

# 1:1 Guide for Pupils St Cyres School





www.i-teach.org.uk

# Welcome to your new iPad

St Cyres School is very pleased to provide you with a new iPad. All School iPads have been enrolled into our MDM Sever (Mobile Device Management Server) for security purposes. In order to complete the configuration and start using your device, we ask that you follow this guide and complete all necessary steps.



## **Requirements**

- A WiFi connection to the Internet.
- An Apple ID that is used exclusively by you and not shared with any other person(s).
- Your School E-mail username and password.

Getting Started - Step 1:

Slide to set up



#### Step 2:

Tapʻ**English**'

English	>	
Français	>	
Français (Canada)	>	
Deutsch	>	
简体中文	>	
繁體中文	>	
繁體中文(香港)	>	
日本語	>	
Nederlands	>	
Italiano	>	
Español	>	
Español (México)	>	
한국어	>	
Português (Brasil)	>	
Português (Portugal)	>	
	English   Français   Français (Canada)   Deutsch   简体中文   繁體中文   繁體中文 (香港)   日本語   Nederlands   Italiano   Español (México)   登국어   Português (Brasil)   Português (Portugal)	English >   Français >   Français (Canada) >   Deutsch >   简体中文 >   简体中文 >   繁體中文(香港) >   R體中文(香港) >   Nederlands >   Italiano >   Español (México) >   환국이 >   Portugués (Brasil) >   Portugués (Portugal) >

#### Step 3:

# Tap 'United Kingdom'

K Back			
	Select Your Country or Region		
	United Kingdom	>	
	MORE COUNTRIES AND REGIONS		
	Afghanistan	>	
	Åland Islands	>	
	Albania	>	
	Algeria	>	
	American Samoa	>	
	Andorra	>	
	Angola	>	
	Anguilla	>	
	Antigua and Barbuda	>	
	Argentina	>	
			_

#### Step 4:

Your iPad will now scan for WiFi networks and possibly present more than one option. Tap on the option for your network.

To help you identify your own WiFi network name, please check the rear or underneath of your home router.

'I-Teach' has been selected here as an example.

#### Step 5:



#### Enter your WiFi password and tap 'Join'



Step 6:

Tap 'Enable Location Services'



#### Step 7:

# Tap Next



#### Press Next once the configuration has installed



If you currently use any Apple iOS device, there is a strong possibility that you have already created an Apple ID. If you know both the username and password, tap *Sign In With Your Apple ID* (providing this Apple ID is only used by you).

For users without their own personal Apple ID, tap '*Skip This Step*' and move to page 14 of this user guide.

Sig	n In with Your Apple ID	>
Cre	ate a Free Apple ID	>
	Skip This Step	
	What is an Apple ID?	
An	Apple ID is your secure login for just ab you do with Apple.	out everything
$\wedge$	Get access to the best selection of apps with	h the App Store.
Л	Shop for music, movies, TV shows, and more Store.	e in the iTunes
	Access your music, photos, contacts, calend all your devices.	lars, and more or
	Communicate with friends using iMessage a	nd FaceTime.
5	Play multi-player games and track achievem Center.	ents with Game
	Shop for your favorite books with iBooks and and notes across your devices.	f sync bookmark
You	r Apple ID will be associated with this device. Some feature services are not available in all areas.	es, applications, and

#### Step 8:

#### You must agree to the Terms and Conditions



#### Step 9:

iCloud gives 5GB of free cloud storage that can be used for documents, pictures and app data.

Tap 'Use iCloud'



#### **Step 10:**

iCloud offers an incredibly useful service called '*Find My iPad'*. This service is automatically enabled when you use iCloud.

This gives added security to your iPad and its data.



#### Step 11:

iOS 8 has introduced a new feature called iCloud Drive. As explained in the picture below, you will need to make sure that all of your Apple devices are running the latest software before upgrading.

If this iPad is your only Apple device, please tap 'Upgrade to iCloud Drive'.

If you are unsure whether your existing devices are all up to date tap '*Not Now*'. This can be done at a later date.



#### Step 12:

St Cyres School insist that all iPads are protected with a passcode. Please choose a 4 digit passcode that you will remember. This passcode will need to be entered whenever the device is unlocked.

The IT department will have the ability to reset these codes.



#### Step 13:

Tap **'Use Siri'** 

Siri	
Line Siri	
Use Sin	2
Don't use Siri	>
What is Siri?	
Siri helps you get things done just by asking. You can	
send a message, dictate a note, or check the weather.	
Siri sends information like your voice input, contacts, and	I
location to Apple to process your requests.	
About Siri	

#### Step 14:

This next step is completely optional. When you have made your decision please tap on the relevant option.



#### Step 15:

This step is also optional. When you have made your decision please tap on the relevant option.



Step 16:

Congratulations! You have completed the initial setup of your new iPad.

Tap 'Get Started'



www.i-teach.org.uk

# Creating a new Apple ID

If you have already signed in to your Apple ID during the initial setup, please skip to page 30 of this user guide.

#### Step 1:

Open the App Store



#### Step 2:

#### Tap on 'Top Charts'



# Step 3:

# Select ANY free app.

YouTube has been used for the example below.

Ca	tegories		Top C	harts		=	Q, Sea	learch		
Pai	d Gros	sing Apps		Free	9					
1	AUDICENSION	Minecraft – Pocket Edition Games	<sup>*</sup> E4.99	1	BODN	Candy Crush Games	Soda Saga	FREE		
2	Ø	Flightradar24 - Flight Tracker Travel	* <b>£1.99</b> 1-Aug Parlana	2		Microsoft Wor Productivity	rd	FREE		
3	Ż	Five Nights at Freddy's Games	<sup>*</sup> £1.99	3	<b>~</b>	Messenger Social Networki	na	FREE		
4	Ś	Terraria Games	°C2.99	4	Þ	YouTube Photo & Video		FREE		
5	CHASE	The Chase Games	* <b>£1.49</b>	5	f	Facebook Social Networki		FREE		
6		Photon Flash Player for iPad - Flash Video & Gam Utilities	(2.99	6	Ζ	Pages Productivity		FREE		
7		Tipping Point Games	E1.49	7	8	Skype for iPa Social Networki	di ng	FREE Indep Parlament		
8	dad ap	The Joy of Reading Education	°£1.49	8	888 iPlayer	BBC iPlayer Entertainment		FREE		
9	PAR 14	Football Manager Handheld™ 2014 Games	E4.99	9		Numbers Productivity		FREE		
10	<b>2</b> 5	Nighty Night Circus - Bedtime story for kids Education	°£1.99	10		Keynote Productivity		FREE		
		☆ 🔲	e	0	F	)	¢1			

#### Step 4:

#### Tap on 'Create New Apple ID'.



#### Step 5:

#### Tap on 'UK'

		Cancel	New Account	pps
Mine Editi Game	ecraft - Pocket on ** (1.851)	CONFIRM YOUR CO Choose a country or your payment metho	NUNTRY OR REGION region for the Store that will match the billing address for d, then tao Next.	Clash of Clans Games
Fligh Track Trace	itradar24 - Filip ker i	UK		Candy Crush Sag Games
	** 0.011	United States		
Five Fred Carr	Nights at kty's	Albania		Game of War - Fir Age Games
	***** 0.000	Algeria		***** 0 (548)
Terra Game	aria ** * (155)	Angola		Farm Heroes Sage
		Anguilla		The Relevant - T
The Game	Chase 15 * # (2.553	Antigua and Barb	ouda	daily newspaper f
. Charles	ine Dark Plane	Argentina		
for il	Pad - Flash Vi es	Amenia		Games Cames (1.629)
		Australia		The Toron I The
Tipp	ing Point		Next	Sunday Times

#### Step 6:

Agree to the terms and conditions.



#### Step 7: (Very Important)

Now you must enter your email address (*which will become your Apple ID*). You cannot use an email address that has been used to create an Apple ID previously.

The email address does not have to be your school email as you may wish to use this Apple ID after you leave St Cyres School.

#### Step 8:

You will need to pick a password that is a minimum of 8 characters, containing at least one uppercase letter and number

		Cancel	New Account		ops				
	Minecraft – Pocket Edition Games	APPLE ID AND PASS	SWORD		Clash of Clans Games				
	***** (0.831)	Email	email@example.com						
	Flightradar24 - Flig Tracker Travel **** (21)	This will be your new	Apple ID.		Games				
2	Five Nights at	Password	Password		Game of War - Fire				
	Games ★★★★☆ (954)	Verify	Retype your password		Age Games ★★★★☆ (268)				
(And	Terraria Games ★★★★★ (155)	Passwords must be letter, and a lowercas row, your Apple ID, o	Passwords must be at least 8 characters, including a number, an uppercase letter, and a lowercase letter. Don't use spaces, the same character 3 times in a row, your Apple ID, or a password you've used in the last year.						
A	The Chase	SECURITY INFO For your protection,	these questions will help us verify your identity in the future.		The Telegraph - The				
5	Games ***** (2,553)	Question	Choose	>	News ★★☆☆ (66)				
2	Photon Flash Playe	Answer	Answer		Hay Day				
y	Utilities ★★★★☆ (306)	Question	Choose	>	***** (1.639)				
2	Tipping Point	Answer	Answer		The Times & The Sunday Times				
¢,	Games ***** (1.729)	Question	Chasse		News				

#### Step 9:

In order to keep your account safe, Apple insist that you select 3 security questions that are personal to you.

You will need to remember these answers, as they will be crucial pieces of information that Apple require in the event of you losing access to your Apple ID.

Categories			Cano	el			New	Account	ł					=	Q	Search
aid			SECUF For you	RITY IN ur prote	FO ction,	these ques	tions wi	ll help us	verify you	ur iden	tity in th	e future		ops		
a la cale	Minecraft - Po Edition	cket	Quest	tion		What wa	as the	name of	your fi	rst pe	t?		>	Clash	of Clans	FREE
639	Games (5,851)		Answ	er		pet mini							***** (1,505)			
Flightradar24 - Flig Tracker			Quest	tion		What was your childhood nickname?						Candy Crush Saga Games				
	***** (21)		Answ	er		ipad								Come of Max. Ere		
	Freddy's Games		Quest	tion		In what city did your parents meet?						>	Age Games		FREI	
	Terraria	I.	Answ	er		penarth								Earm	Hernes Sar	
- El Martin	Gamer												_	Game		("FREI
Q	w	Е		R		т	Ľ	Y	U		I		(	o	Р	
Α	s	L	D	Γ	F	0	à	н	Ι	J	Ι	к	I	L		Go
•	z	х	Ι	с	Ι	v	E	3	Ν	Ι	м	Ι	! ,	Ι	?	•
.?123	٢	Q													.?123	

#### Step 10:

Another way of accessing a locked Apple ID is by providing a rescue email address during the account creation.

St Cyres strongly suggest that you use the following address:

#### appleid@stcyres.org

Using this address will make it possible for the school to assist you in the event of becoming locked out of your account.

#### Step 11:

# Enter your date of birth and continue to the next screen

Categories		Cancel	N	ew Account			=	Q. 8	earch
aid		OPTIONAL RESCUE	EMAIL				pps		
ACCU AND ADDRESS OF	Minecraft - Pocket Edition	Email	rescue@e	xample.com	Clash o	FREE			
630	Games ***** (5,851)	If you forget your and instructions on reset		*****(1,596)					
	Flightradar24 - Flig Tracker Travel	DATE OF BIRTH	Candy Games	Candy Crush Saga					
	***** (27)	Day	Day					r (1,015)	In App Purchas
	Freddy's Games	Month	Month	Game of War - Fire Age Games					
	***** (654)	Year	Year					(268)	
02	Games						Farm H	erces Saga	(*FREE
Q	W E	R	т	Y	U	Т	0	Р	
А	S	DF	G	н	J	к	L		Go
•	z x	c	v	в	N	м	@	•	٠
.?123	۲						-	-	

Enter your name, address and phone number.

Providing there have been no mistakes you're nearly finished!

	Minecraft – Pocket Games **** (5.903)	Edition 1 Candy Crush Soda Saga Games ***** (392)
	Cancel	New Account
,	Title	Mr.
	First Name	iTunes
2	Last Name	Demo
	Address	Sully Road
Ž	Address	Street
	Address	Street
2	Town	Penarth
E	County	Vale of Glamorgan
	Postcode	CF64 2TP
	To enter a numbe	r, tap the area code first.
0	Phone	02 708708
	COUNTRY/REGIO	N: UNITED KINGDOM
	Notability Productivity ★★★☆☆(5)	1.99 9 Geek 2 Chic! - Top Model Designer Games

Apple will automatically send you a verification email.

# Please remember that the email will be sent directly to the address you entered for your Apple ID (Using the school email address is not recommended).

Tap 'Done' and the window will close.



Now close the App Store and open up Safari Web Browser, visit your email account (www.outlook.com/stcyres.org) and look for the verification email.

Remember to check your junk or spam folder if you do not see the email in your main inbox.

Apple To: stcyresitunesdemo@gmail.com more...

Verify your Apple ID. 12 November 2014 16:25



Dear iTunes Demo,

You recently selected stcyresitunesdemo@gmail.com as your new Apple ID. To verify this email address belongs to you, click the link below and then sign in using your Apple ID and password.

#### Verify now >

#### Why you received this email.

Apple requests verification whenever an email address is selected as an Apple ID. Your Apple ID cannot be used until you verify it.

If you didn't make this change or if you believe an unauthorized person is attempting to access your account, you can reset your password by going to My Apple ID.

#### **Step 15:**

Click on the 'Verify now' link and it will take you to Apple's website in order to complete the account setup.

#### **Step 16:**

Enter your Apple ID and Password to complete the process. Your new Apple ID is ready!

Sign in to verify your email address.

To verify the email address stcyresitunesdemo@gmail.com, please sign in with your Apple ID and password.

Apple ID	
Forgot your Apple ID?	
Password	
Forgot your password?	
	Verify Address

# **Configure School E-Mail Account**

The following steps will allow you to link your school email account to the Mail app on the iPad.

#### Step 1:

Open the settings app



# Step 2:

# Tap 'Mail, Contacts, Calendars' then 'Add Account'

Pad 🕈		16:27	10016 🚃 #
	Settings	Mail, Contacts, Calendars	
Ø	General	ACCOUNTS	
AA	Display & Brightness	Add Account	· · · · · ·
	Wallacase		
100	waspaper	Fetch New Data	Push >
-10	Sounds	MAIL	
æ	Passcode	Preview	2 Lines >
C	Privacy	Show To/Cc Label	0
		Cuine College	
	iCloud	Swipe Options	· · · · ·
A	iTunes & App Store	Flag Style	Color >
-		Ask Before Deleting	$\bigcirc$
	Mail, Contacts, Calendars	Load Remote Images	
-	Notes	Organize By Thread	
	Reminders		
0	Marangae	Always Bcc Myself	$\bigcirc$
2	messages	Mark Addresses	Off >
	FaceTime	Increase Quote Level	On >
	11		

#### Step 3:

Tap 'Google'



#### Step 4:

Enter your school email address and press Next. Your school email address is your logon name followed by '@stcyres.org' e.g. <u>14JoeBloggs@stcyres.org</u>.



#### Step 5:

Enter your school network logon password and press Next.



#### Step 6:

Providing you have entered the correct details, you will see identical options to the picture below.



Press Save and your email account is ready for use!

# Allowing St Cyres to purchase and send apps to your Apple ID

One of the main features of MDM (mobile device management) is the ability for St Cyres School to purchase apps and send them to your device. This will ensure that all apps deemed necessary for curriculum use will be paid for by the school.

You will be sent an invitation to your school email account from 'Cisco Meraki - No Reply'

#### Step 1: (Complete the following steps on your iPad only)

Go to your school email account and locate the email - Remember to check the spam or junk folder if the email is missing from your main inbox.

Pad *	•••*** •••****************************			
Q, Search	Cisco Meraki - No Reply To: iTunes Demo more			
Cisco Meraki - No Re Wednesday Invitation to receive Apple licenses fro Welcome to St Cyres School IT Support, itunesdemo@stoyres.org The administ	Invitation to receive Apple licenses from St Cyres School IT Support 12 November 2014 16:57 Welcome to St Cyres School IT Support, itunesdemo@stcyres.org			
	To accept this invitation, simply <u>click this invitation link</u> . You will be prompted to sign in to your iTunes account if you are at already signed in.			
	Updated Just Now			

#### Step 2:

Tap on the invitation link and you will be taken to the App Store

#### Step 3:

You will be asked to sign in to the App Store.

Please ensure that you sign using your own Apple ID.

	Sign In to i Enter the Apple "itunesdemot	Tunes Store ID password for ≇stcyres.org".		
	Cancel	ОК		
undo	, ?		, ,	,

#### Step 4:

Agree to the terms and conditions to complete the setup. Your account is now linked to the MDM server.





## Summary:

Your new iPad has been configured for the following:

- WiFi Internet connection.
- Apple ID.
- School E-Mail Account.
- MDM to allow St Cyres to purchase apps and assign them to your Apple ID.

Now that your device is ready to use, the school will be start assigning apps to your device. New apps, settings or restrictions shouldn't cause you any issues when applied (even when using the iPad).

Please contact <u>ICTSupport@stcyres.org</u> if you have any questions.

# **Useful Links:**

https://appleid.apple.com

http://www.apple.com/support/

https://discussions.apple.com/welcome

http://www.stcyres.org

iOS 9 Userguide for iPad - https://itunes.apple.com/gb/book/ipad-user-guide-for-ios-9.2/ id1035374126?mt=11