Chromebook Start Up Guide and Self-Guided Orientation Checklist



STEP 1

Chromebook Start Up Guide and FOX System Login

LAPTOP LOGIN

Best Practices for Successful Login & Setup

Locate the **“ITS Systems & Account Logon”** document, found in your FOX orientation packet that was delivered via mail.

Allow extra time to troubleshoot any issues you may experience

Sit in a location with the strongest wireless signal

Plug the Chromebook into a power source

Have your cell phone handy so you can authenticate your login

Check the volume of the Chromebook

 Complete all action items in this guide to successfully setup your Chromebook and complete the orientation course.

 If you have trouble with any steps, refer to slide 12 for support contact information.

CHROMEBOOK START UP







- Lenovo 500e Yoga Gen 4
  - Can be folded into tablet mode
  - Touchpad to perform all functions of a traditional mouse
  - Two built in cameras (located on screen and on the keyboard)
  - Built in privacy cover on screen camera (slide cover)
  - Built in electronic pen on left side (locate red end)
  - Power and volume buttons on right side
  - Review the Chromebook Tips and Benefit guide to learn more

ACTION ITEMS

- ❑ Locate the charger port and plug in the laptop to a power source
- ❑ Press the power button to power on your device

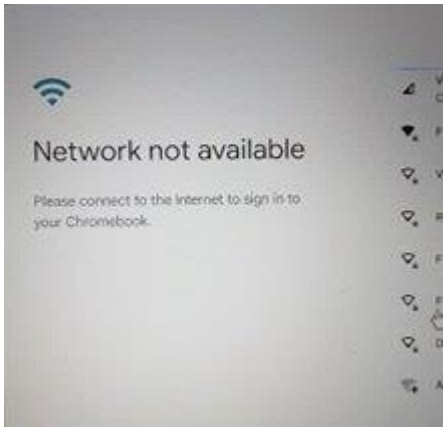
CHROMEBOOK LOGIN

- Chromebook Login
  - Open the Chromebook. The screen will automatically turn on within a few seconds and display the ChromeOS screen.



ACTION ITEMS

- ❑ A screen will display stating “Network not available”.
- ❑ Choose a strong WIFI network, enter the network key/password and press “Connect”.

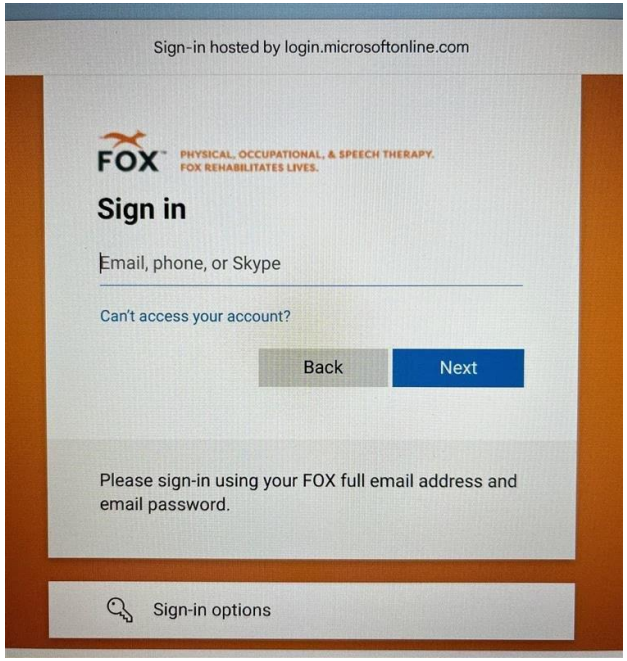


DO NOT LOGIN WITH A PERSONAL GMAIL ACCOUNT. LOGINS WILL BE WITH YOUR NEW FOX USER ACCOUNT. SEE NEXT SLIDE.

CHROMEBOOK LOGIN

ACTION ITEMS

- Reference the **ITS Systems & Account Logon** document and enter your firstname.lastname@foxrehab.org as indicated on the document. Click Next
- In the password field, enter the password : **w3LLn3$$25**
- Click Sign In when prompted
- A new window will appear. Have your cell phone handy and follow the on-screen prompts for multi-factor authentication.



Your cell phone number has been pre-loaded into your FOX Office365 account. If there is an error in your cell phone, contact the orientation hotline if completing on Day 1 of your orientation on slide 13

WELCOME TO YOU CHROMEBOOK

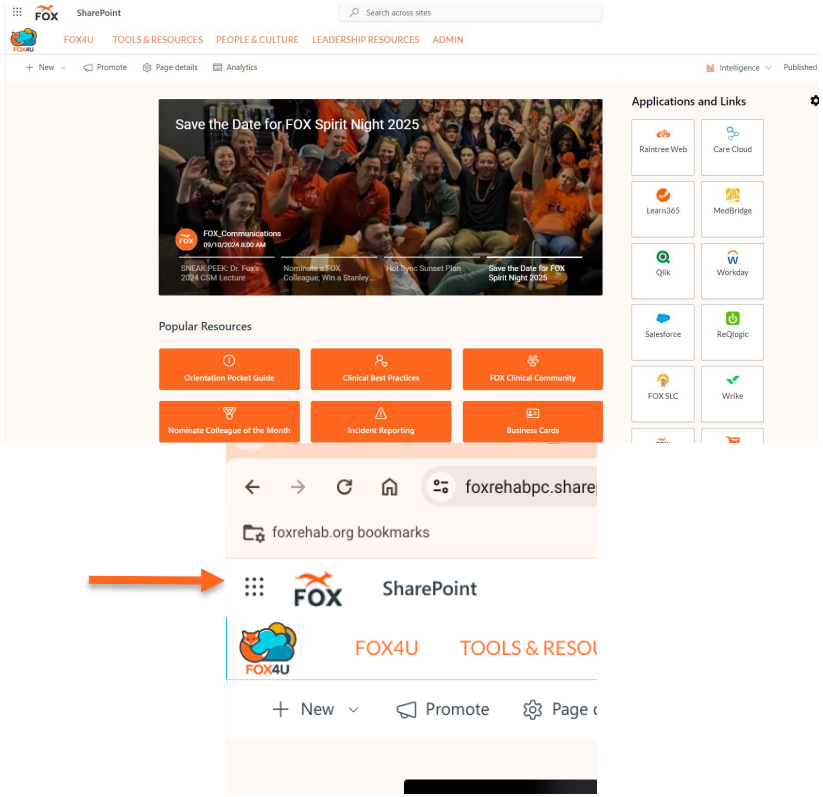
Accessing Office 365

Office 365 provides access to apps such as Outlook (email), Word, Excel, Teams, our FOX4U intranet and more.

ACTION ITEMS

- ❑ Click the Chrome Browser Icon

- ❑ FOX4U will launch. The "waffle" in the top left corner is always visible throughout Office 365 and can be used to access other Office 365 apps.



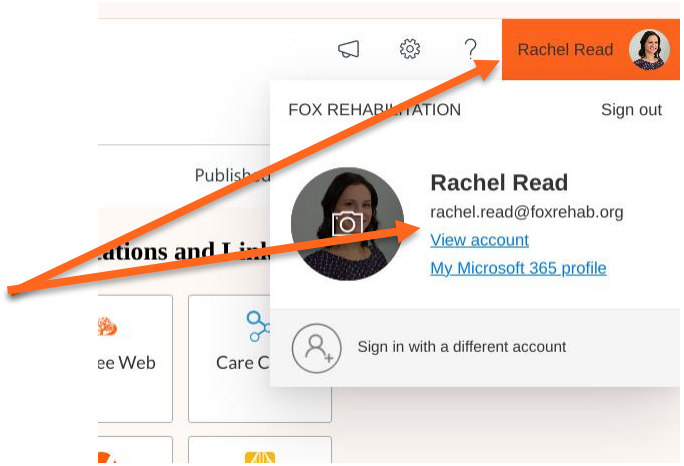
Tip: the foxrehab.org bookmarks (shown above the waffle) houses some commonly used FOX apps.

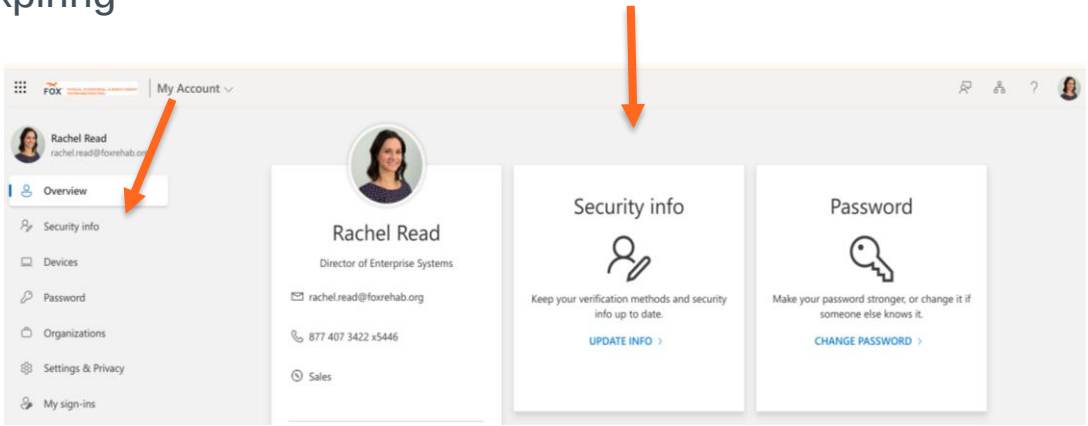
SET A NEW PASSWORD

Security is Important! Set a New Password Now!

ACTION ITEMS

- From the FOX4U screen, locate your name on the top right corner and click it.
- Click View Account
- Click Security Info (avoid clicking Password, Office365 is expiring that option soon)

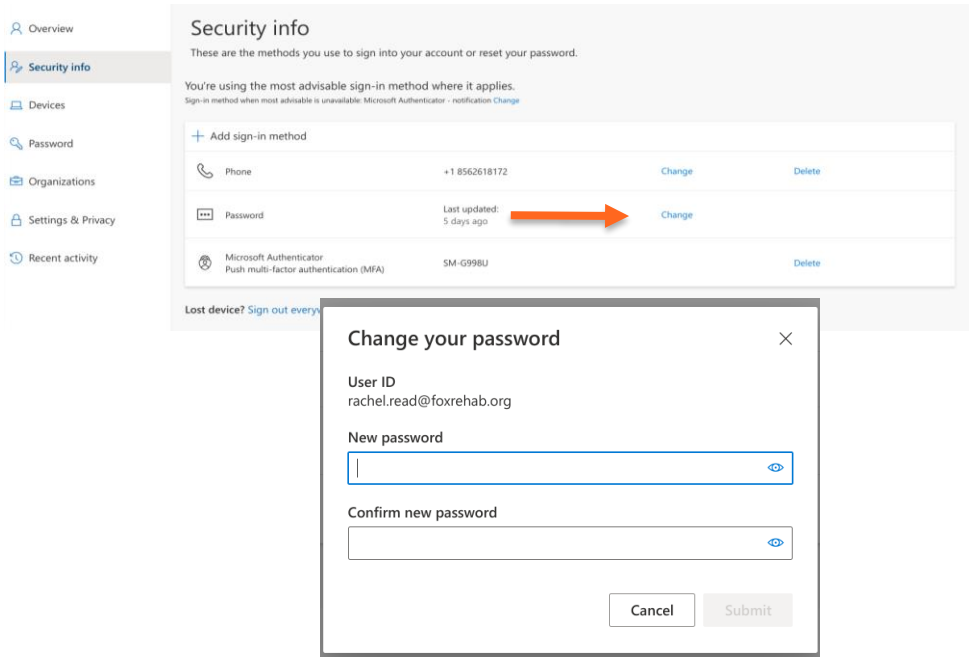




SET A NEW PASSWORD

ACTION ITEMS

- ❑ Under Password, click change.
- ❑ Set a new password. Follow the password requirements.
- ❑ Click Submit



Password Requirements

- ✓ Does not contain a significant part of the user's account name
- ✓ Must be at least 10 characters in length
- ✓ Must contain characters from 3 of the following four categories:
  - English upper-case character A-Z
  - English lower-case character a-z
  - Base 10 digits 0-9
  - Non-alphanumeric character (example: !, $, #, %)

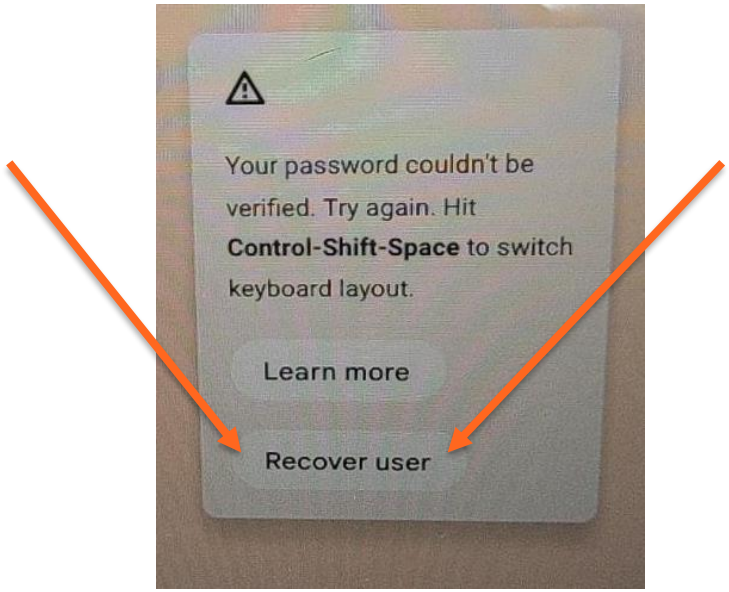
SET A NEW PASSWORD

Important: Sync your New Password to your Chromebook



ACTION ITEMS

- ❑ Click Sign Out
- ❑ Enter the new password you just set
- ❑ A prompt will appear, click **"Recover User"**
- ❑ Follow the onscreen prompts to verify your account and sync the new password.



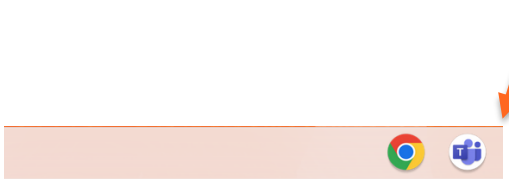
MICROSOFT TEAMS

Welcome to Teams

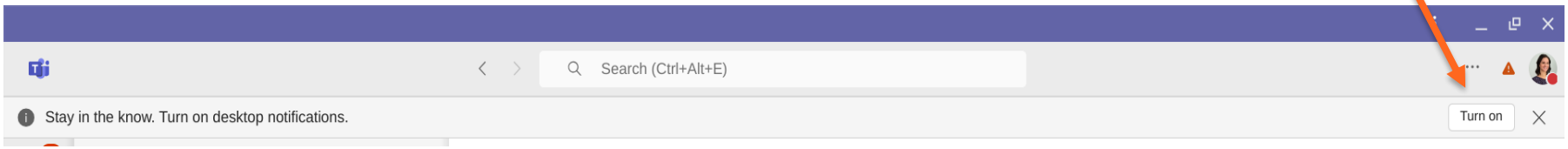
Teams is our main communication system used to send practice wide messages, chat with colleagues, access Learn365, join or hold meetings, make calls, plus more!

ACTION ITEMS

- ❑ Located on the bottom shelf of the Chromebook



- ❑ Turn notifications on for Teams on your Chromebook. This will allow you to stay in touch with FOX practice wide communications, FOX colleagues, and more



SUPPORT CONTACT INFORMATION

FOX Essential Support

Monday -Thursday: 7:30AM - 9:00 PM EST

Friday: 7:30AM- 7:00 PM EST

Sunday 4:00PM - 9:00PM EST

Email: support@foxrehab.org

(please include "Orientation" in the subject so that assist can be prioritized)

Phone: 1-877-407-3422 x1300 or

Direct Line: 856-705-1300

Other questions:

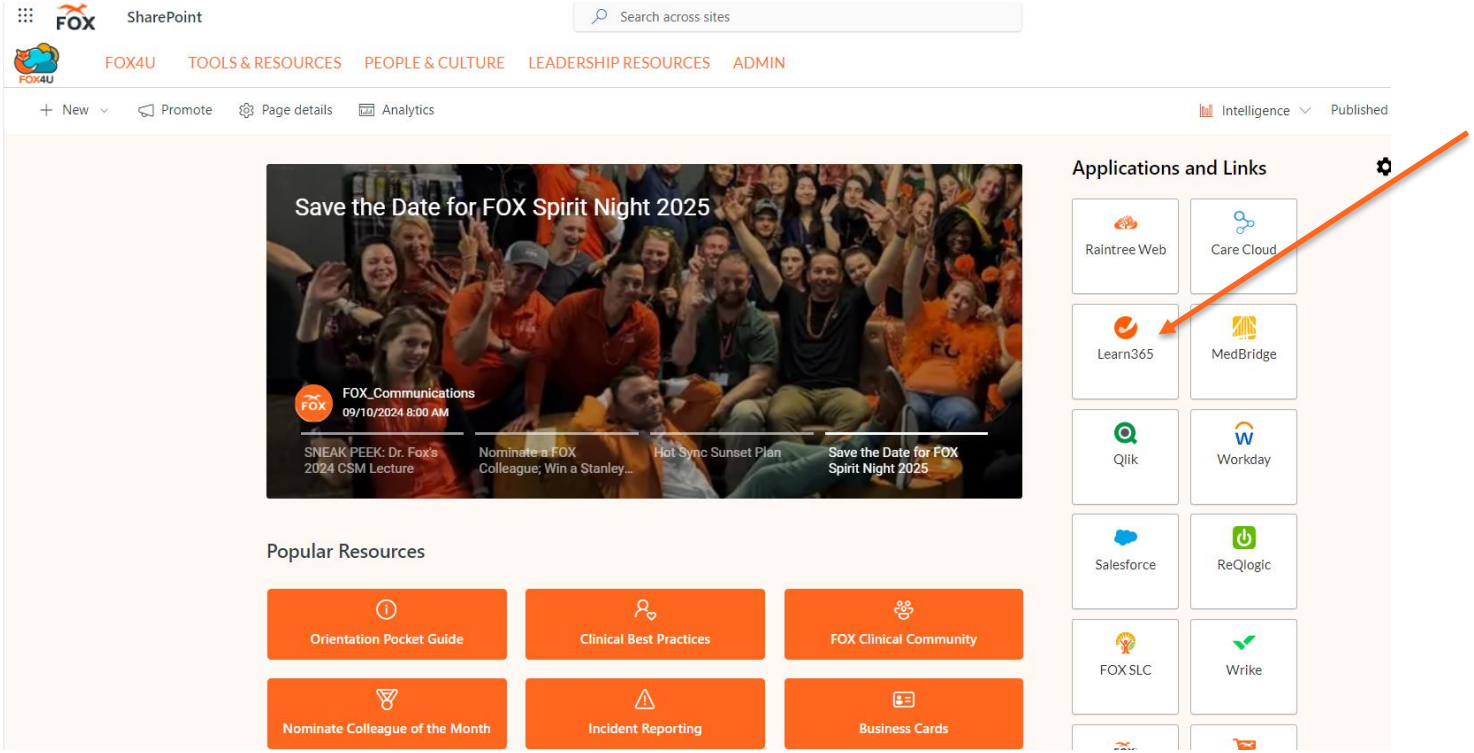
Reach out to your Regional Director (RD)

STEP 2

Orientation Course Access (Learn 365)

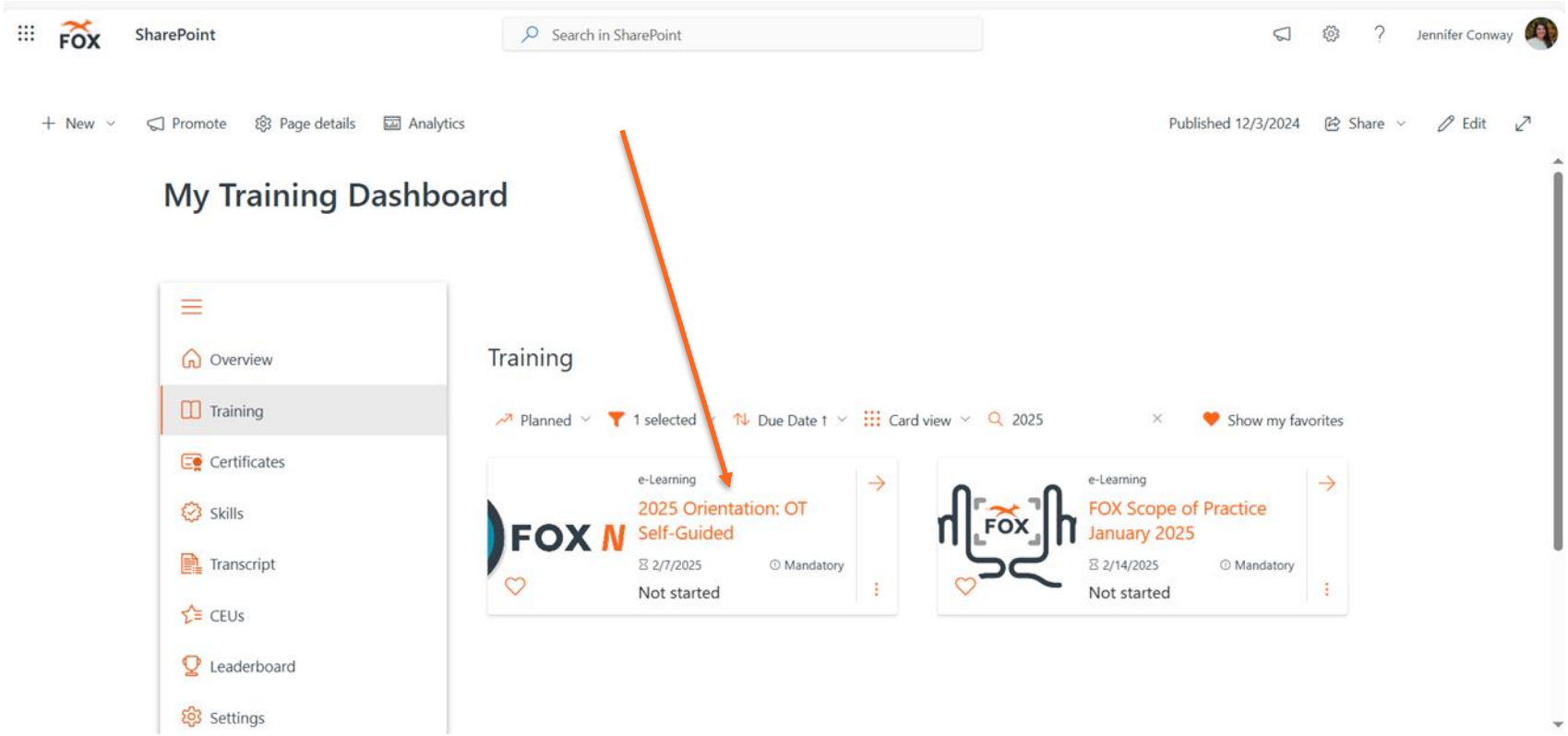
ACCESSING 2025 ORIENTATION VIA LEARN365

- Open FOX4U home page from the Chrome Browser
  - If trouble locating, enter FOX4U.org on the web browser.
- Navigate to Learn365 page on the menu



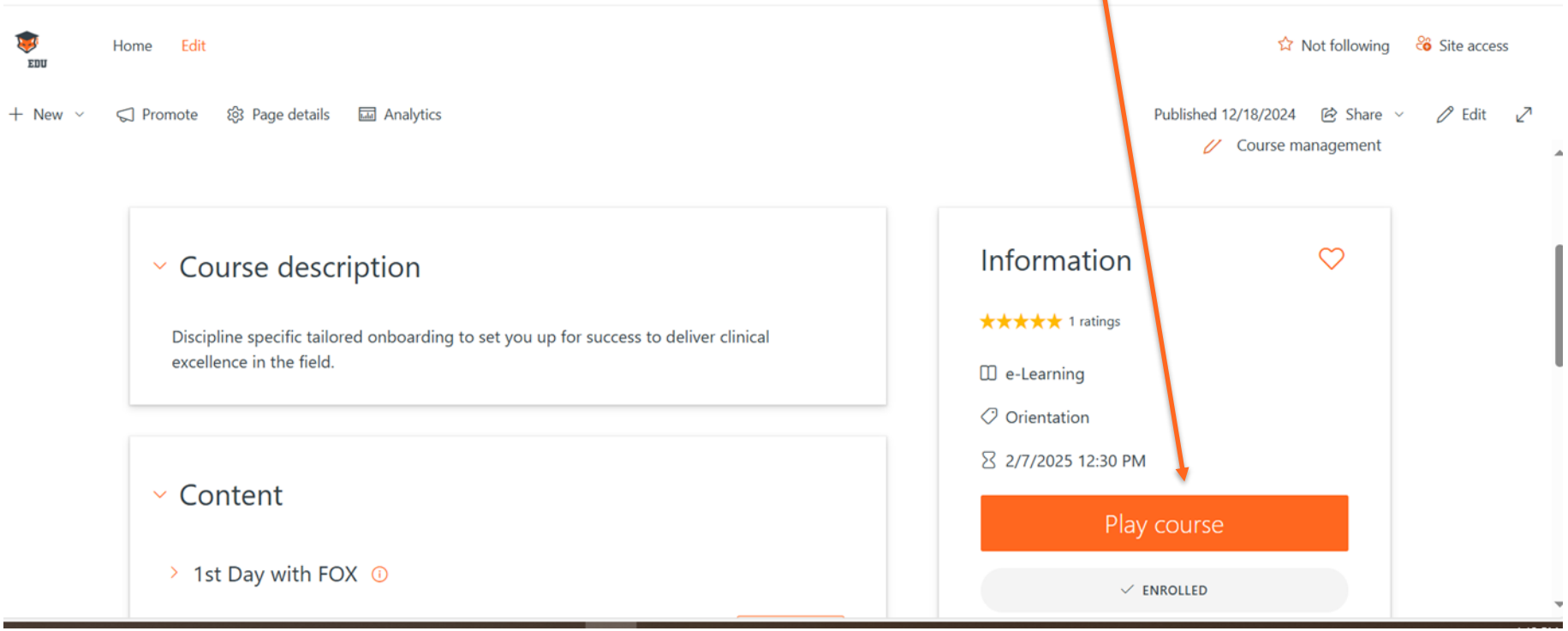
2025 ORIENTATION: PT/OT/SLP/FS

- ❑ Locate and click your discipline-specific orientation course (see below for example)



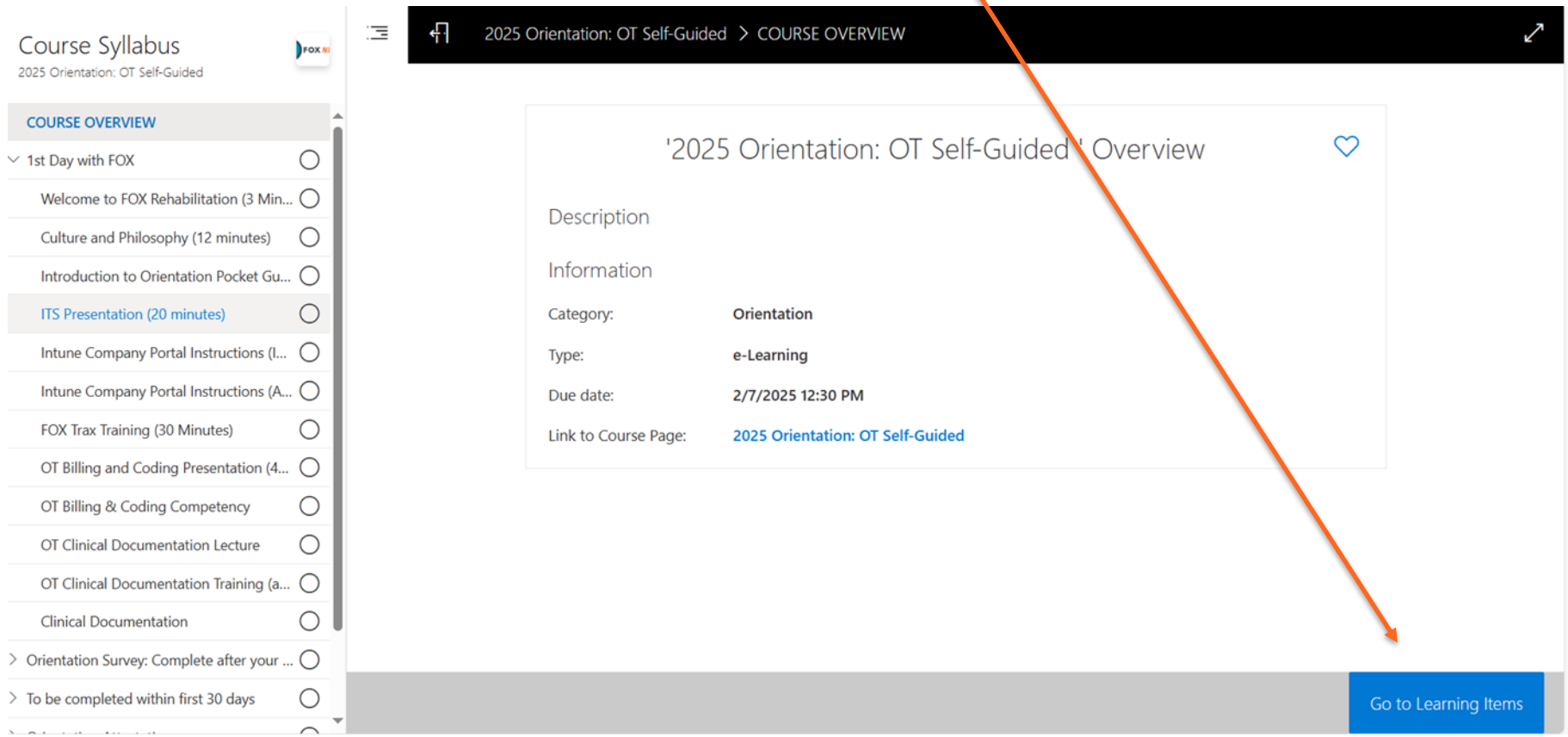
PLAY COURSE

- ❑ Scroll down and select "Play course" to begin



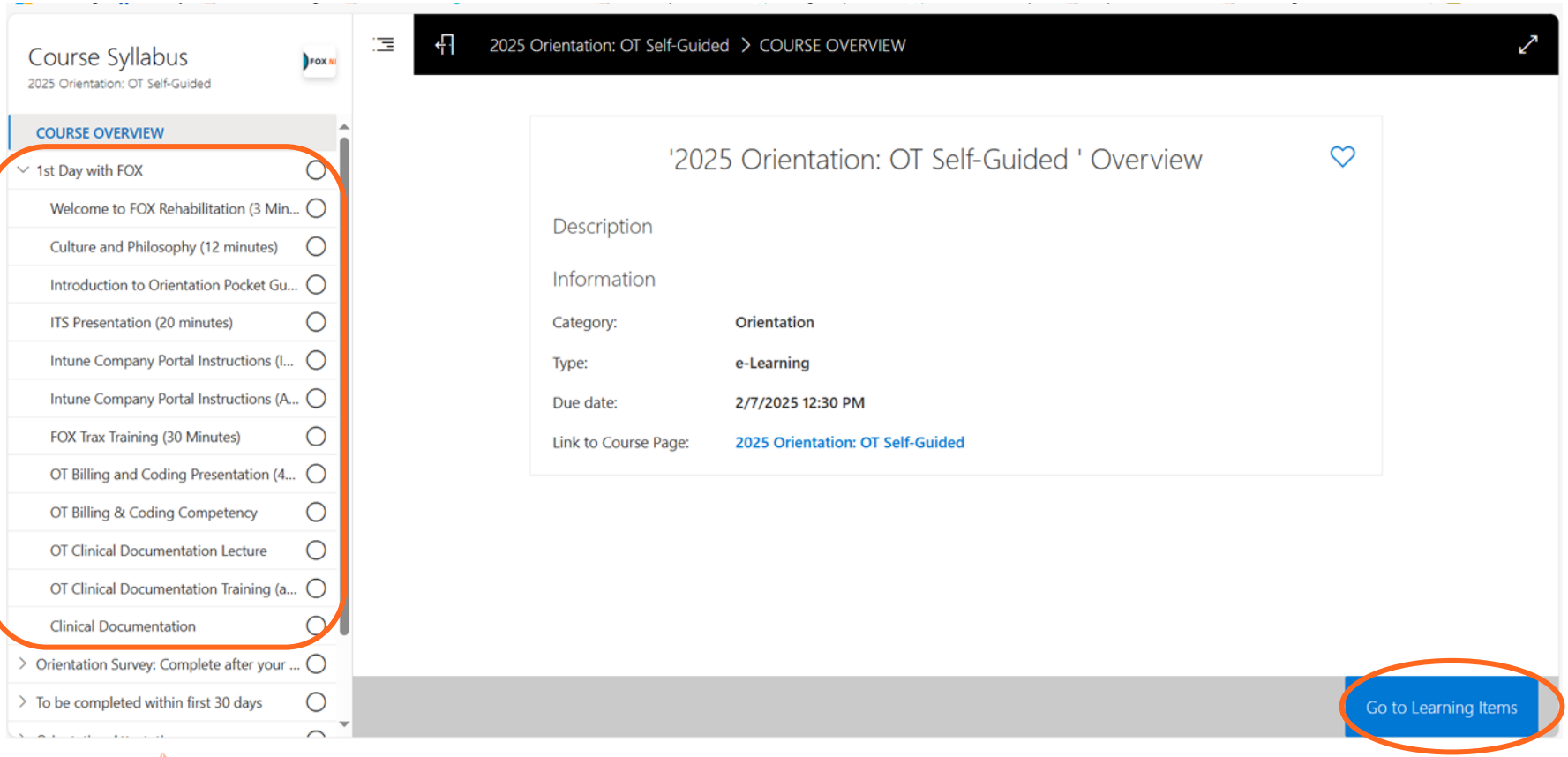
GO TO LEARNING ITEMS

- ❑ Select "Go to Learning Items"



START AND COMPLETE ITEMS

- ❑ Select "Start"
- ❑ Complete all items under "1st Day with FOX"
  - Play videos and click "Next" to proceed to each item



ORIENTATION CHECKLIST

Step One

- ❑ Chromebook and System Set Up

Step Two

- ❑ Learn 365 Course ("*2025 Orientation: PT/OT/SLP/FS*")
  - ❑ Complete 1st Day with FOX

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