

Multiple Students/Users on Device from Home

audience: All Katy ISD staff and students

Summary: The following article will assist staff or students who have multiple users using a single device from home.

If users are having issues accessing MyKaty Cloud or other applications using one device from home and notice it logs the next user into the previous user's account, please follow steps below by either clearing the browser history or creating separate user profiles from your computer.

Locate your device or browser and follow the instructions below:

Chromebooks

Log into Chromebook as each student

- When first student is finished working **ensure they Sign out of Chromebook**
- Click on **bottom right menu**
- Select **Sign out**
- Allow the next student to **log into the Chromebook using their ID@students.katyisd.org**
- When **finished working**
- Click on **bottom right menu**
- Select **Sign out**

Google Chrome from computer or device

Clear Chrome History

- Click the **three dots menu**
 - **More Tools**
 - **Clear Browsing Data**
 - Select **Advanced Tab**
 - Use **Drop down "Time range – All time"**
 - Place **check mark next to all boxes**
 - Click **Clear data**
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Safari on iPhone or iPad or computer

Clear Safari History on iPhone or iPad

- Go to **Settings**
 - **Safari**
 - Tap **Clear History and Website Data**
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Computer - Windows 10

Create a separate profile for each user

- Go to **Settings**, then **Accounts**
 - On the left, select **'Family & other users'**.
 - Under **'Other users'**, click **'Add someone else to this PC'**
 - If the person you want using your **PC** is someone you trust, add their email and follow the instructions
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Computer - Windows 7

Create a separate profile for each user

- Select the **Windows Start** menu button
 - Select **Control Panel**
 - Select **User Accounts**
 - Select **Manage another account**
 - Select **Create a new account**
 - In the **New Account Name text box**, type a name for the new account
 - Click **Create Account**
 - The new user now appears in the **Choose the account you would like to change box**
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Computer - Mac

Create a separate profile for each user

- Select **System Preferences** in your dock
- Click on **Users & Groups**
- Click on the **lock icon in the lower left-hand corner of the Users & Groups window**
- Enter your **administrative password**, and click the **Unlock button**
- Click the **plus button at the bottom of the user list**

- Under **New Account**, select the account type
- Enter the **full name of the new user**
- Enter an **account name**
 - You can tie this new account to their iCloud password if you know their iCloud ID. You can also have a separate password for this new account.
- Click on **Create User** when you're done