How Do I Log into Read & Write for Google Chrome?
Logging into Read & Write— Chromebook

The first time you launch the Web toolbar by pressing on the purple puzzle piece icon, you MAY be prompted to accept a set of permissions or select an account.

Click the Read&Write for Google Chrome extension icon:

You MAY be prompted to grant access to the extension.

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

Click "Allow" when prompted.
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Step 1

For access to all the tools, students need to log in with their Microsoft Office 365 credentials. Open the Read & Write toolbar on a website. With the toolbar open, click the three dots on the right and then click “Settings.”
Logging into Read & Write— Chromebook
Step 2

In the Options box that opens, click “Accounts” and “Sign in with Microsoft.”

**Note:** It may look like students have signed in with their Microsoft account; however, if they see “Sign in with Microsoft” then they have not yet signed in with Microsoft.
A pop-up box MAY redirect students to log in with their Microsoft Office 365 account. Use your HCPS username and password to log in.

Username: firstnamelastname@student.hcps.org
Password: organizational account credentials

Once a student has logged into the Read & Write extension with his/her Microsoft account, all the tools will be fully functioning.
If you have successfully logged into Read & Write, all the tools will be available. If some of the tools are grayed out, you need to try logging in again with your Microsoft Office 365 account.