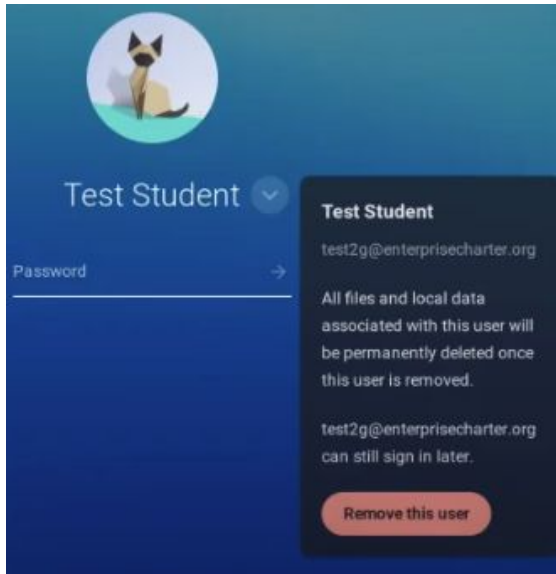




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Disabling Switch Access

1. On your Chromebook, log out of student@pilotED.org
2. On the sign in page, remove student@pilotED.org from Chromebook by clicking on the button “Remove Account”



3. Sign in using your student’s unique email address. Your unique email address is your student’s first name and last name with NO SPACE. For example, if your student’s name is Jacob Smith, then your email address will be jacobsmith@piloted.org. The password will remain the same as before, 12345678.

Username: [firstnamelastname]@pilotED.org

For example: jacobsmith@pilotED.org

Password: 12345678

4. When prompted, click “Accept” to enter your account. If this page does not pop up for you, continue to the next step.
5. Once logged in with your unique email address, disable Switch Access by following the instructions below.

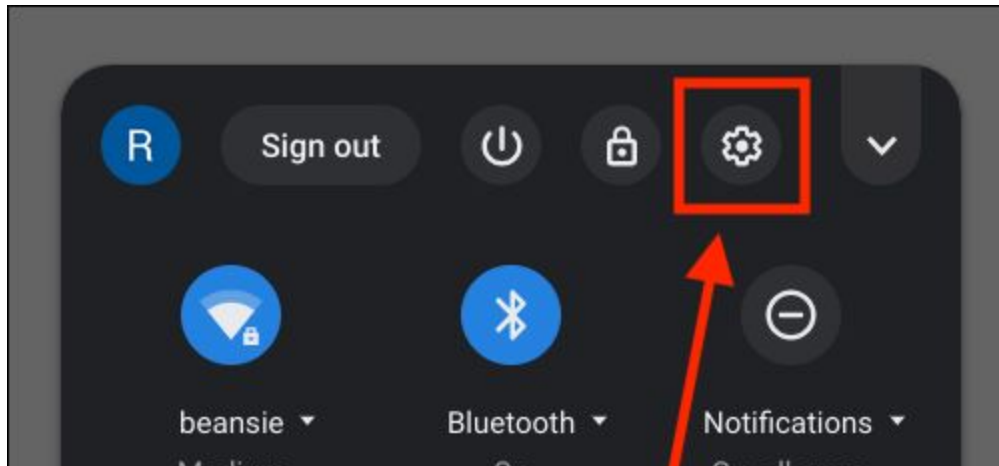


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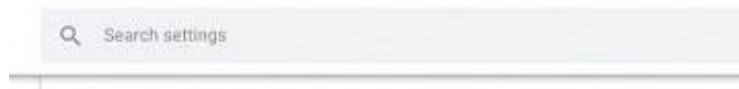
- a. At the bottom right corner of your screen, click on the button that shows the time.



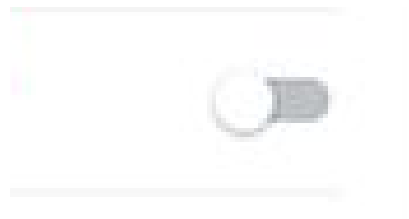
- b. Click on the gear icon to get to Settings.



- c. In the search settings bar, type in “**switch access**”



- d. Find and toggle the “**Switch Access**” accessibility feature to **OFF**. It should be grey, not blue.



- e. From here, your Chromebook should have Switch Access permanently disabled. You will no longer use student@pilotED.org to login. Instead, you will use your student's unique email address to login moving forward. If you have any questions, please text our hotline at **(317) 759-0713**