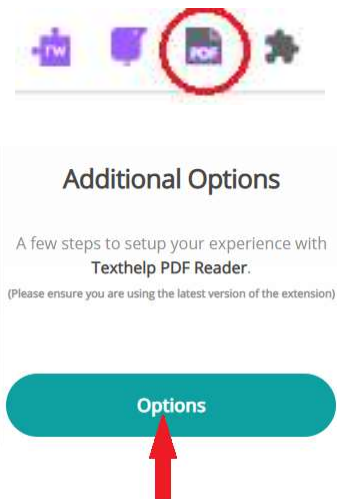




How Do I Log Into the PDF Reader Extension?

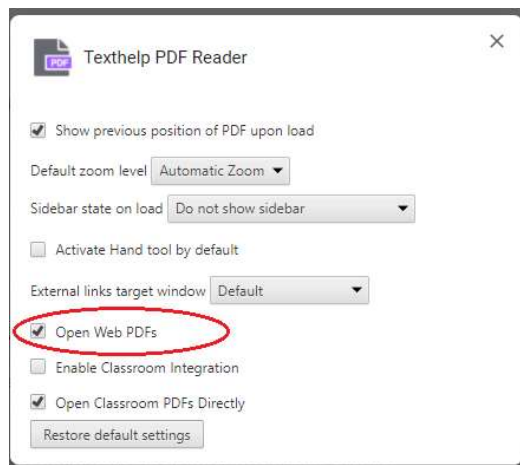


Finish Setting Up the PDF Reader



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.



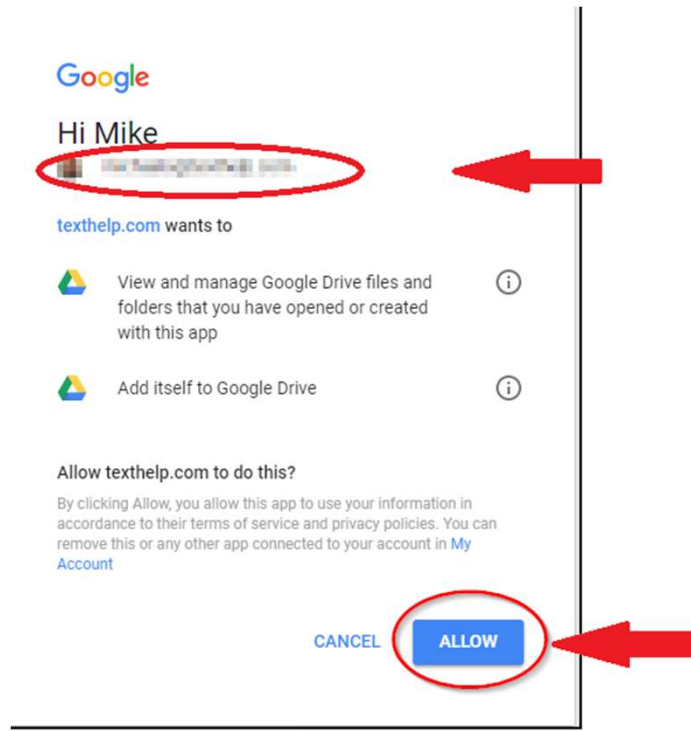
A new pop-up box appears. Click on “Open Web PDFs.” Once this is checked, close the box. The tool is ready to use when you next open a PDF file.



Logging into PDF Reader— **Chromebook**

Step 1

The first time YOU open a PDF on the web, you MAY be prompted to accept a set of permissions.



This should be your HCPS username:
firstnamelastname@student.hcps.org

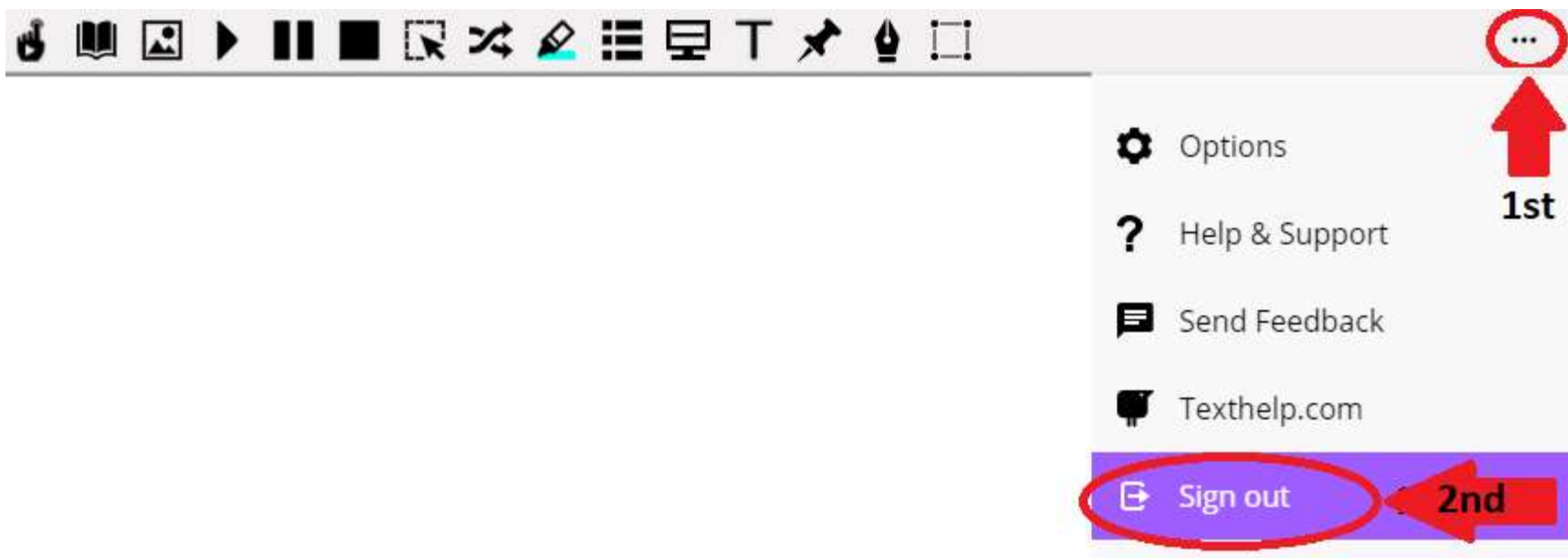
Click "Allow" when prompted.



Logging into PDF Reader— **Chromebook**

Step 2

For all the tools to work, students need to log in with their Microsoft Office 365 credentials. Open a PDF on the web to view the PDF reader toolbar. With the toolbar open, click the three dots on the right and then click “Sign Out.”

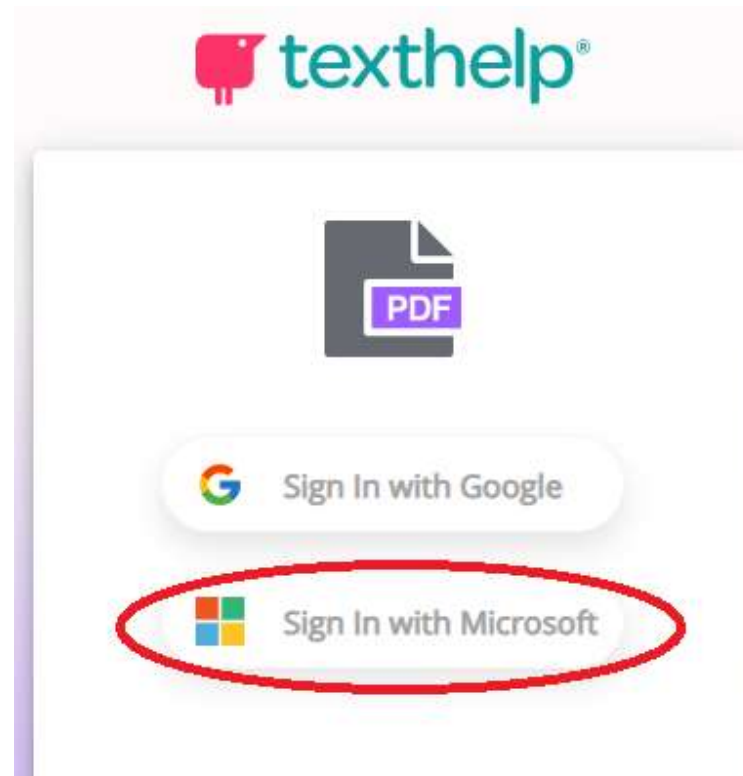




Logging into PDF Reader— **Chromebook**

Step 3

After clicking “Sign Out” on the PDF Reader toolbar, the window refreshes to a login screen. Select “Sign in with Microsoft.”





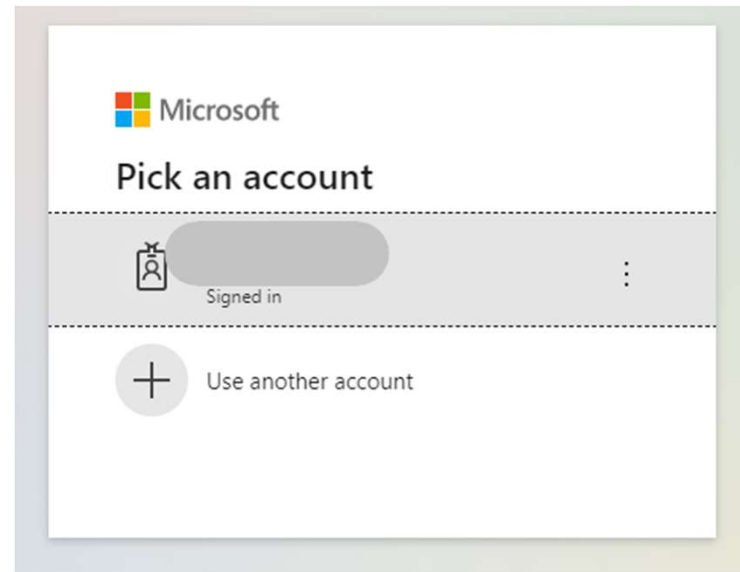
Logging into PDF Reader— **Chromebook**

Step 4

A pop-up box redirects students to log in with their Microsoft Office 365 account. Use your HCPS organizational credentials.

Username: firstname.lastname@student.hcps.org

Password: organizational account credentials



Once a student has logged into the PDF Reader extension with his/her Microsoft account, all the tools will be fully functioning.