

# RE-ADDING

## GOOGE CHROME EXTENSIONS

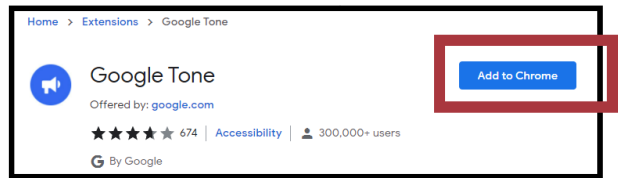
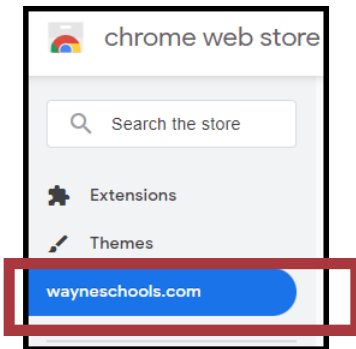
### ADD AN EXTENSION

**Step One:** Go to the [Chrome Web Store](#)

**Step Two:** Make sure you are in the wayneschools.com tab

**Step Three:** Search for the extension you want to add

**Step Four:** Click Add to Chrome

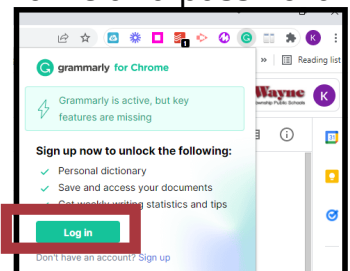
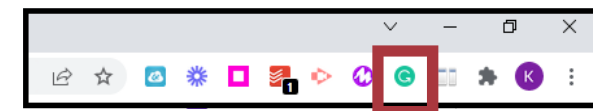


### LOG INTO AN EXTENSION

*Extensions that connect to an account may require you to log back in when the extension is re-added.*

**Step One:** Find the extension logo at the top of the browser and click on it

**Step Two:** A pop-up window will appear asking you to either sign in with Google or input your username and password



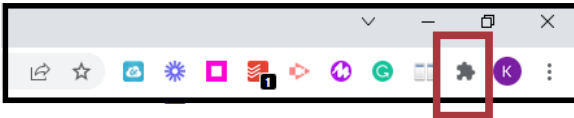
# REMOVING

# GOOGE CHROME EXTENSIONS

## REMOVE AN EXTENSION

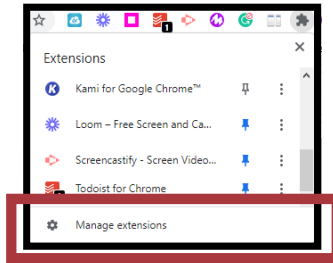
*This action is only necessary if an extension was not eliminated from a student's device.*

**Step One:** Click on the puzzle piece icon on the browser

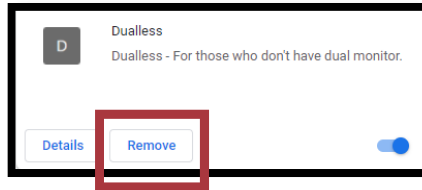


**Note:** If the student's browser does not have the puzzle piece, you can click the three vertical dots, choose "More Tools" and then "Extensions"

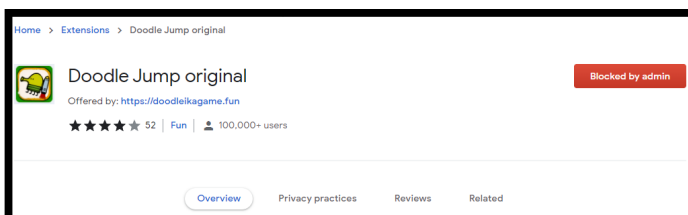
**Step Two:** Choose "Manage Extensions"



**Step Three:** Find the extension you need to delete and click remove



Once the extension is deleted, the student will no longer be able to re-add it. If they search for the extension, they will see a message that it has been blocked by administration.



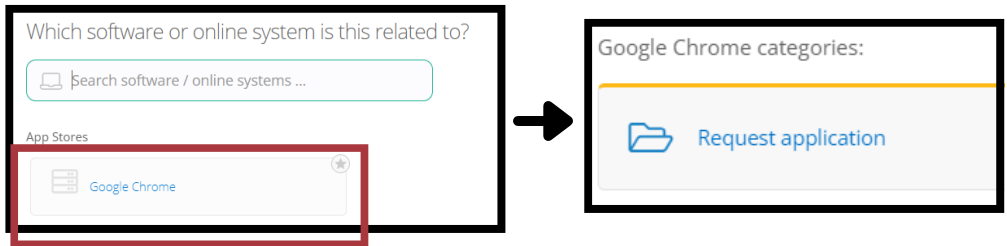
### REQUEST AN EXTENSION

If you want your students to download an extension that is not in the WTPS Chrome Web Store, follow these steps:

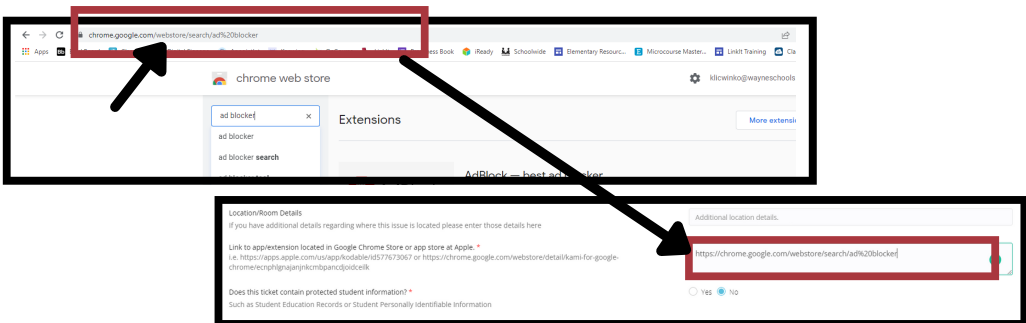
**Step One:** Log into ClassLink and Click the **Help Desk** app.

**Step Two:** Create a new ticket. Choose **Software/Online Systems**.

**Step Three:** Select **Google Chrome** and then **Request application**.



**Step Four:** When filling out the ticket, you **must** add the link to the extension from the Chrome Web Store



**Step Five:** Press **Submit Ticket**

**NOTE:** The approval process is not automatic. The extension will not be added to the WTPS Chrome Web Store until approved by administrators.