

Summary

This document explains the Off-Season Google account procedures.

Off-season Google Accounts

As happens each spring, we're about to experience the IRS-required Chromebook Purge: the time when our volunteer-ID accounts on the Chromebooks are deleted, and all the data wiped. Off-season accounts have been created for us all to use during the off-season, and are ready to set up and use now. Current accounts will be purged (deleted) April 27-28 2023.

Of course, if you have no need to use a summer account, all you need to do is remove all accounts from the chromebook and set it up for storage. Please refer to the document *C10 How to Store Acer Chromebooks at the End of Tax Season* already published.

To use an off-season account, first you need to know what it is. If your volunteer-ID account is 123456789@aarpfoundation.org, then your interim account just adds TY23 as a suffix: **123456789TY23@aarpfoundation.org**.

The initial password to this account is TaxAide2023! Once you first log in with this password, you'll be prompted to type in a permanent password of your choice, and then presented with several screens. Take the default 'accept' choice for each one of these. Now you have set up your off-season account. This is the account that you'll be using until mid September this year, when our volunteer-ID accounts are re-created for use during tax season.

You might not have any files (or bookmarks) that you need to keep. If not, great, no problem. If you do, though, read on for tips.

Bookmarks - first create a bookmark file

To put your current list of bookmarks (assuming you have bookmarks beyond those that National HQ supplied)

1. start the Chrome browser
2. type chrome://bookmarks in address bar
3. click on the 3 vertical dots at top right
4. pull down and click on Export bookmarks
5. choose a name or accept the default bookmarks_m_dd_yy.html and select Save
6. and now you have a file of your bookmarks, which can later be moved to any other system, and imported into the browser

Files (including the bookmarks file)

You may want to move files from your soon-to-be-old account to the new off-season account just set up. There are 3 ways to do this, and one of them is much, *much* easier than the others. In each case, the first step is to actually create the new account and set up its new password. Once you’ve done that, choose one of these methods to move files.

- **PREFERRED METHOD:** Each district should have space on the state shared drive which persists. If you ask your TC or DC you should be able to get space on that drive and bookmark your folder. Once you have moved items you want to save there you never have to worry about them disappearing and never need to move them again.

- **ALTERNATE METHOD 1: MOVE VIA GOOGLE DRIVE:** find the files in Drive (or for locally stored, on the Files app), right-click, and share them with the new (interim) account. Then you must log into the new account, find the files in ‘Shared with me’, and move them into the new account’s Google Drive.

- **ALTERNATE METHOD 2: EMAIL from current volunteer-ID account to the new interim account:** this involves finding all the files, and sending them as email attachments from the old account to the new account, then logging into the new account, and downloading them into Google Drive or to local storage.

- **ALTERNATE METHOD 3: COPY TO USB (thumb) DRIVE:** this is the easy way. From now until 4/26/23, and for this period only, we have the capability to write to removable USB (thumb) drives. So put one of those into a USB slot, find the files either on Google Drive or in the Files app (for locally stored file), and copy them to the USB drive. Then one can simply read from the USB drive to copy the files into the new accounts.

Revision History

Version #	Date	Initials	Comments
1	8/1/2022	JB	NTSC Reorganization/Standardization
2	4/19/2023	MLP	End of season, new accounts made