How To Free Up Diskspace On An LPS Managed Chromebook
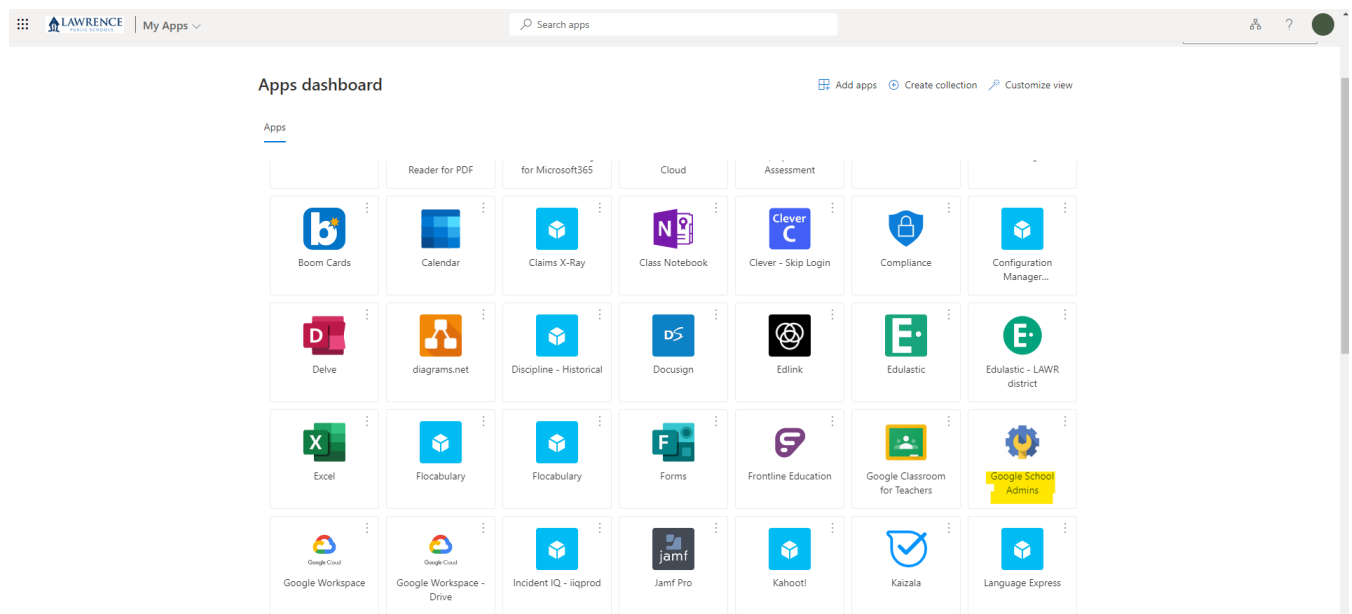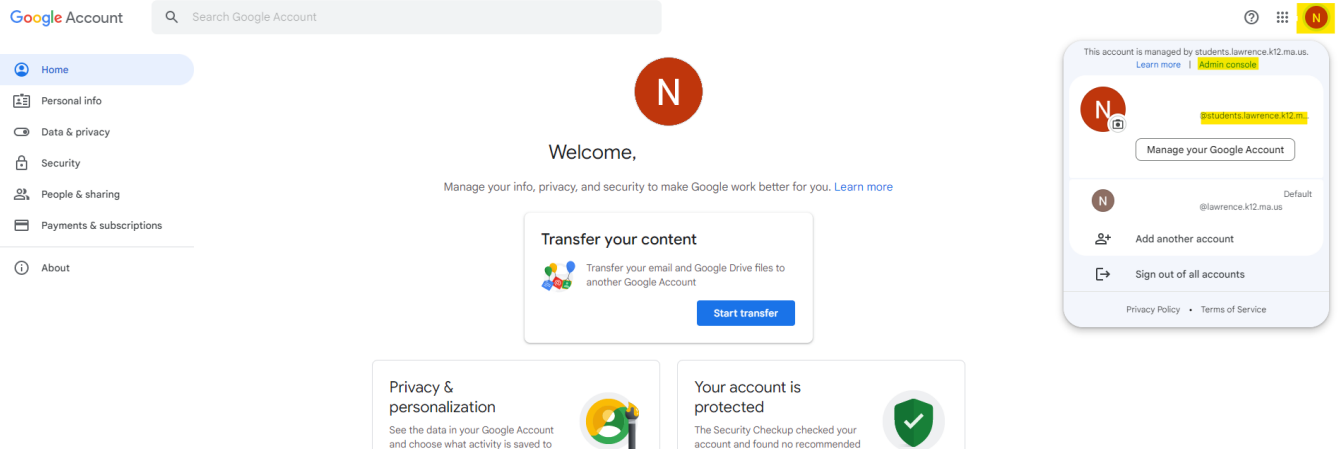
Must be an Admin to be able to do this

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.
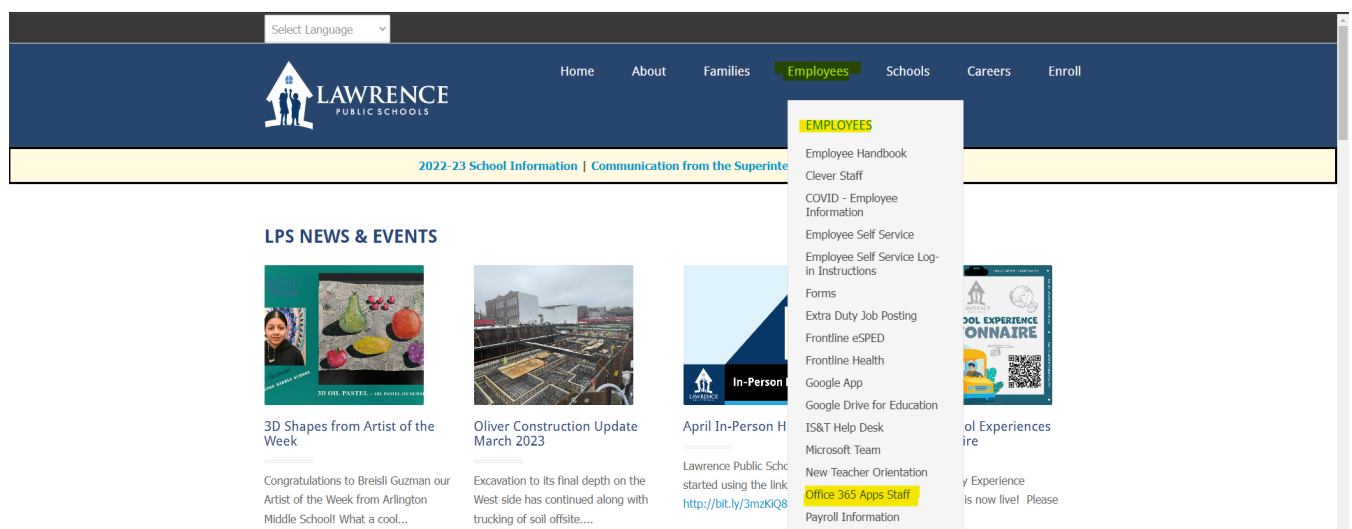
2. Click on "**Google School Admins**" icon

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.

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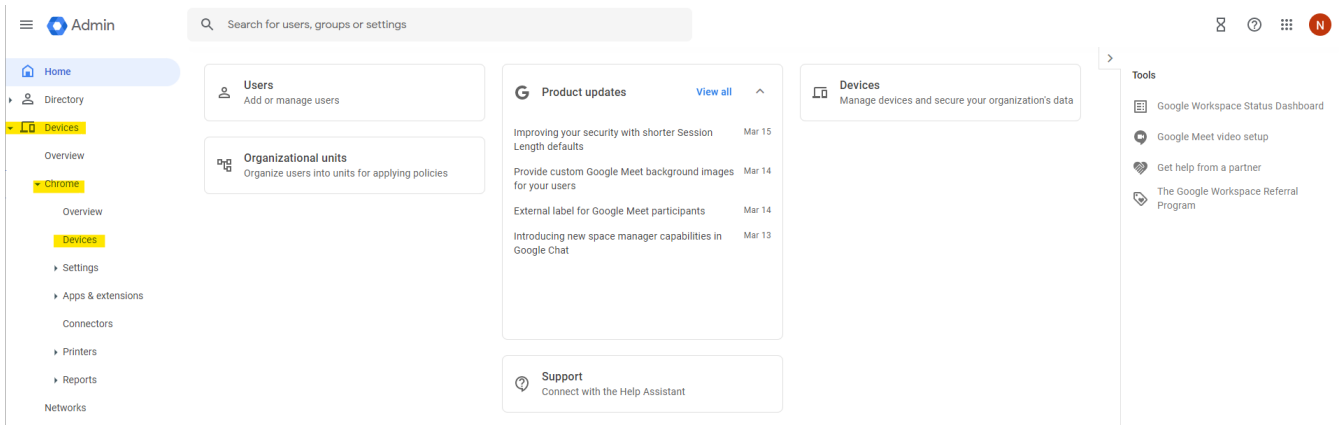
7. Expand **Organizational Unit** > Expand **_Devices** > Expand **your school name** > Expand **Normal** > Click on the cart##

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

Or start your search in" All Devices"

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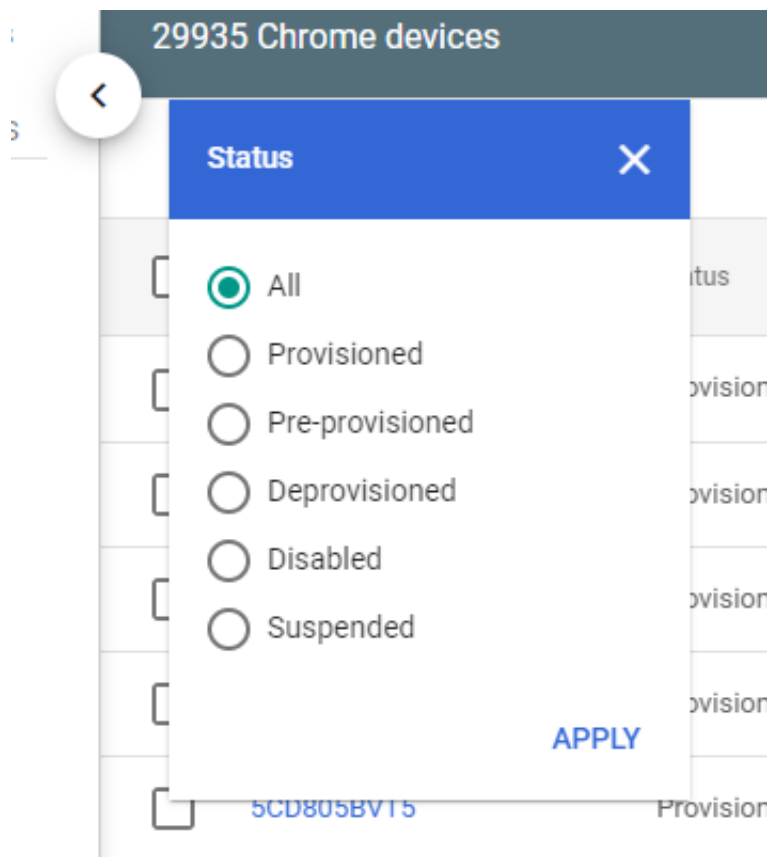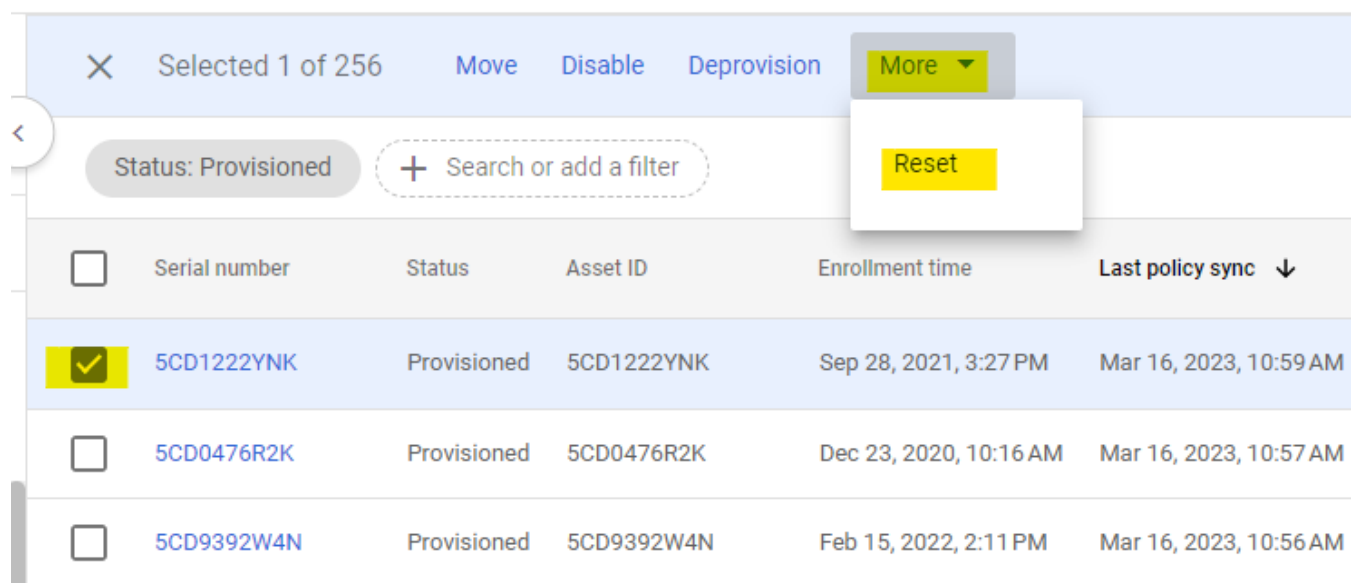
9. Click the **Checkbox** next to the device> Expand **More** > Click **Reset**

If the reset option does not appear, the Chromebook is too old for this operation or has been offline for more than 2 years.
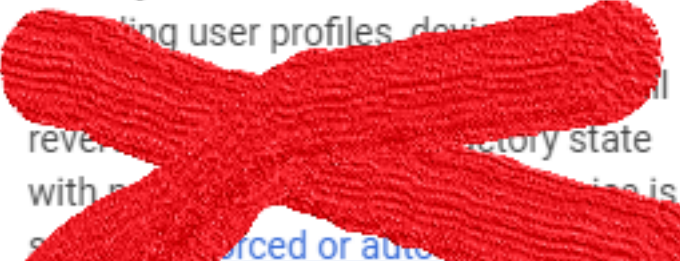
10. Select **Clear User Profiles** and check on **I understand this will remote data from the device and cannot be undone** > Click on the **RESET** button

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 ~~ting user profiles dev~~ ~~rever~~ ~~ctory state~~ ~~with~~ ~~ice is~~ ~~rced or auto~~

☑ 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.