

Registration – When registering as a new user there will be one person designated as a **Primary Contact** (this is the first person to register for an organization/company) for each organization/company. The primary contact will register by clicking the “Registration” link on the top right of the web form.

MEBB-Chromebook Login Registration

[Login](#)

Email Address

Password

[Login](#)

[Forgot Password](#)

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Registration - From the registration page the primary contact will complete all information on the form below and click "Save". After the registration is saved, the Primary Contact will need to be approved by a member of Maryland Emergency Broadband team. They will notify the Primary Contact by email once their account is approved. After this approval the primary contact can now add other users/logins for their organization/company.

Registration

First Name <input type="text"/>	Last Name <input type="text"/>	Company Name <input type="text"/>
Email Address <input type="text"/>	Phone Number <input type="text"/>	Address <input type="text"/>
Address 2 <input type="text"/>	Zip Code <input type="text"/>	City ? <input type="text"/>
State <input type="text"/>	Password ? <input type="text"/>	Confirm Password <input type="text"/>
<input type="button" value="Save"/>		

Login - After registration and approval process is complete the primary contact (and all subsequent users) will login to the system from the login page, by entering their Email Address and password, and clicking "Login".

MEBB-Chromebook [Login](#) [Registration](#)

Login

Email Address

Password

[Login](#)

[Forgot Password](#)

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User List - Once logged in only the Primary Contact will see the list of users for their organization/company. The primary contact will be the only user with permissions to click the “Add Users” button, it will not be visible for non-primary contact users. Click this button to add users for your organization/company.

MEBB-Chromebook Logout Instruction

Users List

[Add Users](#) [Chromebook Information](#)

Show entries Search:

Account Name	Name	Phone number	Email Address
Big Company	Sam Snead	3333333333	matty. [REDACTED]
Big Company	Mike Davis	4444444444	ma [REDACTED]

Showing 1 to 2 of 2 entries Previous Next

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From the “Add User Information” page enter the details for each person for your organization/company that needs to have the ability to enter Chromebook tracking information. After entering the information, click “Save”, the user account will be created, and an email sent to them to create their password. Please ensure the email address is entered correctly, or the user will not receive the email. If an email was incorrectly entered, please just create a new user with the correct email.

Add User Information

First Name <input type="text"/>	Last Name <input type="text"/>	Email <input type="text"/>
Phone Number <input type="text"/>		

[Back to List](#) [Save](#)

Chromebook Distribution List - From the "User List" all users will have the ability to enter Chromebook information. Each user will see all Chromebook tracking information for their organization, regardless who entered it. You may filter the list by typing any information (Name, Address, Created by, etc.) in the "Search" box. To add a new entry, click the "Add Chromebook Info" button. Records typically can't be edited however, if a data entry mistake was made the record needs edited please email ronnie.hammond@maryland.gov and the record can be unlocked for editing. When a record is unlocked you will see the "edit" link to the far right of the data list.

MEBB-Chromebook Logout Instruction

Chromebook Distribution List

[Add Chromebook Info](#)

Show entries Search:

Name	Address	Chromebook Serial Number	Created By	Created Date	
Don Smith	3104 [REDACTED]	1232456	Mike Davis	09/16/2022	Edit
Sammi Smith	3104 [REDACTED]	555444	Sam Snead	09/16/2022	

Showing 1 to 2 of 2 entries Previous Next

[Back to Users List](#)

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On the “Chromebook Information” page, please enter all the details to track the name and address of the person receiving the Chromebook, as well as, the Serial Number, and Source(s) of Eligibility for the Chromebook. If the address is a multi unit buiding (apartments/units), please select “Yes” to the question “Does this address contain multiple units/apt? This will display the Address 2 text box. If it is a single family residence (no apartments or units) select “No” (or leave it as it defaults to “No”) and the Address 2 text will not be displayed.

After all information is entered, please click “Validate Address”. This will verify that the street address is a valid address, and will enable the “Save” button, which once enabled and clicked will save the record. Once a record is saved it can’t be updated. If a mistake was made please email ronnie.hammond@maryland.gov to have the record unlocked for editing. If the edit is to any other field other than address field, please don’t change any text in the address as you will not be able to Save the record. You will need to go back to the list and come back in to form to make the update. If the change is to the address please you can edit it, but the address must still pass validation and not be duplicate.

*****NOTE*** ONLY ONE CHROMEBOOK IS PERMITTED PER HOUSEHOLD, IF AN ADDRESS WAS ALREADY ENTERED, A MESSAGE WILL BE DISPLAYED THAT THE HOUSEHOLD HAS ALREADY RECEIVED A CHROMEBOOK AND THE RECORD CAN’T BE SAVED**

MEBB-ChromebookLogout Instruction

Chromebook Information

First Name <input type="text"/>	Last Name <input type="text"/>	Source of Eligibility <input type="text" value="Select Here"/>
Chromebook Serial Number <input type="text"/>	Does this address contain multiple units/apt? <input type="text" value="Yes"/>	Address <input type="text"/>
Address 2 (Apartment, Unit, Suite) <input type="text"/>	City <input type="text"/>	ZipCode <input type="text"/>
State <input type="text" value="MD"/>	<input type="button" value="Validate Address"/>	

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Forgot Password – If you have forgotten your password please click the “Forgot Password” link on the Login screen. This will take you to the “Forgot Password” screen, where you enter your email address and click “Get reset password link”. Once this button is clicked and email will be sent with a link to reset your password.

[Login](#)

Email Address

Password

[Login](#)

[Forgot Password](#)

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MEBB-Chromebook [Login](#) [Registration](#)

Forgot Password

If provided email exists, then an email will be sent your account with a password reset link

User ID/Email

[Get reset password link](#)

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Reset Password – Once the reset password email is received click (or copy and paste) the link in your browser to go to the “Reset Password” screen. Enter and confirm your new password, and click “Reset Password”, and your password will be changed.

Reset Password

Password

Confirm Password

[Reset Password](#)