<u>LockDown Browser Instructions:</u>
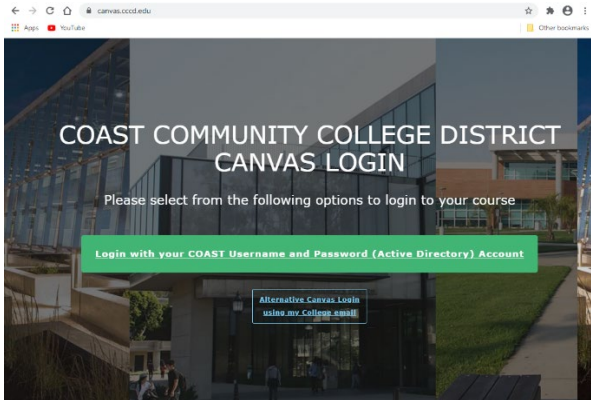
1) You can access the LockDown Browser when you first turn on your Chromebook or if you click on the "**Exit session**" button if you are in a current Chromebook session and then click "**Sign out now.**"

2) Then, click on the Apps button in the lower left-hand corner of the screen.
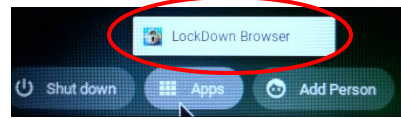
3) Now, click on "**LockDown Browser"** above the Apps button.

4) The box below should appear. Type "Coast" (without the quotes) in the white area of the box below and it should bring up Coast Community College District. Select this as the institution name regardless of which college you may be enrolled at. Make sure Coast Community College District is highlighted and click the **"Select"** button.
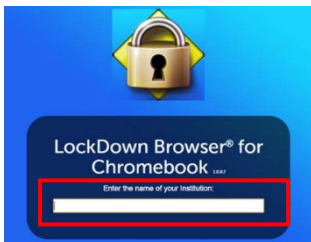
5) You should now be at the Canvas login page. Sign in using your username and password as indicated.

6) <mark>Caution:</mark> After you have logged into Canvas, **DO NOT** click on the buttons on the top of the LockDown Browser bar especially the little gear ⚙ ; otherwise, you will likely be kicked out of your test.

7) To **EXIT** the LockDown Browser when you finish your exam, press the Chromebook power button for one to two seconds or two until the options to "**Power off**" or "**Sign out**" are presented. Select **Sign out** to start a new Chromebook session or **Power off** if you are finished using the Chromebook.

IMPORTANT: <u>Please make sure you have completed your exam prior to exiting the LockDown Browser.</u>