

Leaving LGUSD with your Chromebook?

Here are the steps you need to take to make it yours.

Part I – Transfer your files

Option A - USB transfer

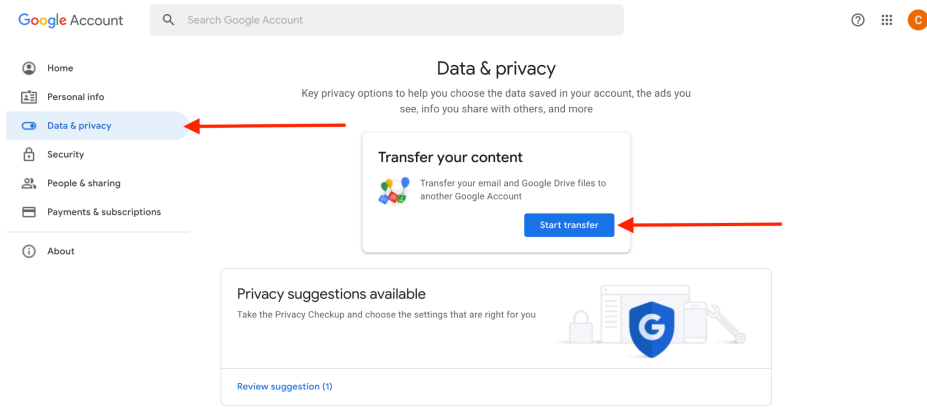
You may use an external USB to download and save your files for future use. Simply plug in the USB, follow the instructions provided with your device, and download files directly.

Option B - Data transfer to a personal Google Account

1. As your departure from Los Gatos USD approaches, your lgusd.org account will be updated on the 2nd to last Monday before your graduation date to allow you to transfer your files to another Google account.
2. **If you are 12 or under**, ask your parent or guardian to allow you to transfer your files to their account or have them create a brand new Google account that they will allow you to have access to. Otherwise, if you are 13 or older, you can make your own account. You can make a new account by going to:

<https://accounts.google.com/SignUp?hl=en>

3. Transfer your files from your LGUSD account to your personal Google account.
 - a. While logged into your Chromebook with your lgusd.org account, navigate to myaccount.google.com.
 - b. Once you see your account page click on **Data & Privacy**.



- c. To start, click on **Start transfer**. You will need the personal Google account (not a lgusd.org account) from Step 2 to proceed to the next step.
 - i. Request a code by entering your personal Google account
 - ii. Verify your destination account
 - iii. Select content to copy and transfer

1. Toggle ON: Drive
2. Toggle ON: Gmail
- iv. Click on **Start Transfer**
4. While it says that it may take up to a week to transfer your files it will probably take only a few hours depending on how many files you have. Once the transfer is complete your new Gmail account will receive a completion email.



Important

- Google Transfer will *merge* your lgusd.org data with the account you entered. Please ensure you are migrating your data to a new account or that your parent/guardian is ok with your data merging with theirs.

Part II - Wipe your Chromebook

Leaving LGUSD mid-year?

Your device will be released from our management system the day after your last day of school. Please follow the steps below to deprovision your device. If the device still connects to LGUSD after deprovisioning it, please contact chromebooks@lgusd.org.

Graduating from LGUSD?

Your Chromebook will be **deprovisioned at 9am, the Saturday before your last week of school**, and can now be wiped. If you have successfully completed **Part I - Transfer Your Files**, you are now ready to wipe your Chromebook so that it is no longer managed by LGUSD and put your new personal account on the device.

Deprovision your Chromebook:

1. Shutdown the Chromebook and make sure it is plugged into power.
2. Press **Esc + Refresh** (↻) + **Power**. A yellow exclamation point (!) is displayed.
3. Press **Ctrl + D** to begin dev mode, then **Enter**. A red exclamation point is displayed.
4. Press **Ctrl + D**. The Chromebook deletes its local data, returning to its initial state. This takes approximately 15 minutes.
5. When the transition completes, press the spacebar, then press **Enter** to return to verified mode.
6. You can now login with your personal Google account.



Important Account Information

- **Leaving at the end of the school year:** Your LGUSD account will become inactive 2 weeks after the last day of school.
- **Leaving during the school year:** Your LGUSD account will become inactive the day after your last day of enrollment.

Data Deletion:

- All data in your LGUSD account will be permanently deleted 6 months after your last day of enrollment.