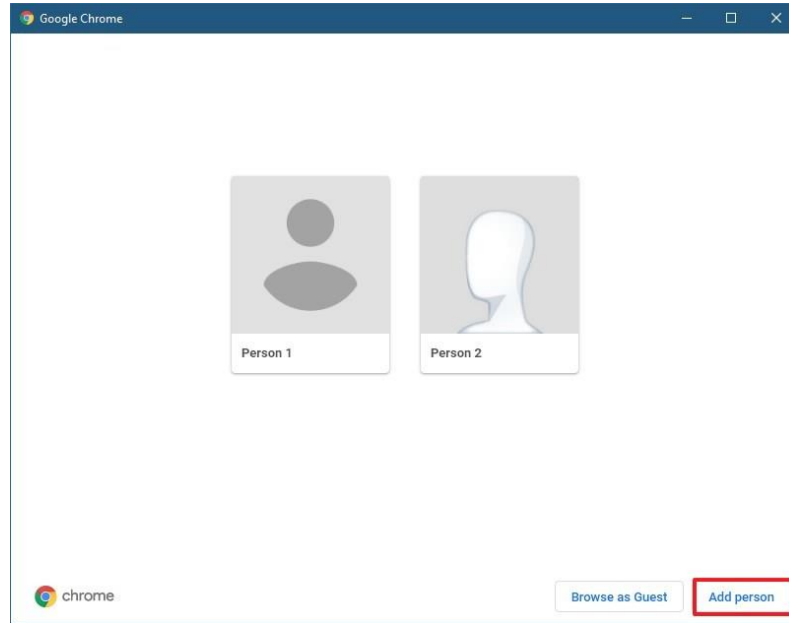
1. Sign out of ALL accounts. Open a new tab. Click on the profile image or initial to the right of the gray waffle. Click SIGN OUT or SIGN OUT OF ALL ACCOUNTS.



2. Open Google Chrome
3. Click the Profile button in the top right corner next to the 3 dots.
4. Click on Other People.



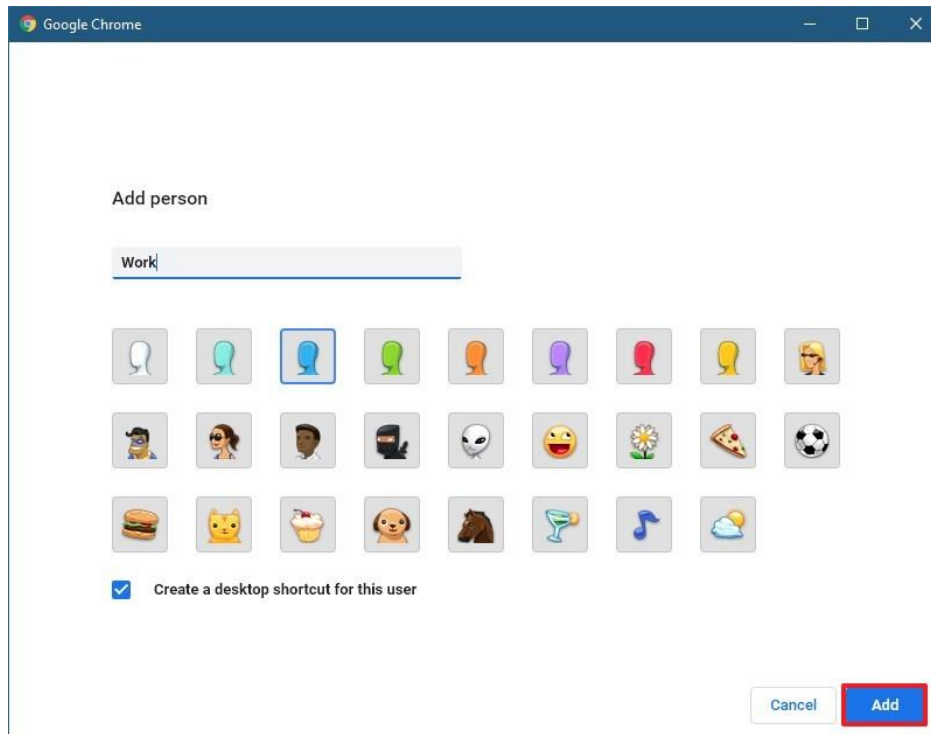
5. Click the Add Person button.



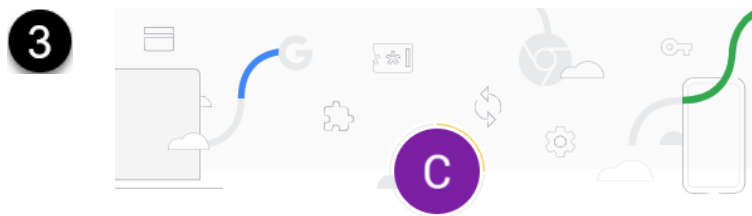
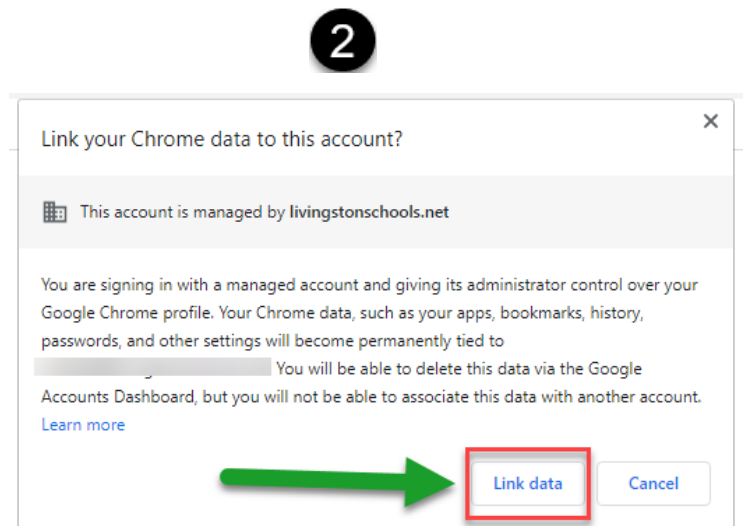
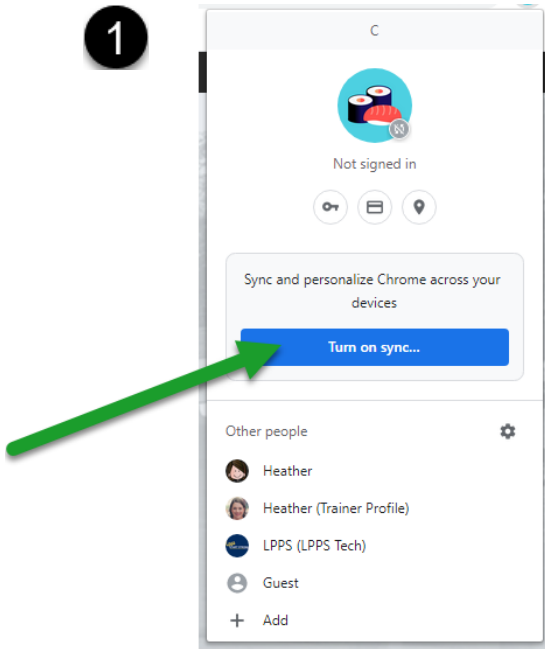
6. Type a name for the new profile.

7. Select an image to identify the profile. (This can be changed later.)

8. Click the Add button.



9. A new profile will open in a new window. This profile has its own settings, bookmarks, history, password, and cookies.
10. Click back on the Profile button just created in the top right hand corner.
11. Click Turn on sync...
12. Login with your @livingstonschools.net account and password.
13. Select Link data and Yes, I'm in. This will pull the extensions pushed out through the district to your profile.



### Turn on sync?

Sync your bookmarks, passwords, history, and more on all your devices  
Google may use your history to personalize Search, ads, and other Google services

You can always choose what to sync in settings.

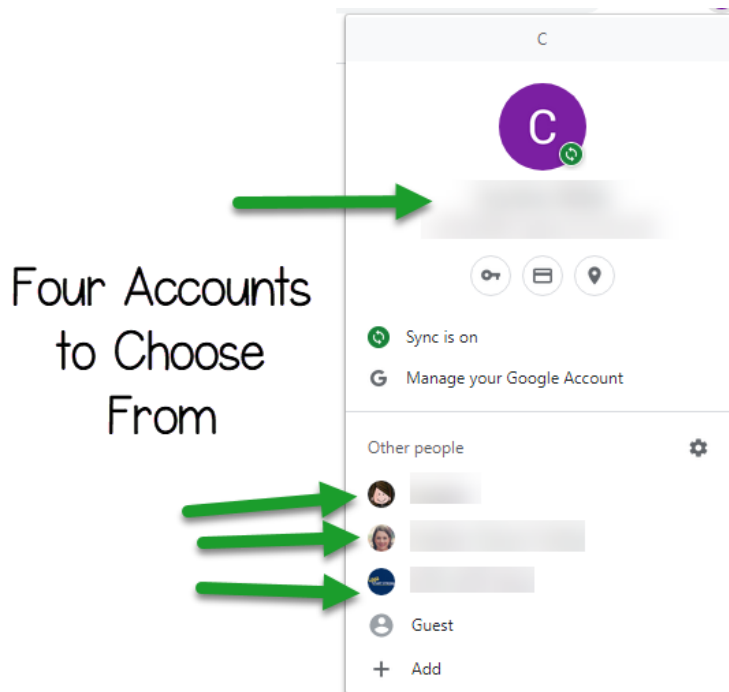


You can create as many profiles as you need. This works for personal accounts too!

When you need to move between accounts, you no longer have to open a new tab and login to a different account.

Here is what you do:

1. Click on the Chrome Profile icon next to the three dots.
2. From the menu that opens, select the profile you wish to work with.
3. A new Chrome window will open up and have you logged into all of your Google accounts. You can switch back and forth between accounts this way and not have to worry about account confusion.



You can also see which accounts you have open in your taskbar by looking at the icon on top of the Chrome icon. You can switch between open accounts by clicking on these icons as well.

