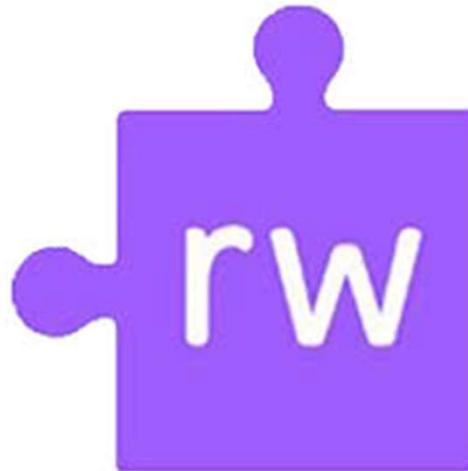


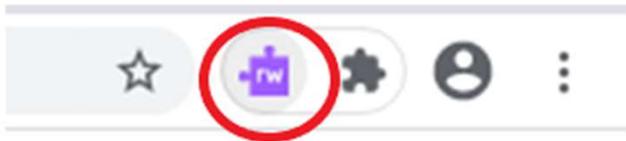
# How Do I Log into Read & Write for Google Chrome?



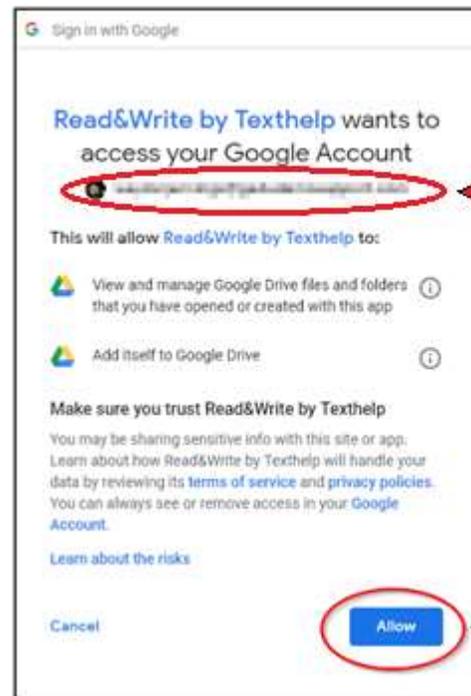
## Logging into Read & Write— Chromebook

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.

Click the Read&Write for Google Chrome extension icon:



You MAY be prompted to grant access to the extension.

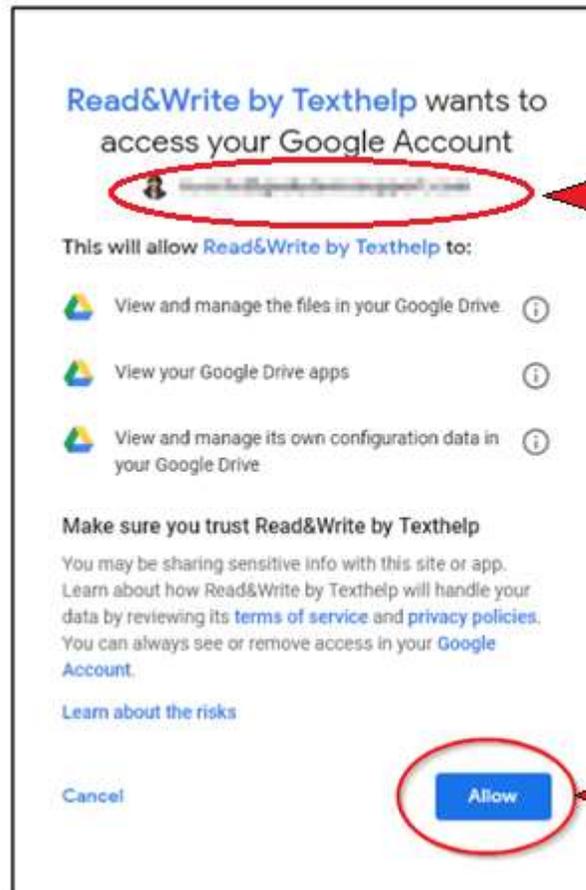


This should be your HCPS username: `firstnamelastname@student.hcps.org`

Click “Allow” when prompted.

## Logging into Read & Write— Chromebook

The first time you use **Collect Highlights** or **Vocabulary List tools**, you MAY be prompted to accept a second set of permissions.



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

Click "Allow"  
when  
prompted.

# Logging into Read & Write— Chromebook

## Step 1

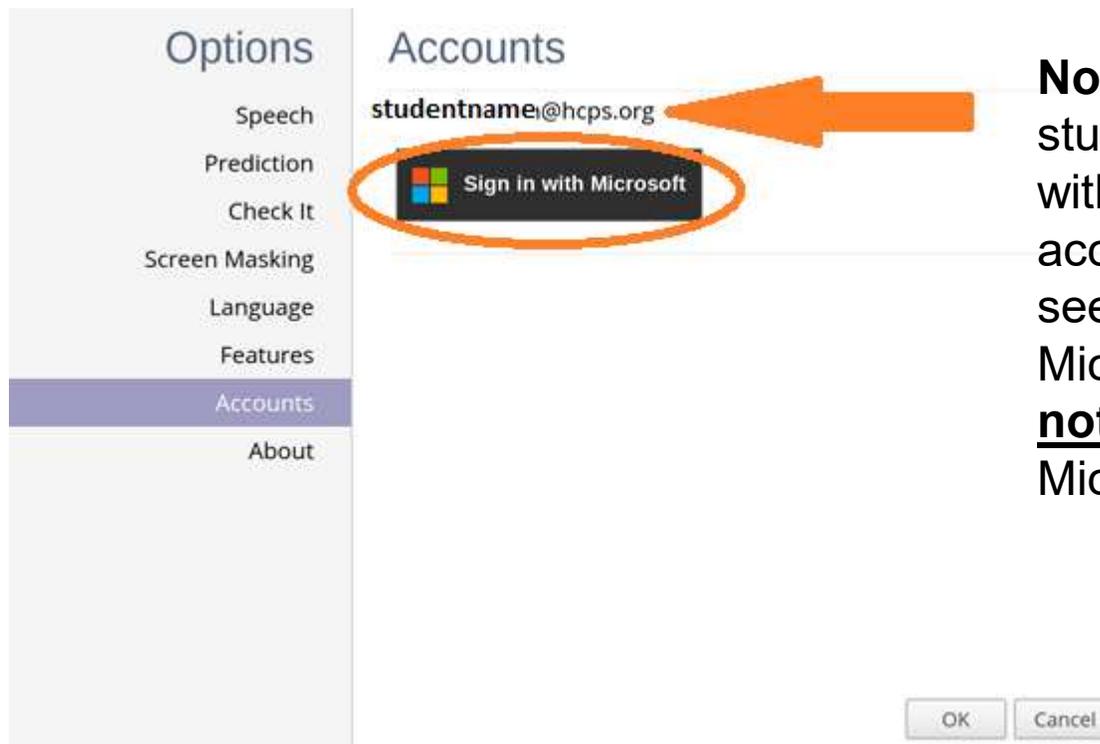
For access to all the tools, students need to log in with their Microsoft Office 365 credentials. Open the Read & Write toolbar on a website. With the toolbar open, click the three dots on the right and then click “Options.”



# Logging into Read & Write— Chromebook

## Step 2

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



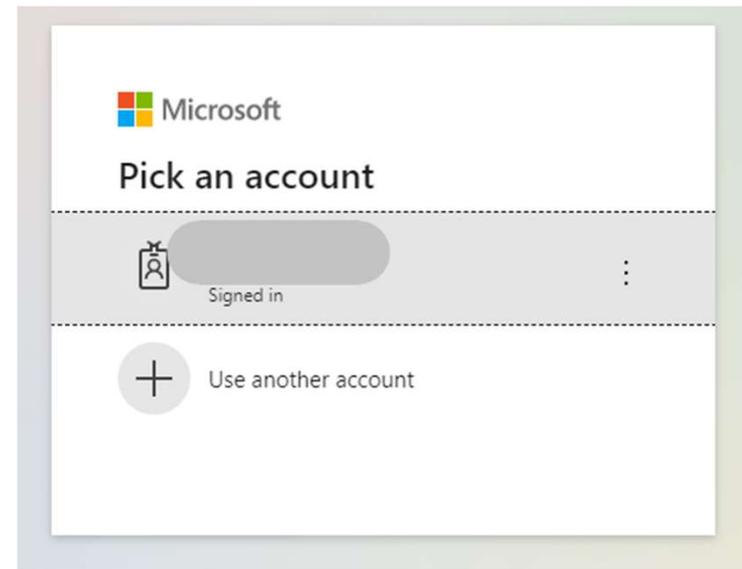
**Note:** It may look like students have signed in with their Microsoft account; however, if they see “Sign in with Microsoft” then they have **not** yet signed in with Microsoft.

# Logging into Read & Write— Chromebook

## Step 3

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

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

# Successful Login for the Read & Write Toolbar



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.