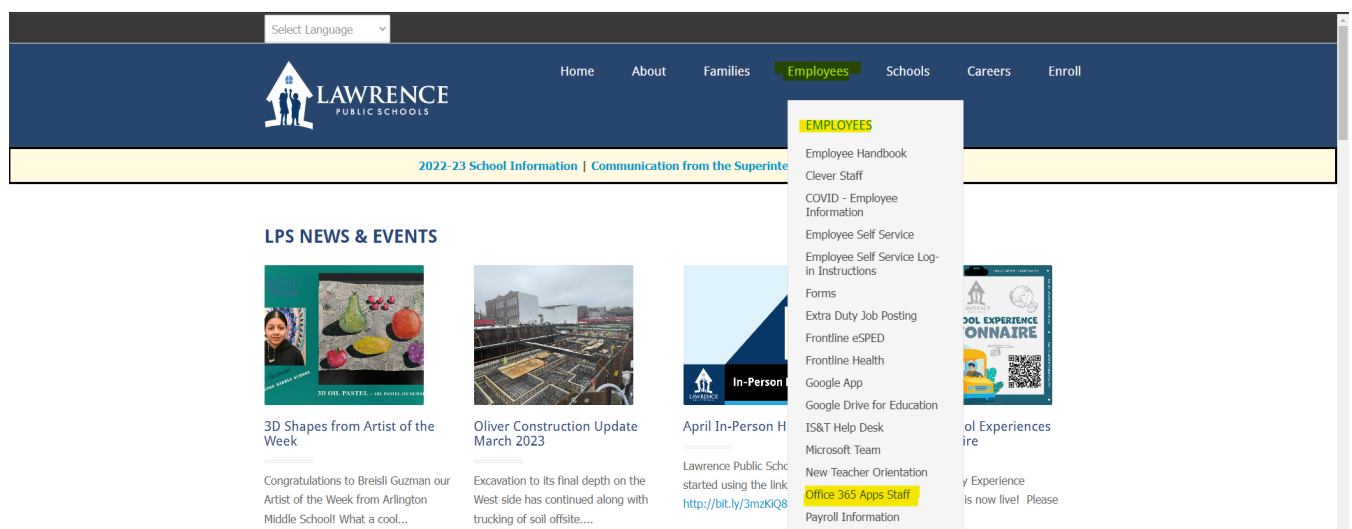


How To Free Up Diskspace On An LPS Managed Chromebook

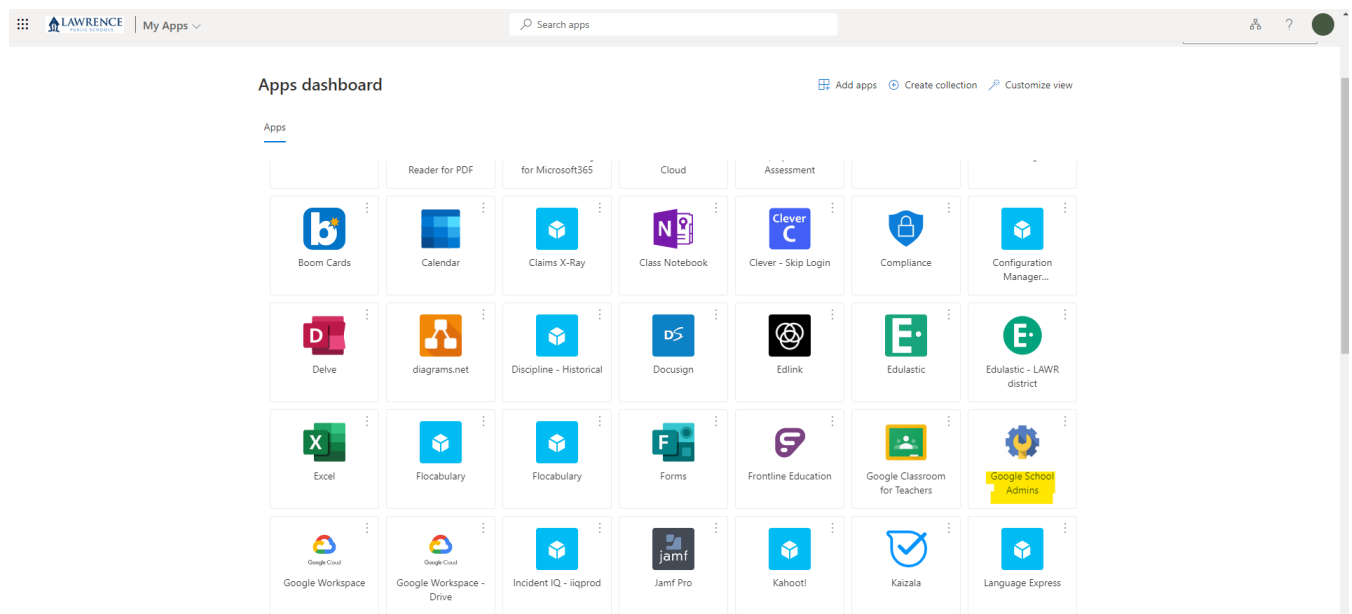
1097 March 8, 2024 [Chromebook](#) 82678

Must be an Admin to be able to do this

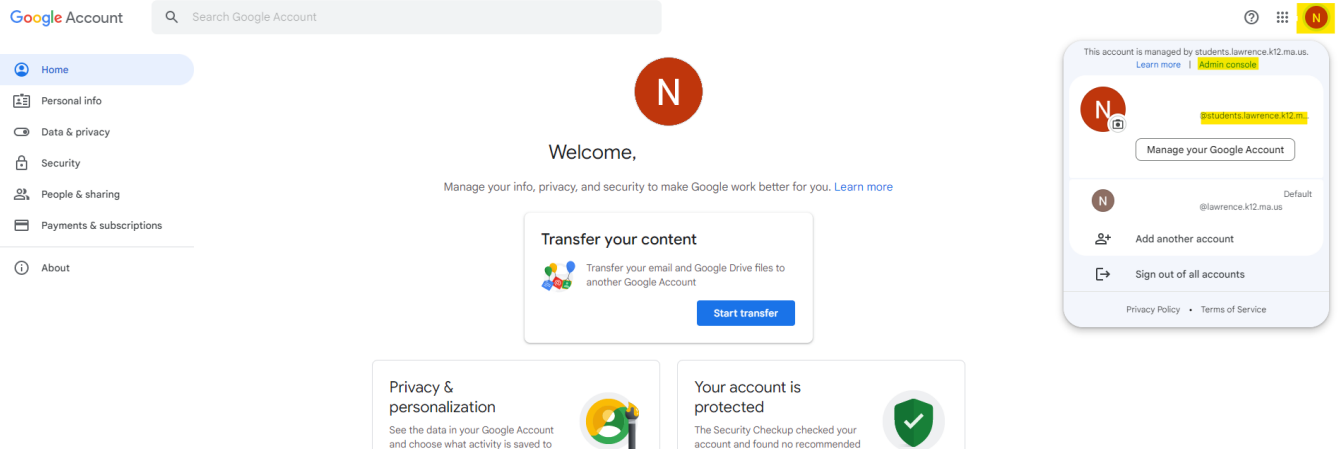
1. Please go to the [LPS website](#) click the **Employees** tab from the menu at the top of the page then click on **"Office 365 Apps Staff"** from the drop-down menu.



2. Click on "Google School Admins" icon



4. Select the icon with your initial. Confirm you are signed into your @students.lawrence.k12.ma.us account. Click on "Admin Console".



5. If you get this pop up please make sure to click on your @students.lawrence.k12.ma.us account.



Sign in with an administrator account

To sign in to admin.google.com, use an administrator account for a managed Google service, such as Google Workspace or Cloud Identity. [Learn more about Google accounts](#)

Choose an account



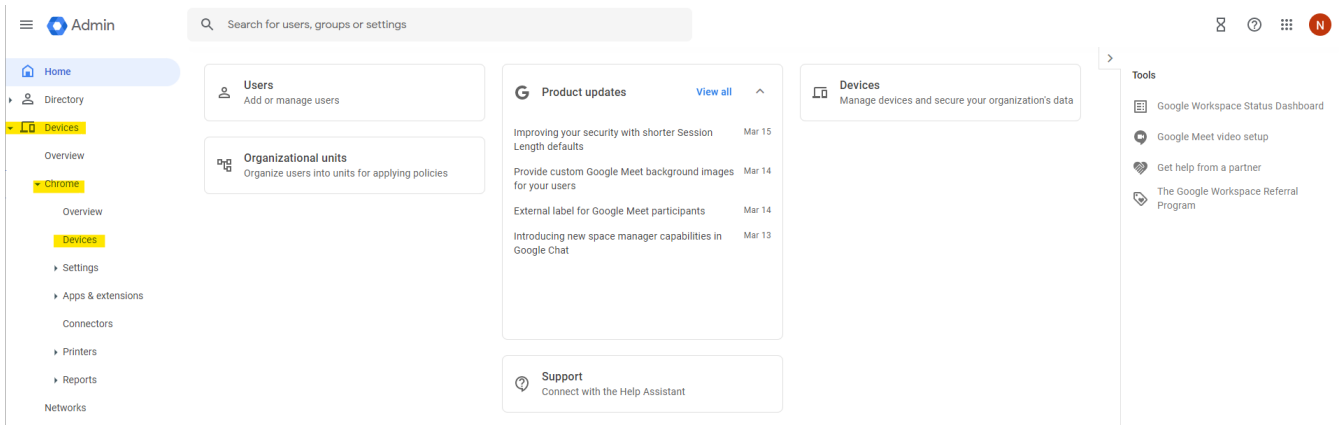
@lawrence.k12.ma.us



^@students.lawrence.k12.ma.us



Use another account



7. Expand **Organizational Unit** > Expand **_Devices** > Expand **your school name** > Expand **Normal** > Click on the cart##

TO FIND A CHROME BOOK YOU MUST ENTER S/N FIRST THEN CLICK TO EXPAND YOUR SCHOOL>CLICK TO EXPAND NORMAL>CLICK INDIVIDUAL CARTS IN ORDER TO FIND THE CHROME BOOK IN QUESTION.

Or start your search in" All Devices"

Admin

Home

Directory

Devices

Overview

Chrome

Overview

Devices

Settings

Apps & extensions

Connectors

Printers

Reports

Networks

Search for users, groups or settings

Devices

Chrome

Devices

All devices

students.lawrence.k12.ma.us

_Devices

Abbott Lawrence Academy

Normal

Cart 00

Chrome Devices

All devices

Organizational Units

Search for organizational units

students.lawrence.k12.ma.us

_Devices

Abbott Lawrence Academy

Enroll-2020

Normal

Cart 00

Cart 01

Cart 02

Cart 03

Cart 04

Cart 05

Cart 06

Cart 81

256 Chrome devices

Enroll

Exp

Status: Provisioned

+ Search or add filter

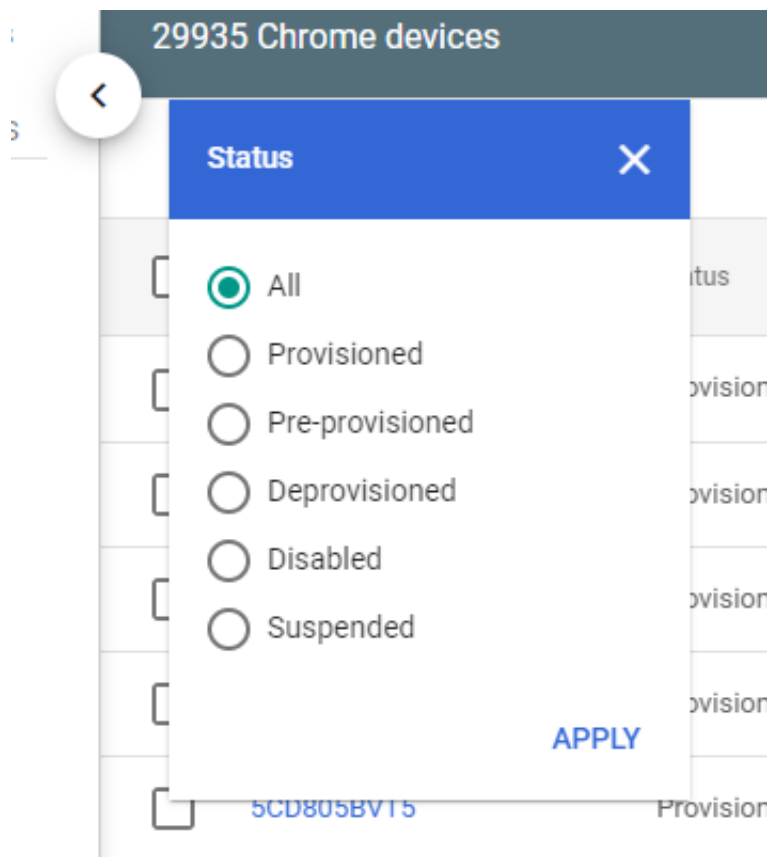
<input type="checkbox"/>	Serial number	Status	Asset
<input type="checkbox"/>	5CD1222YNK	Provisioned	5
<input type="checkbox"/>	5CD0476R2K	Provisioned	5
<input type="checkbox"/>	5CD9392W4N	Provisioned	5
<input type="checkbox"/>	5CD9252K91	Provisioned	5
<input type="checkbox"/>	5CD0477048	Provisioned	5
<input type="checkbox"/>	4K9V9FCNB01729R	Provisioned	4
<input type="checkbox"/>	5CD04777HB	Provisioned	5
<input type="checkbox"/>	4K9V9FFNB00431T	Provisioned	4
<input type="checkbox"/>	4K9V9FFNB00416P	Provisioned	4
<input type="checkbox"/>	4K9V9FCNB00157J	Provisioned	4
<input type="checkbox"/>	5CD047703W	Provisioned	5

8. To search for a single Chromebook, change the **Status** to **All** apply your changes then click on "Search or add filter" and enter the serial number of the device.

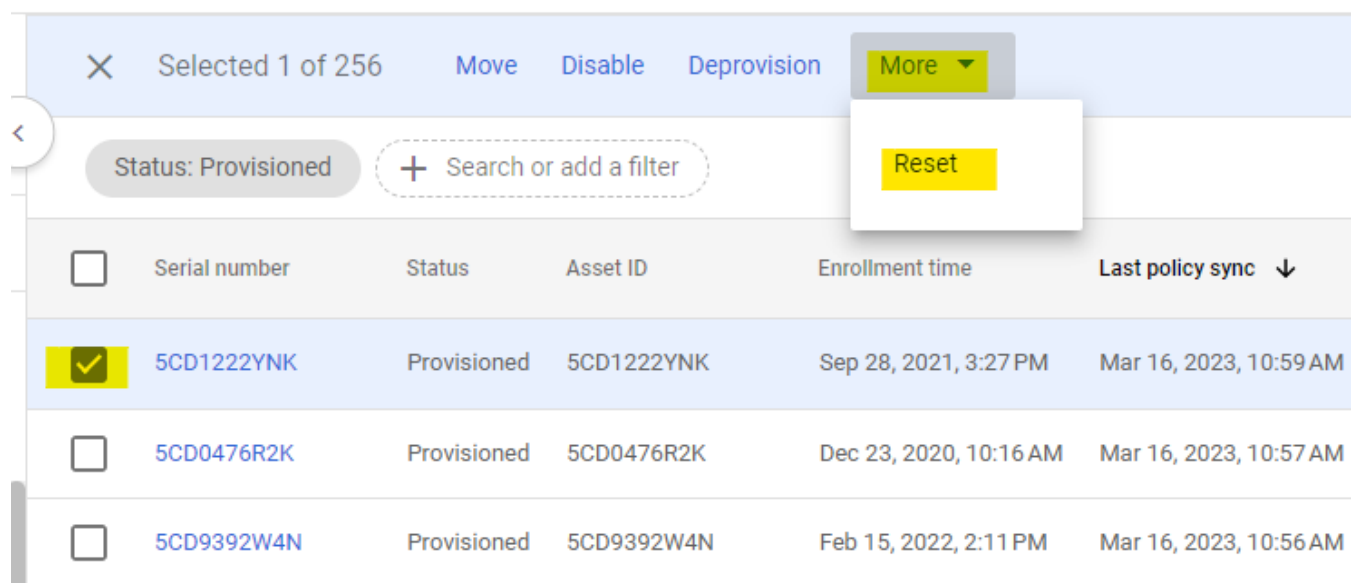
Status: Provisioned

+ Search or add a filter

<input type="checkbox"/>	Serial number	Status	Asset
<input type="checkbox"/>	5CD9366MG0	Provisioned	5CD9366MG0



9. Click the **Checkbox** next to the device> Expand **More** > Click **Reset**



If the reset option does not appear, the Chromebook is too old for this operation or has been offline for more than 2 years.

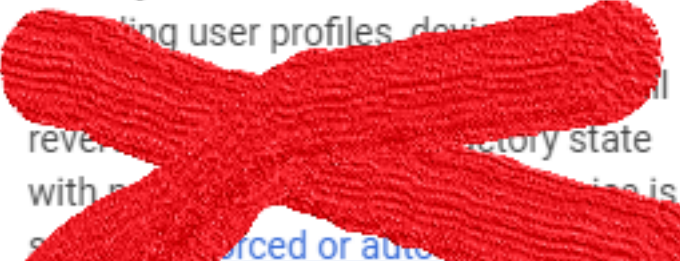
10. Select **Clear User Profiles** and check on **I understand this will remote data from the device and cannot be undone** > Click on the **RESET** button

Reset 1 device

Resetting your device will remove data. Please select what type of device reset you would like to perform.

☒ **Clear User Profiles** to remove all user profile data, but keep device policy and enrollment (**RECOMMENDED**)

☐ **Factory Reset** to remove all data including user profiles, device policy, and enrollment. This will revert the device to its factory state with no data. This process is irreversible. [Learn more about factory reset](#)



☒ I understand this will remove data from the device and cannot be undone.

CANCEL

RESET

Next time the Chromebook starts up and reports back it will automatically reboot to start the wiping process.

Online URL: <https://kb.lawrence.k12.ma.us/article.php?id=1097>