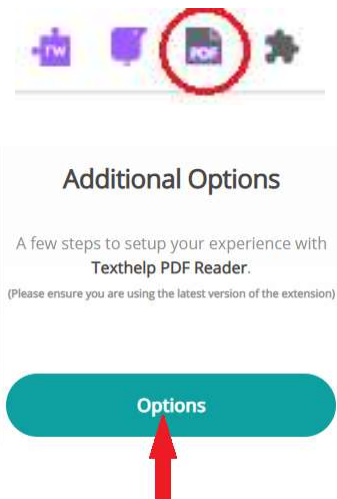




# How Do I Log Into the PDF Reader Extension?

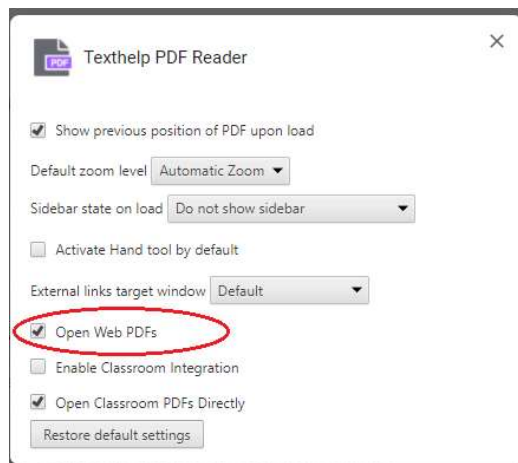


# Finish Setting Up the PDF Reader



Click on the PDF Reader icon in the address bar. It opens the PDF Reader Dashboard website.

On the PDF Reader Dashboard site, scroll down to “Additional Options” and click the “Options” button.



A new pop-up box appears. Click on “Open Web PDFs.” Once this is checked, close the box. The tool is ready to use when you next open a PDF file.



## Logging into PDF Reader— Windows Device

On a Windows device, students may be automatically logged in using their Microsoft credentials, especially if they signed into the Read & Write toolbar first. If prompted to log in with a Microsoft account, use your HCPS username and password.

Username: [firstname.lastname@student.hcps.org](mailto:firstname.lastname@student.hcps.org)

Password: organizational account credentials

