



1:1 Guide for Pupils

St Cyres School

We are XMA.

XMA



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.

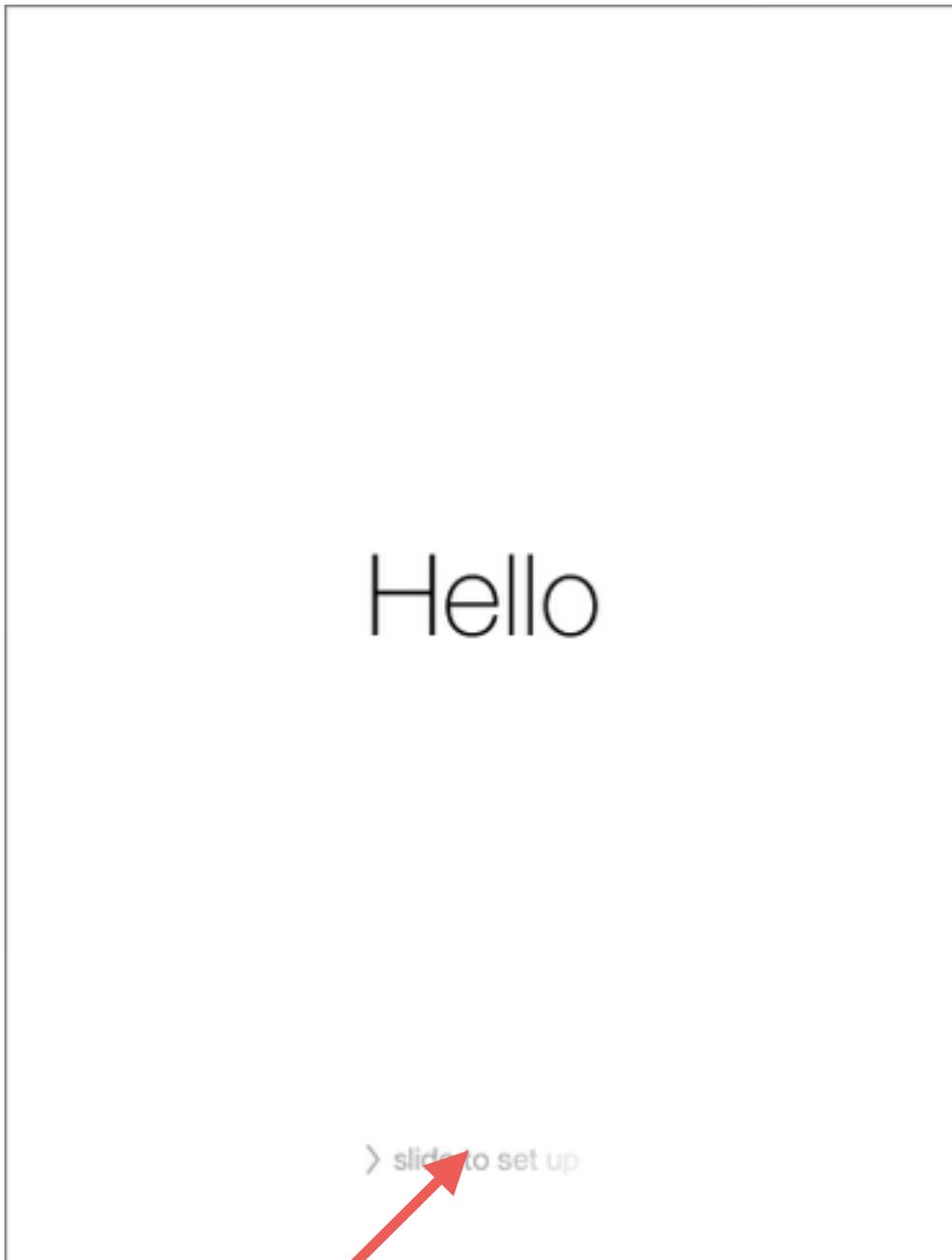


Requirements

- 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.

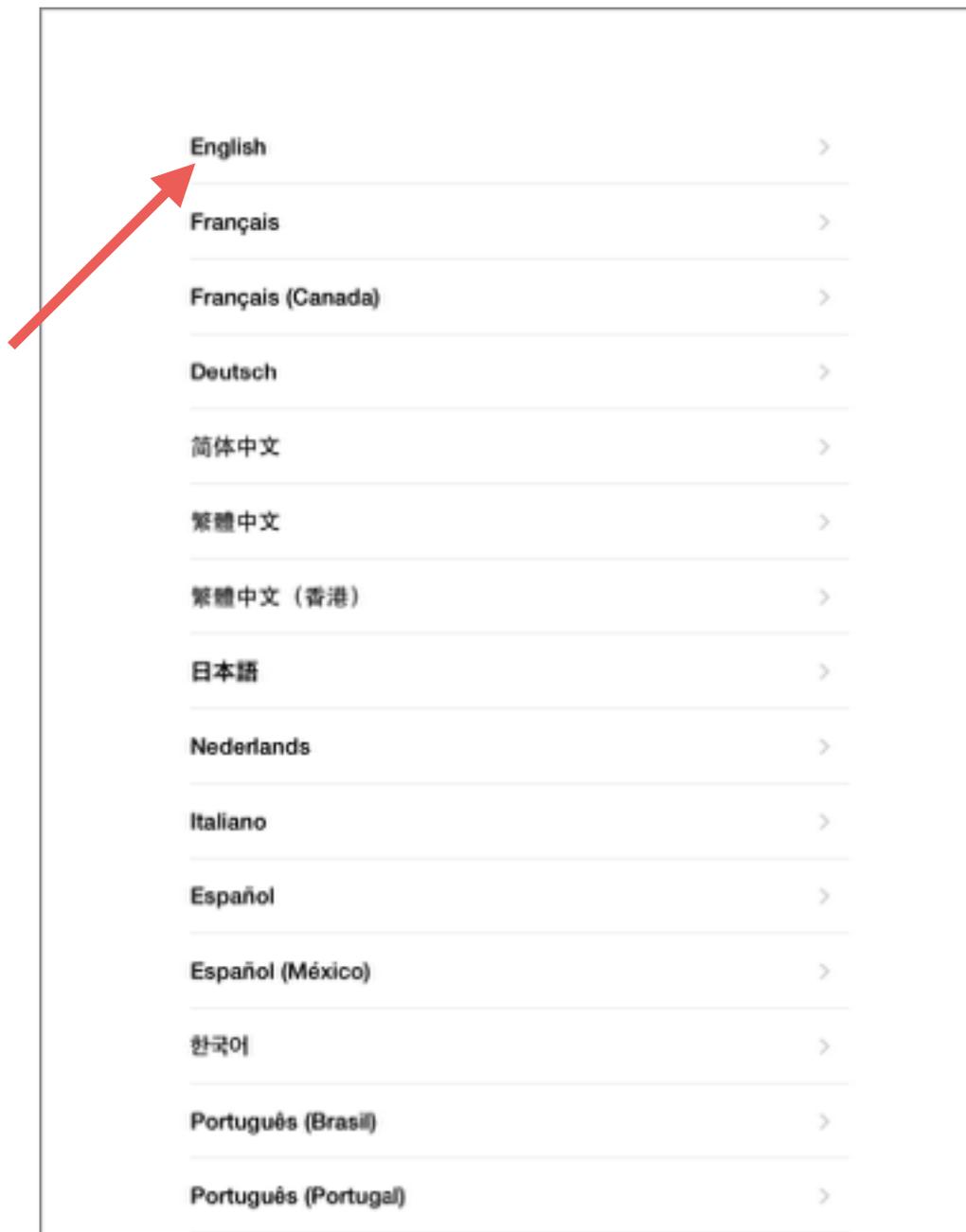
Getting Started - Step 1:

Slide to set up



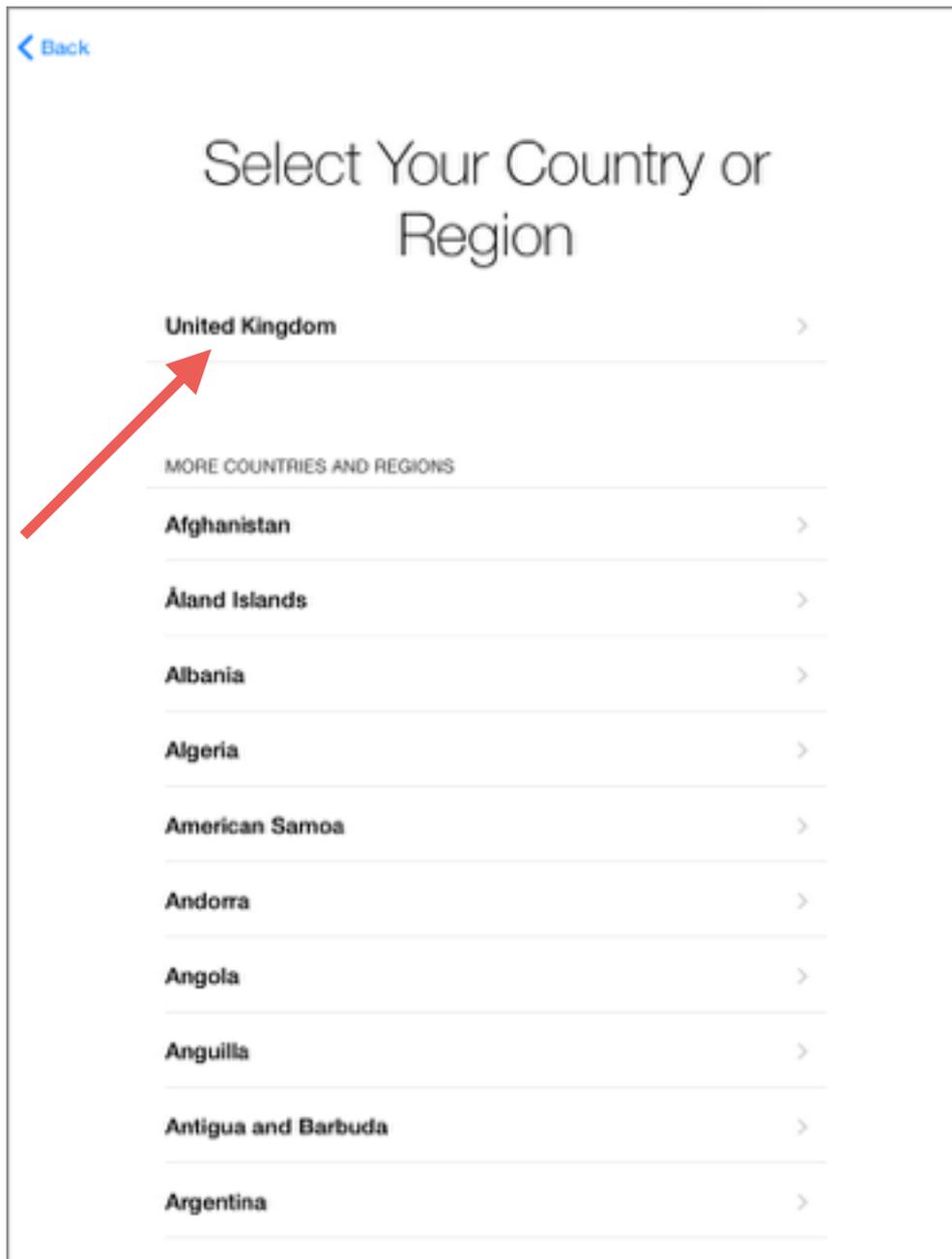
Step 2:

Tap '*English*'



Step 3:

Tap '*United Kingdom*'



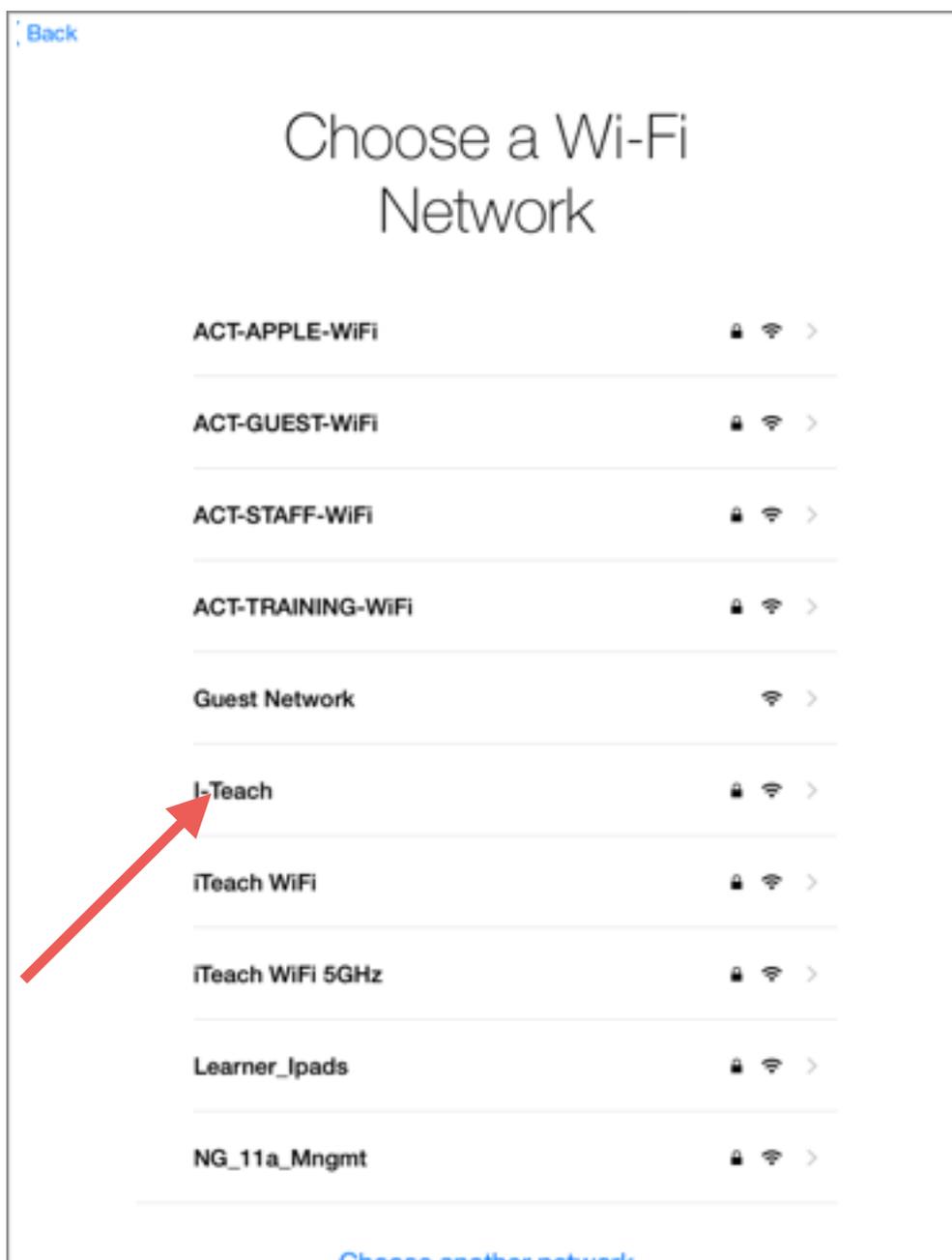
Step 4:

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

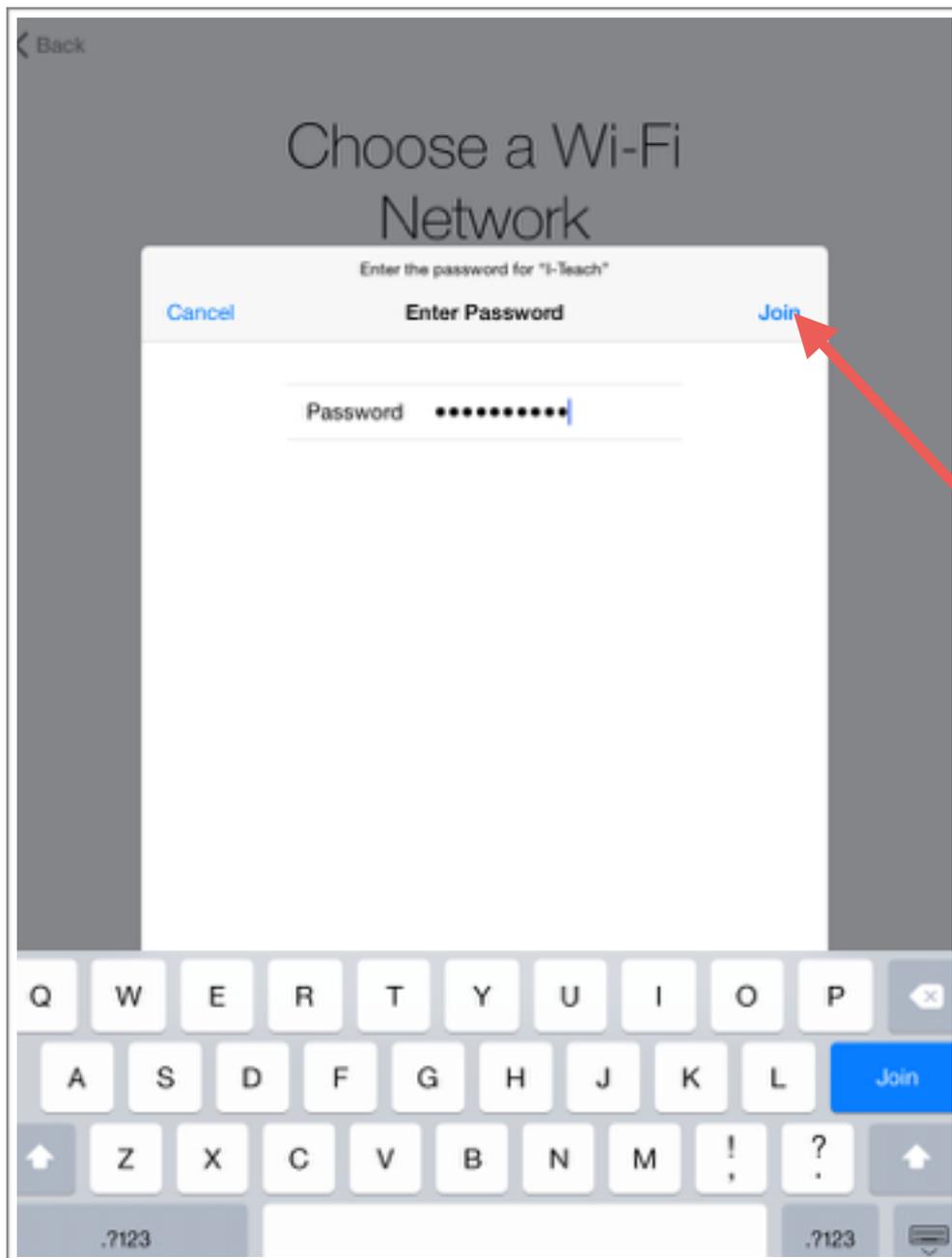
To help you identify your own WiFi network name, please check the rear or underneath of your home router.

'**i-Teach**' has been selected here as an example.

Step 5:

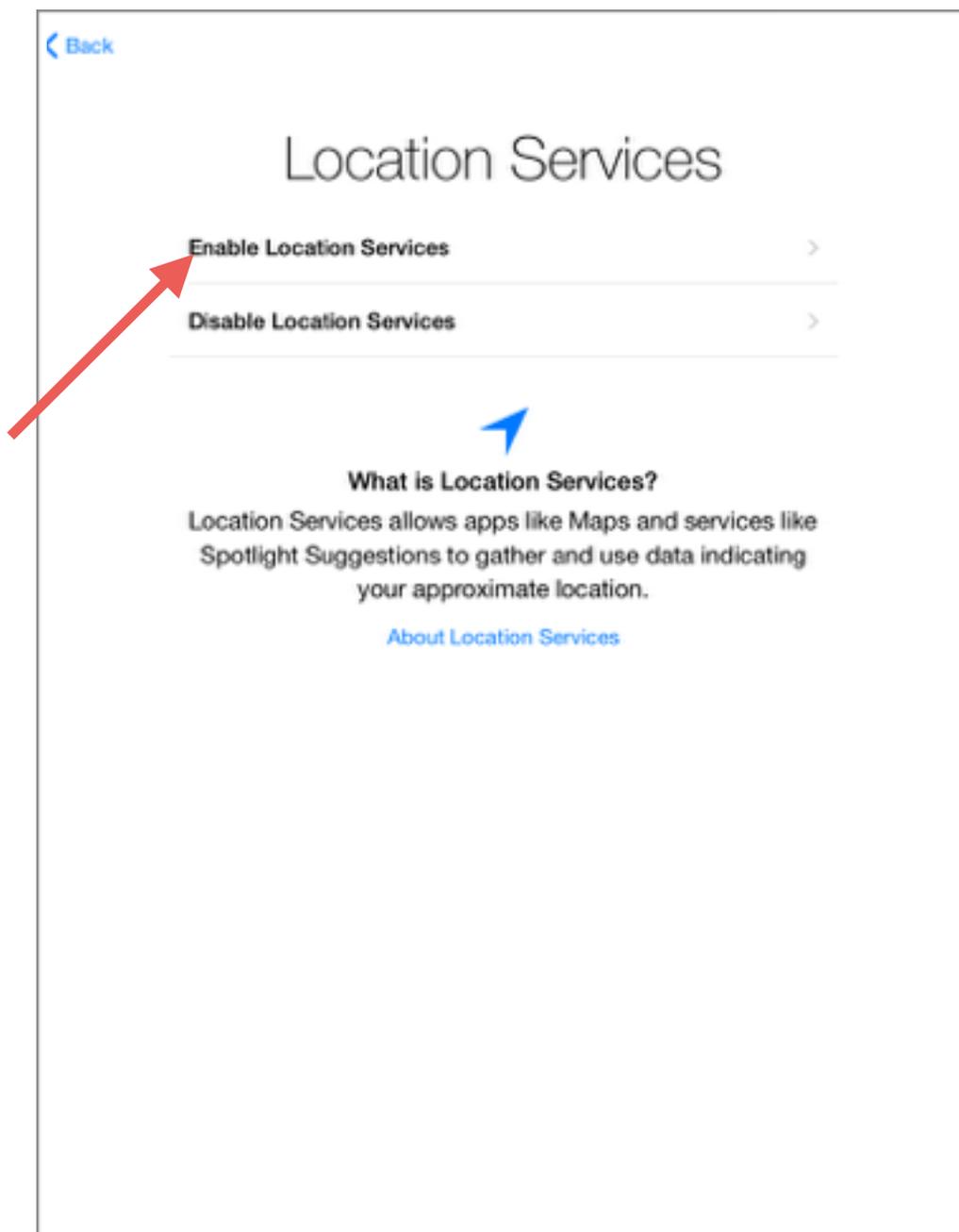


Enter your WiFi password and tap *'Join'*



Step 6:

Tap '*Enable Location Services*'



Step 7:

Tap Next

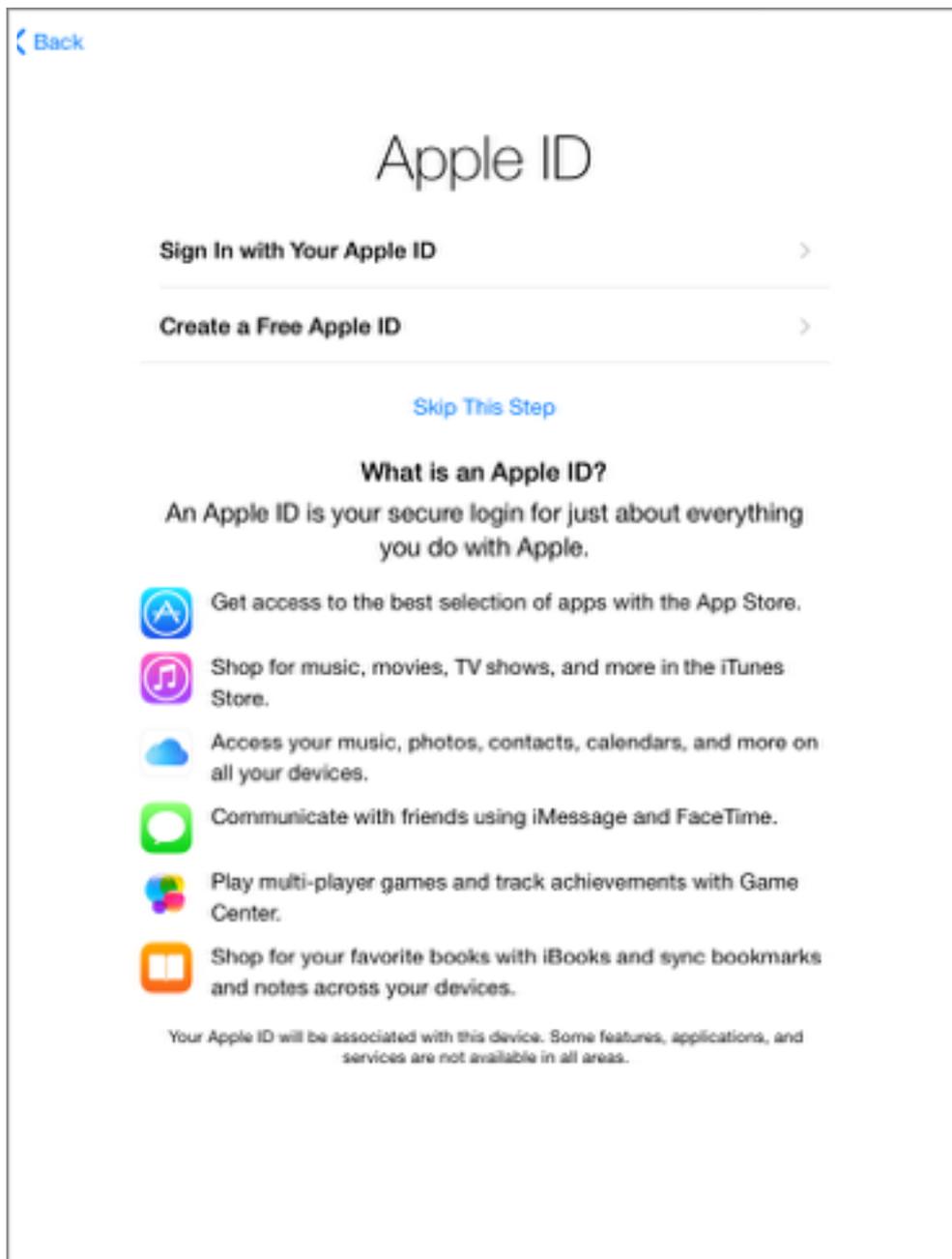


Press Next once the configuration has installed



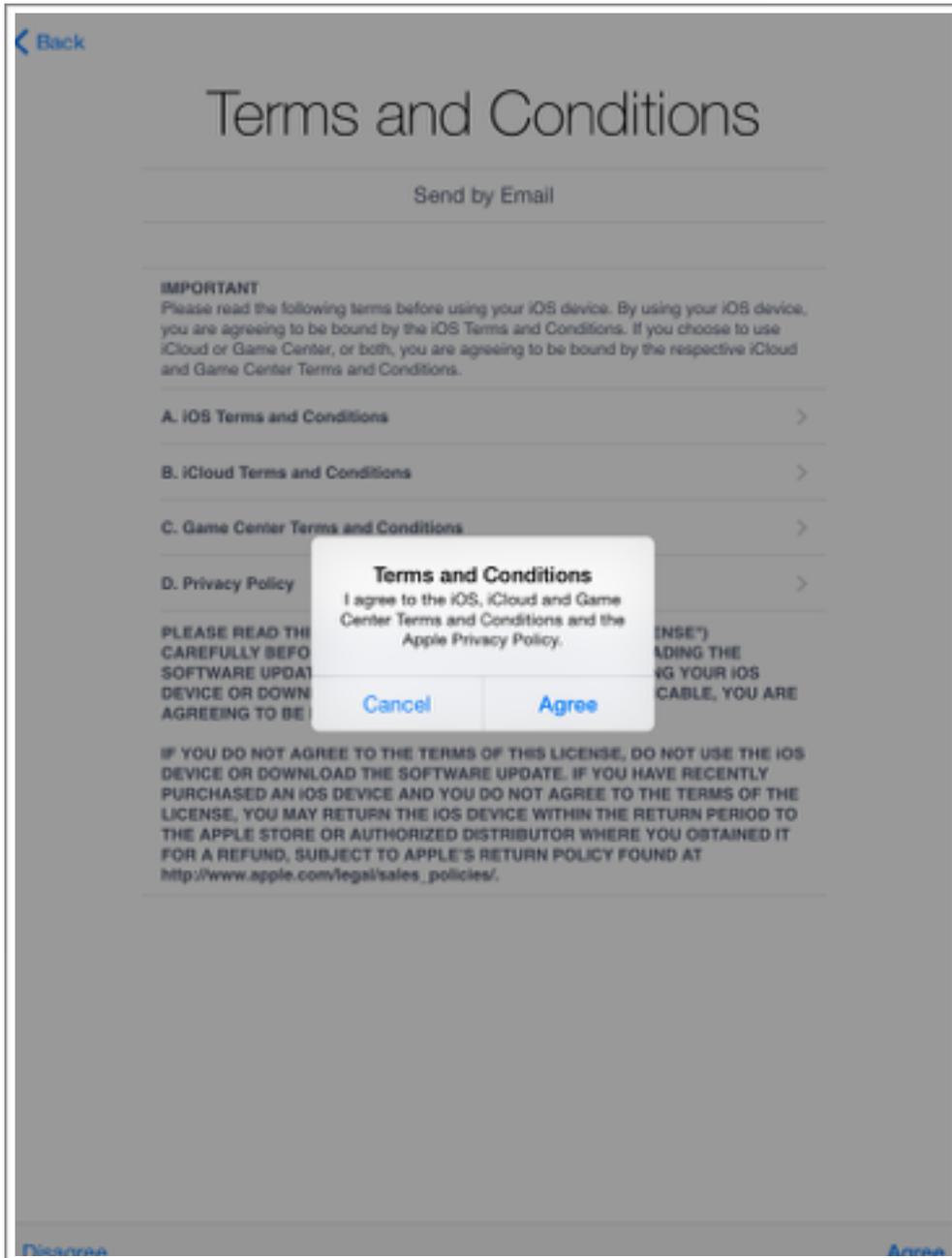
If you currently use any Apple iOS device, there is a strong possibility that you have already created an Apple ID. If you know both the username and password, tap *Sign In With Your Apple ID* (providing this Apple ID is only used by you).

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



Step 8:

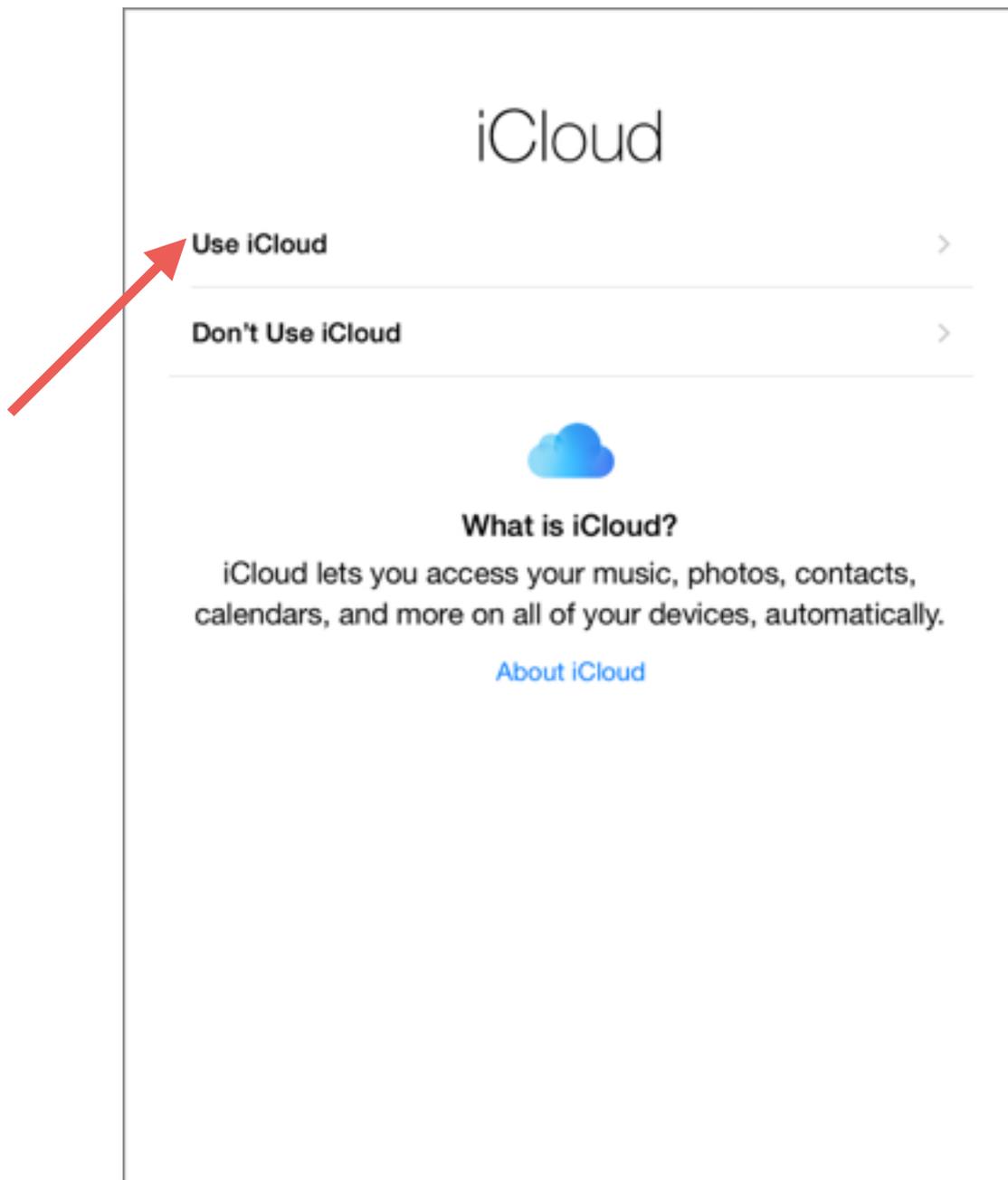
You must agree to the Terms and Conditions



Step 9:

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

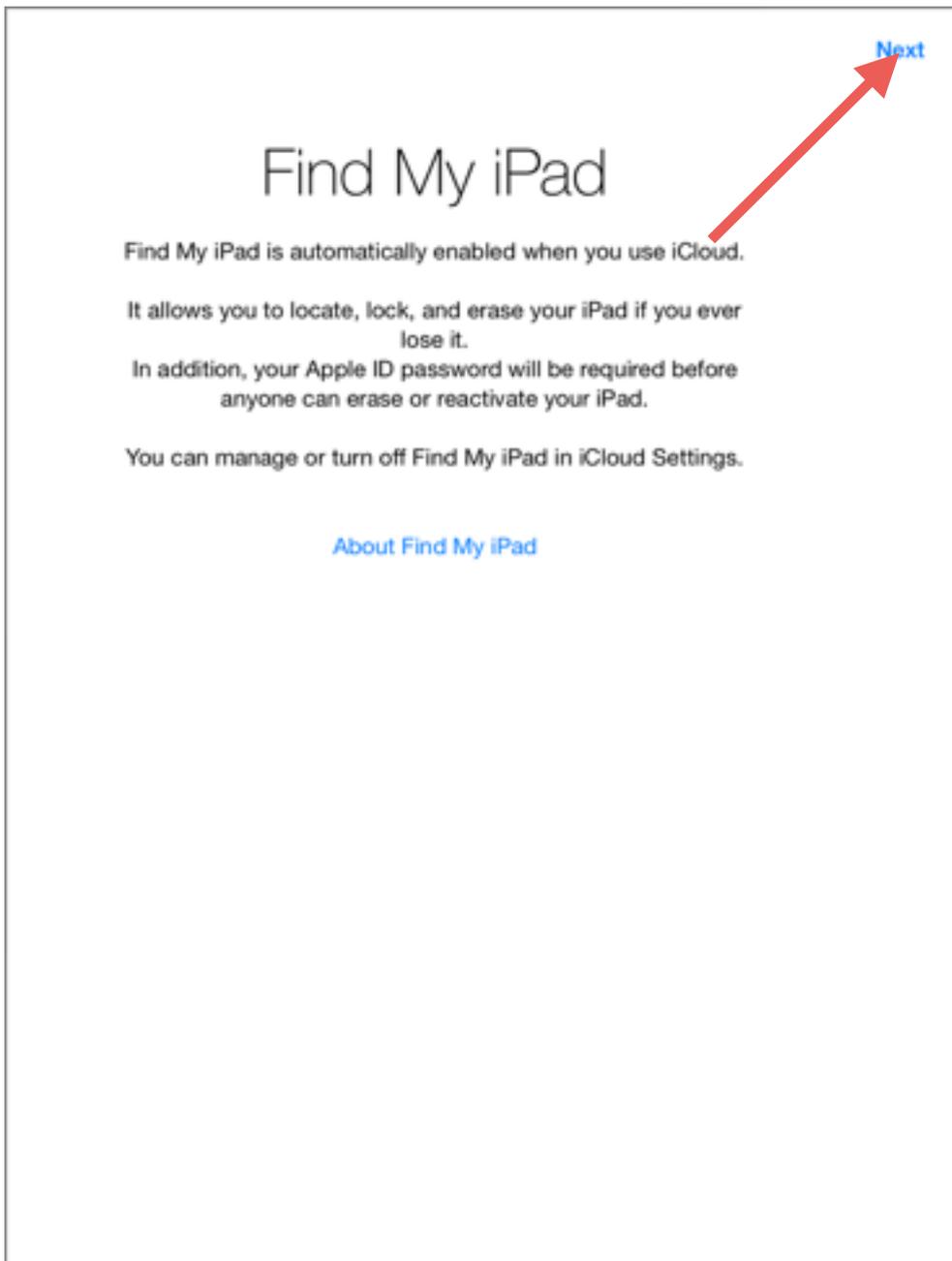
Tap *'Use iCloud'*



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.

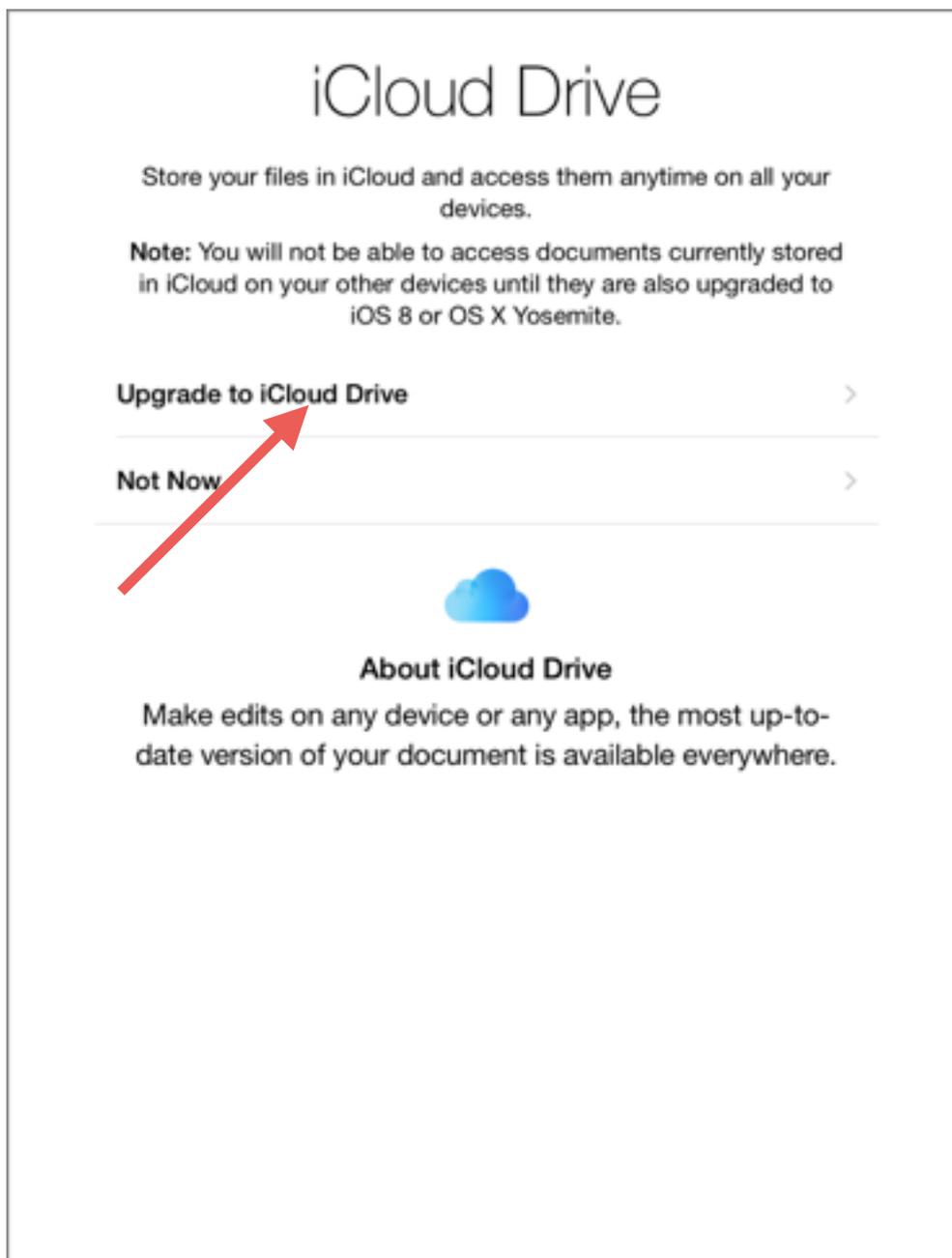


Step 11:

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'**.

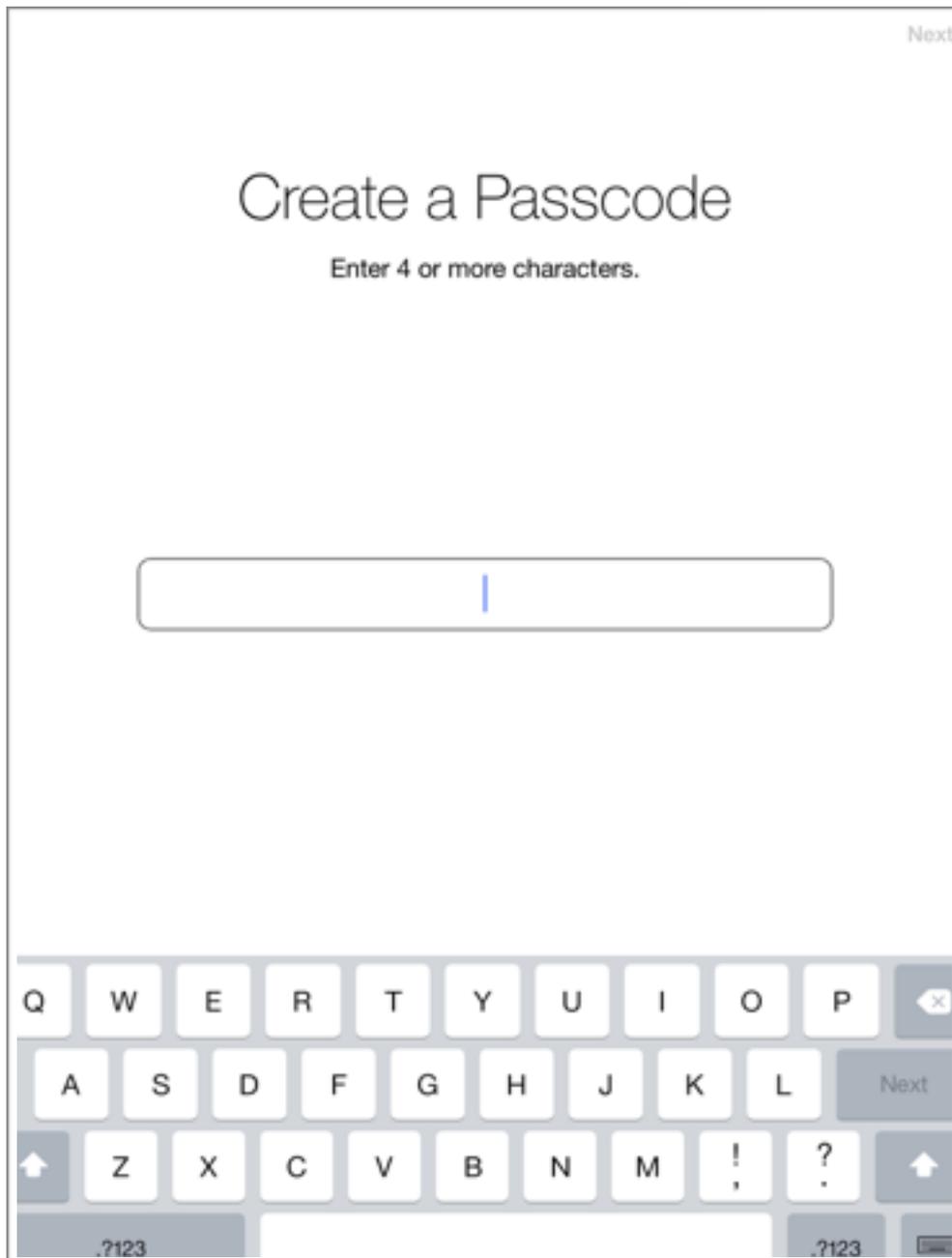
If you are unsure whether your existing devices are all up to date tap **'Not Now'**. This can be done at a later date.



Step 12:

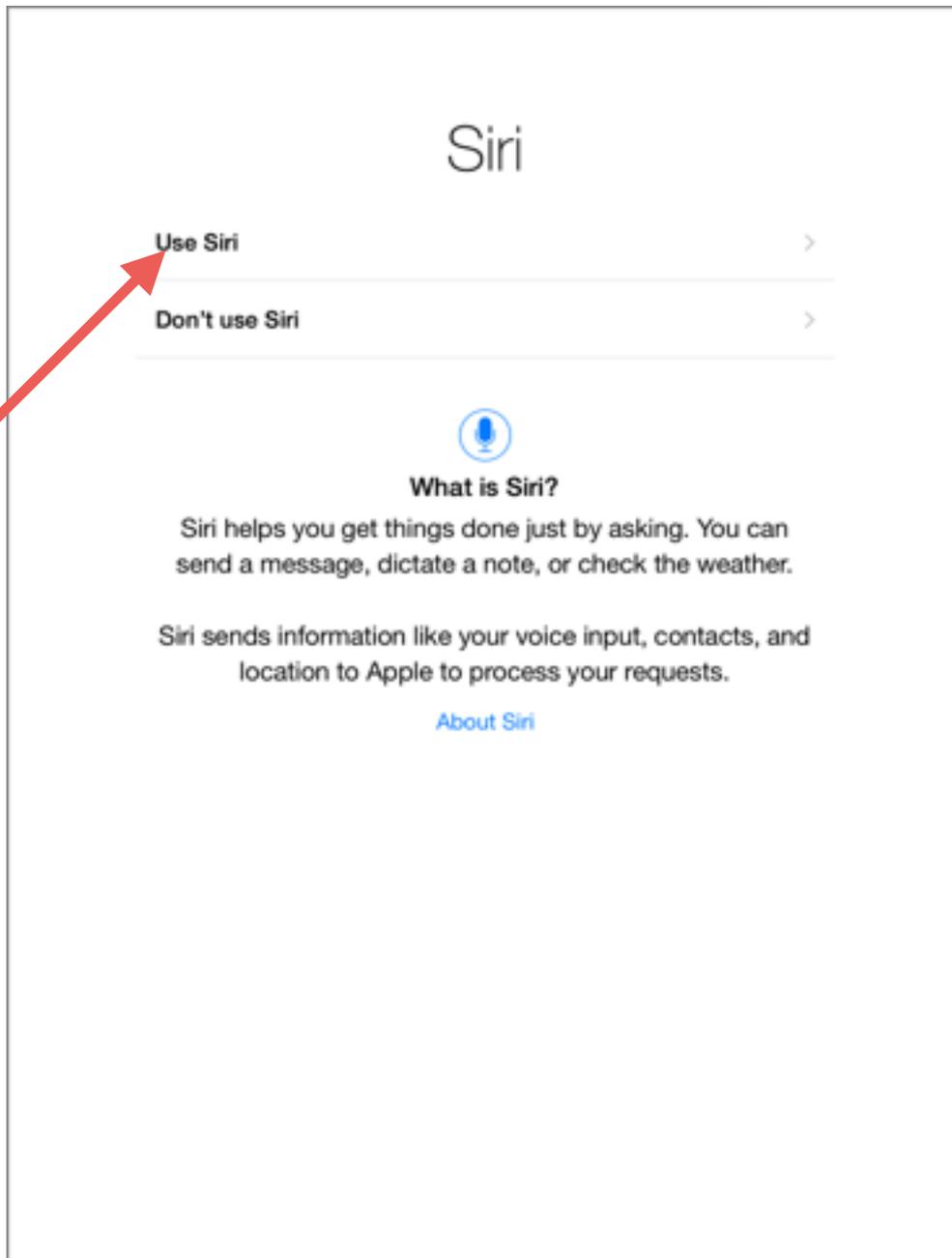
St Cyres School insist that all iPads are protected with a passcode. Please choose a 4 digit passcode that you will remember. This passcode will need to be entered whenever the device is unlocked.

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



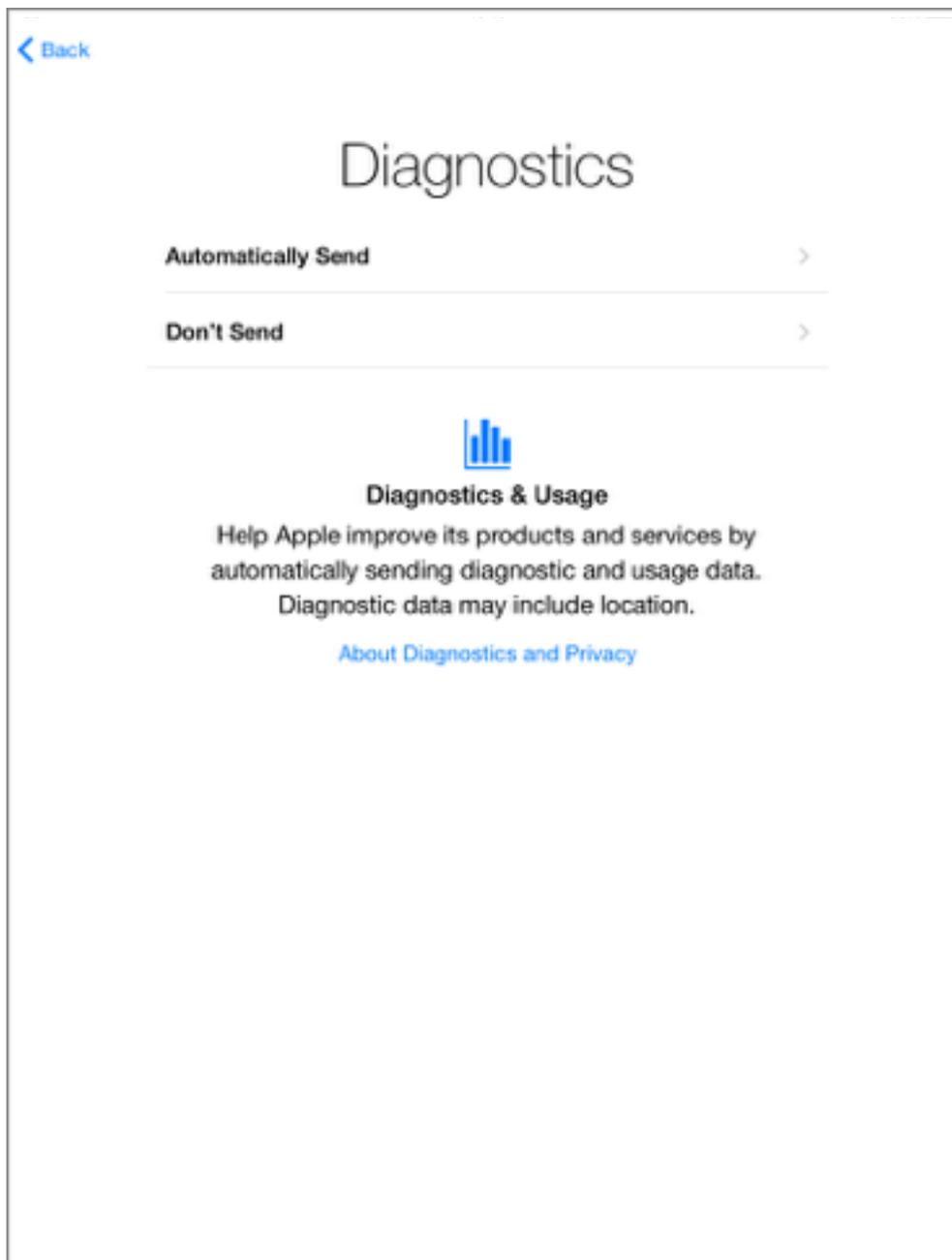
Step 13:

Tap *'Use Siri'*



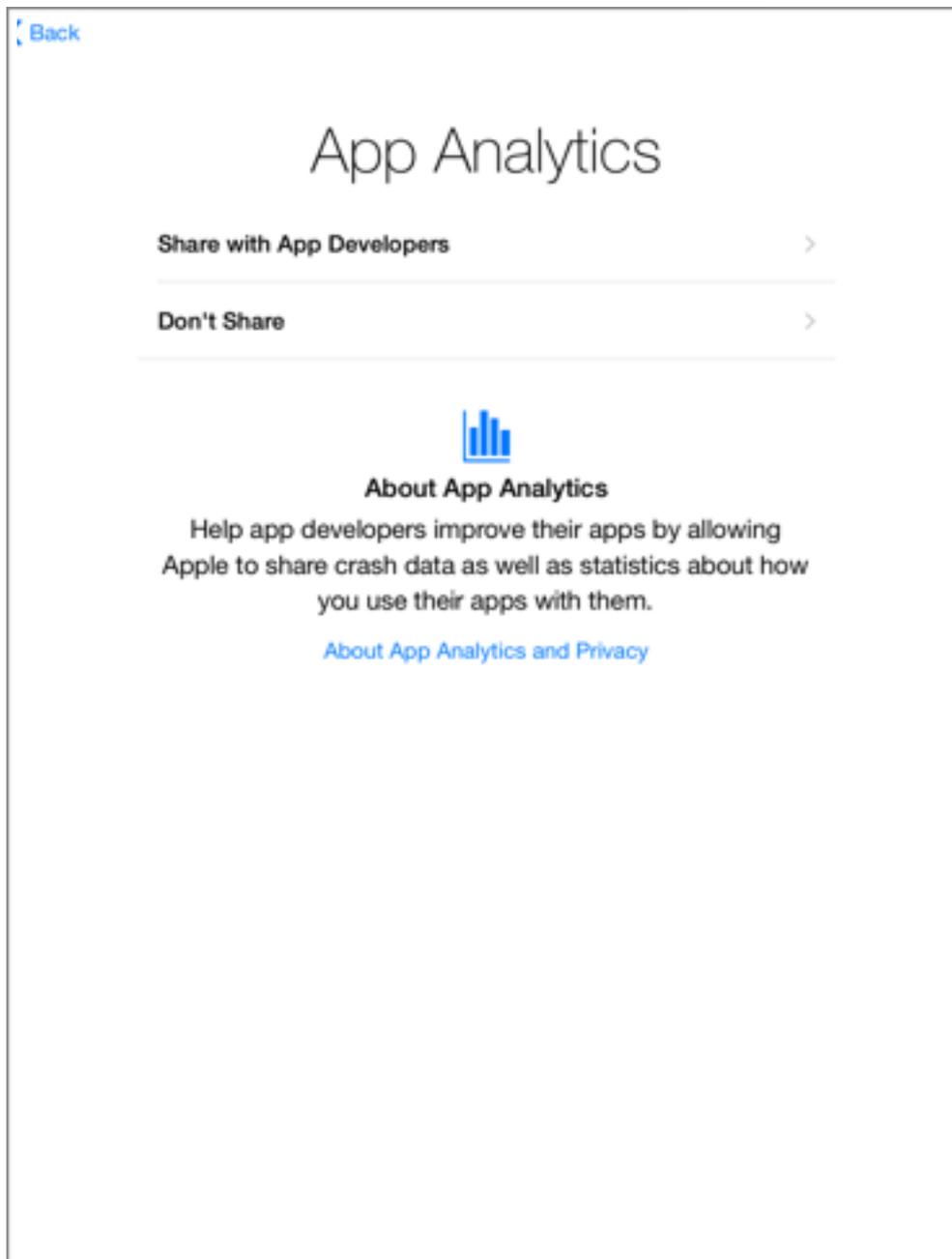
Step 14:

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



Step 15:

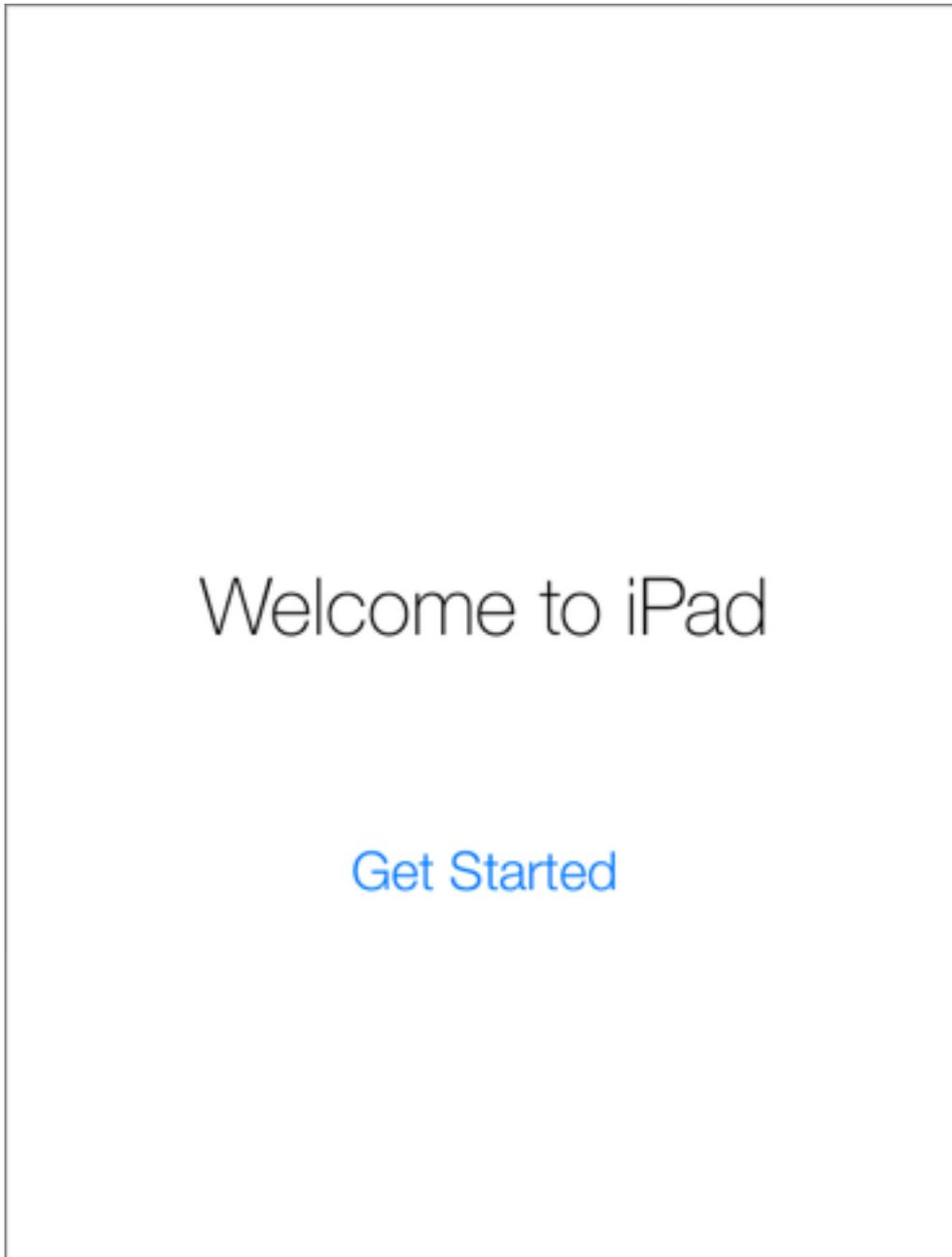
This step is also optional. When you have made your decision please tap on the relevant option.



Step 16:

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

Tap '*Get Started*'

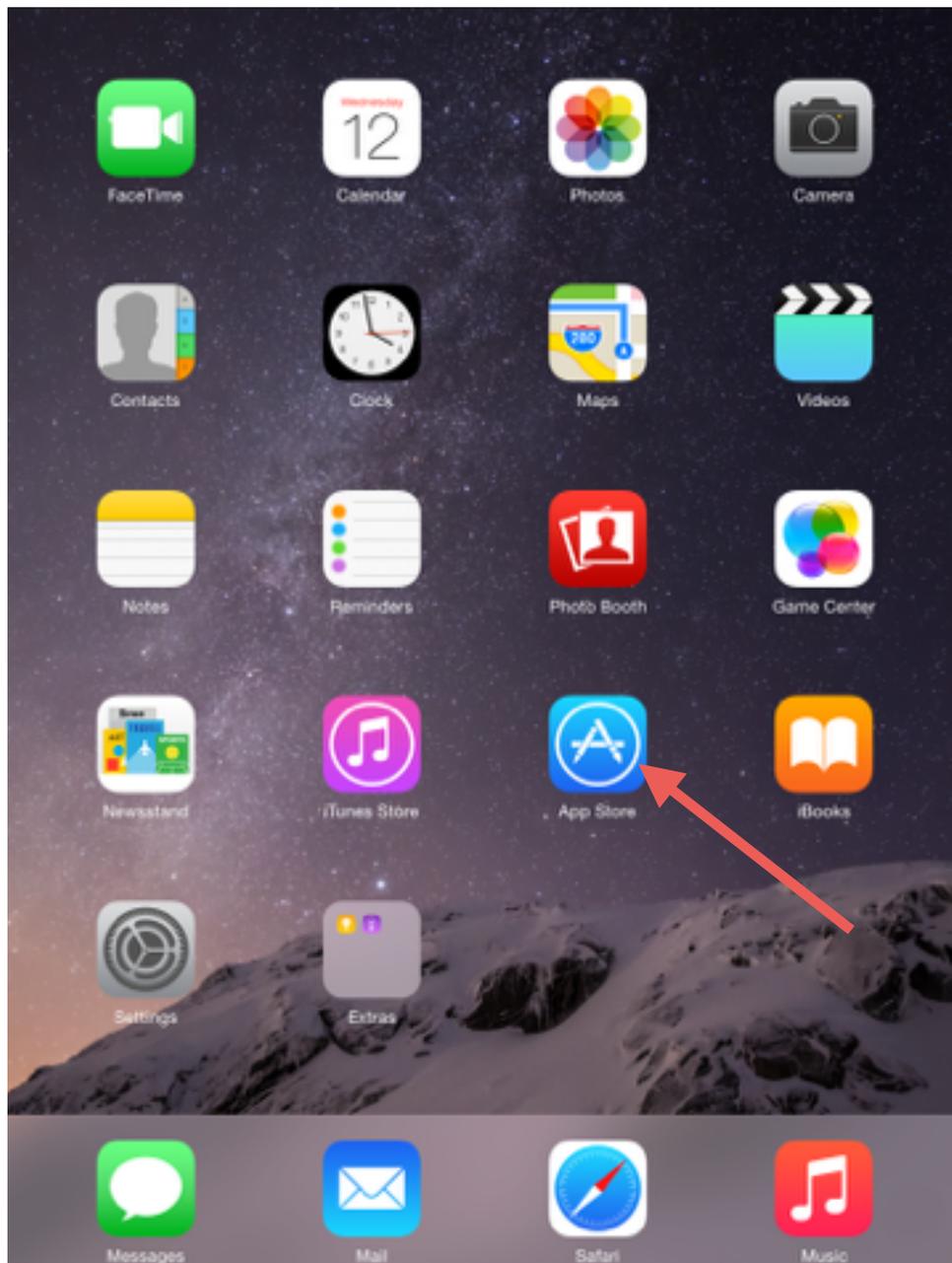


Creating a new Apple ID

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

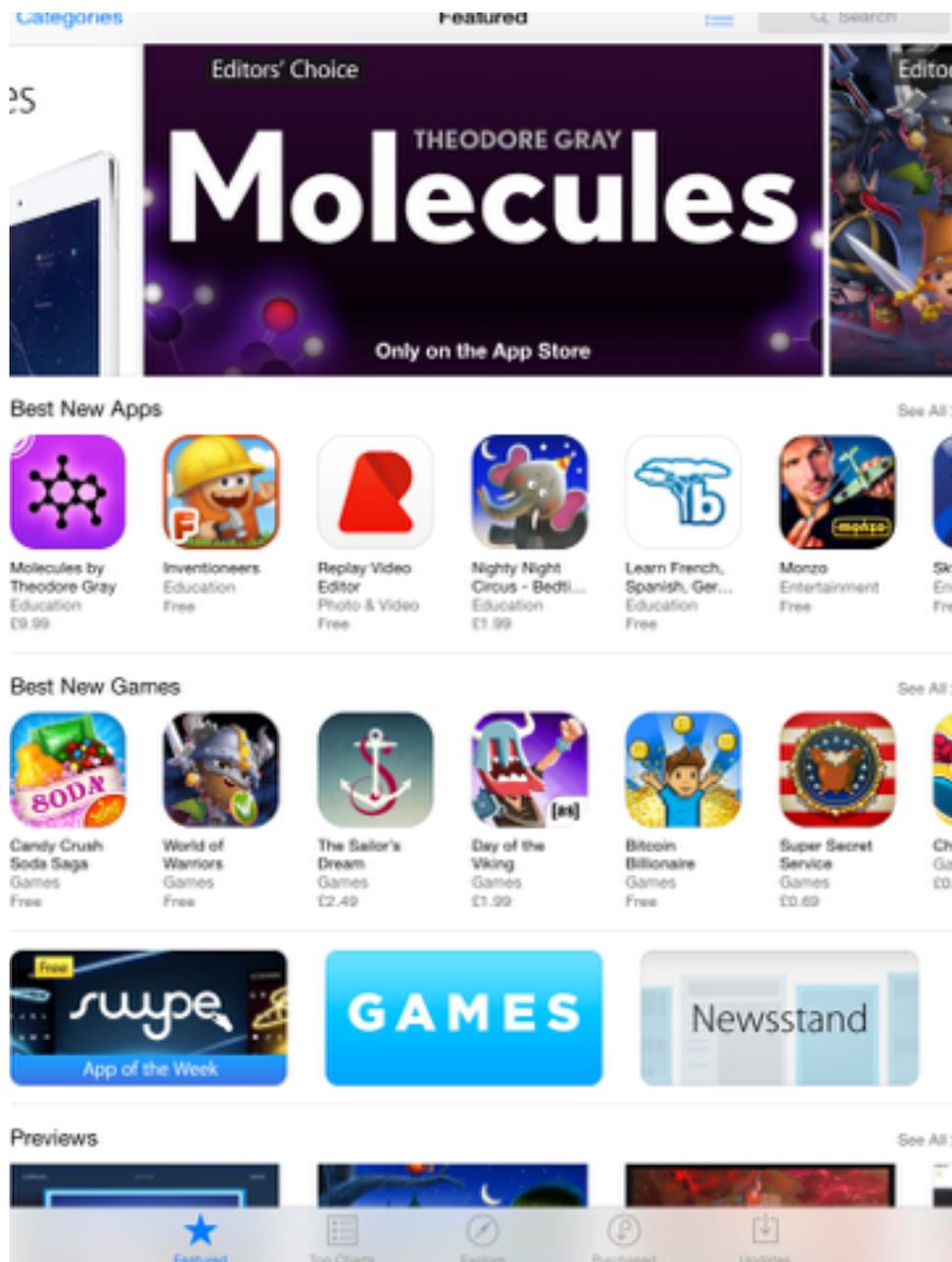
Step 1:

Open the App Store



Step 2:

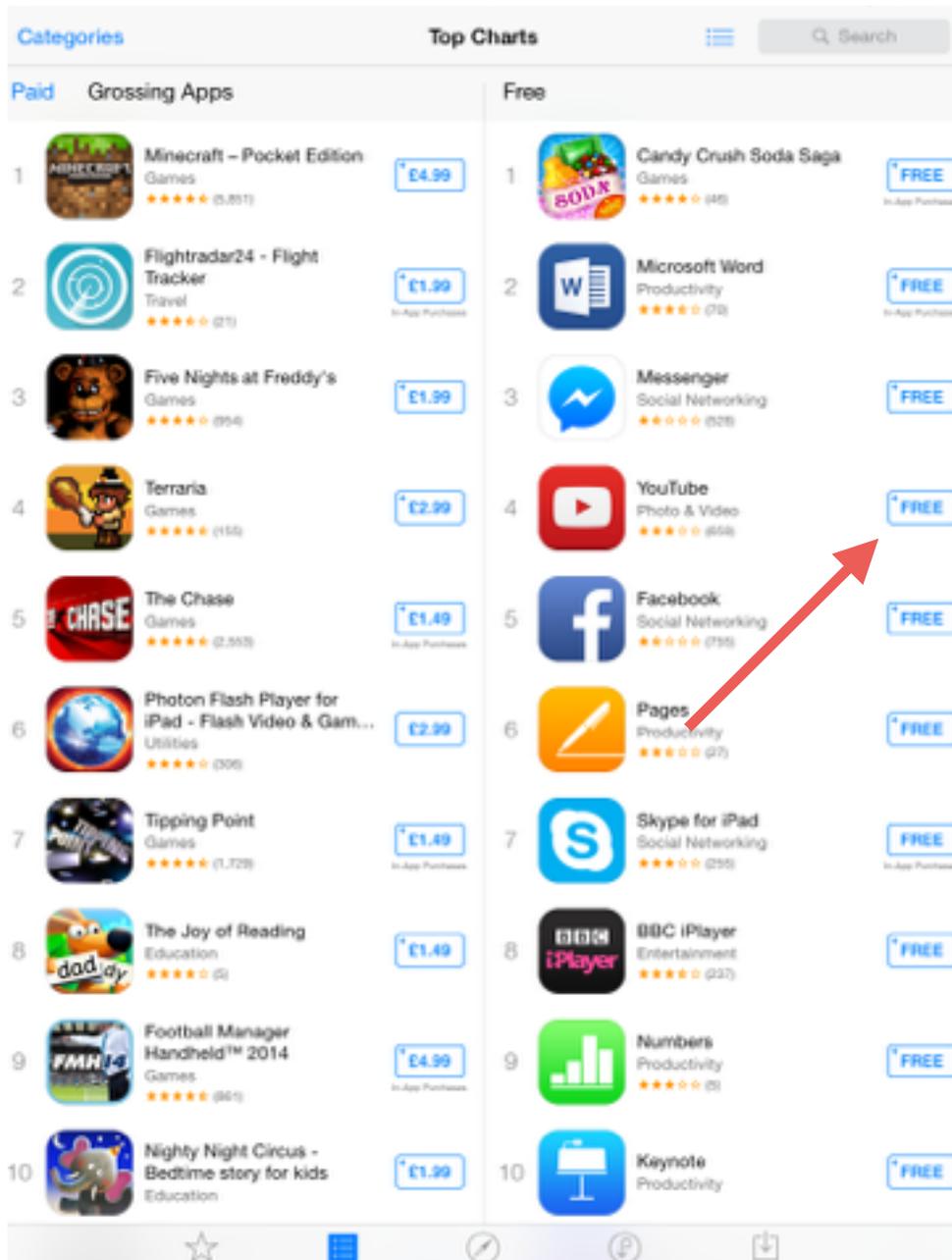
Tap on 'Top Charts'



Step 3:

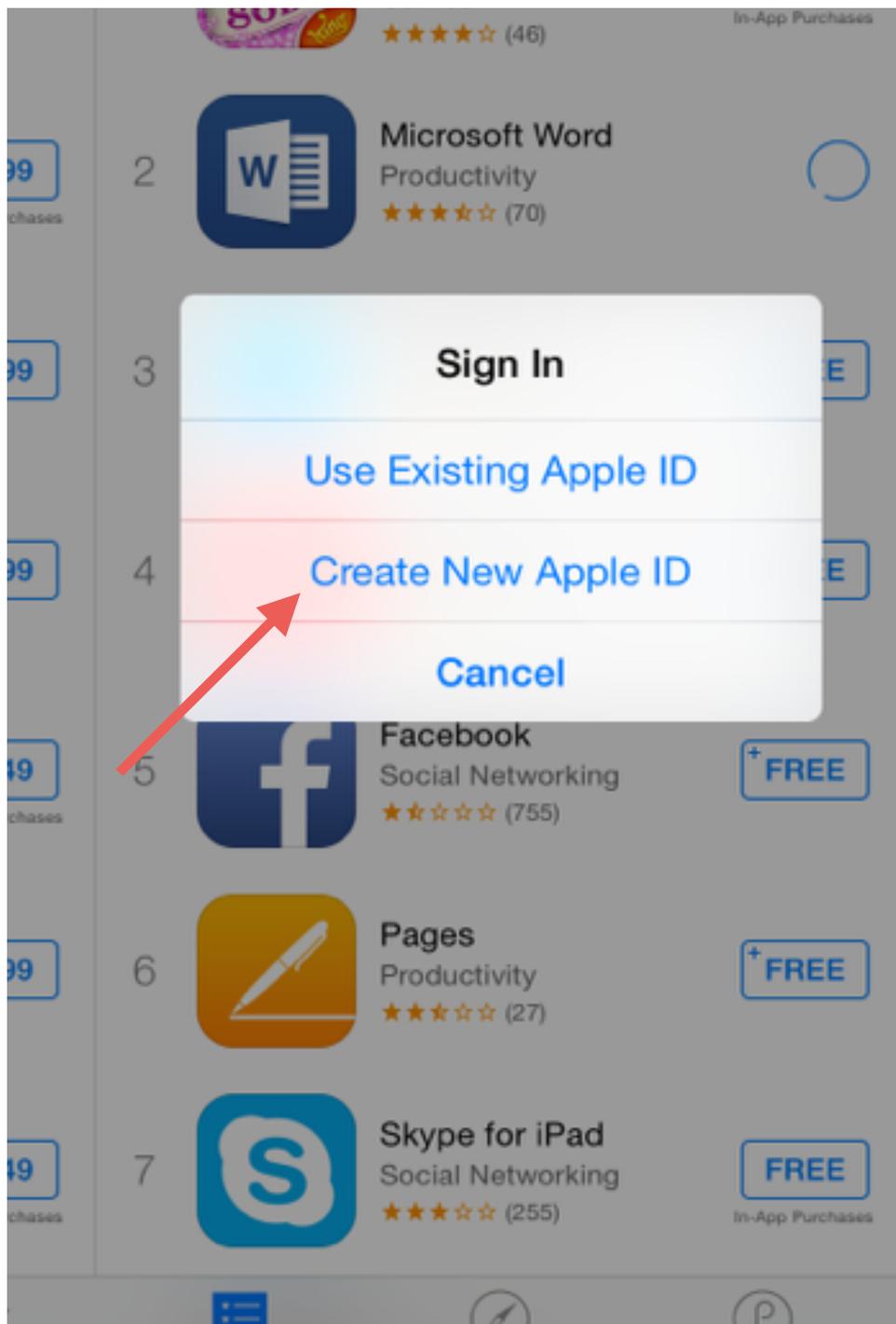
Select **ANY** free app.

YouTube has been used for the example below.



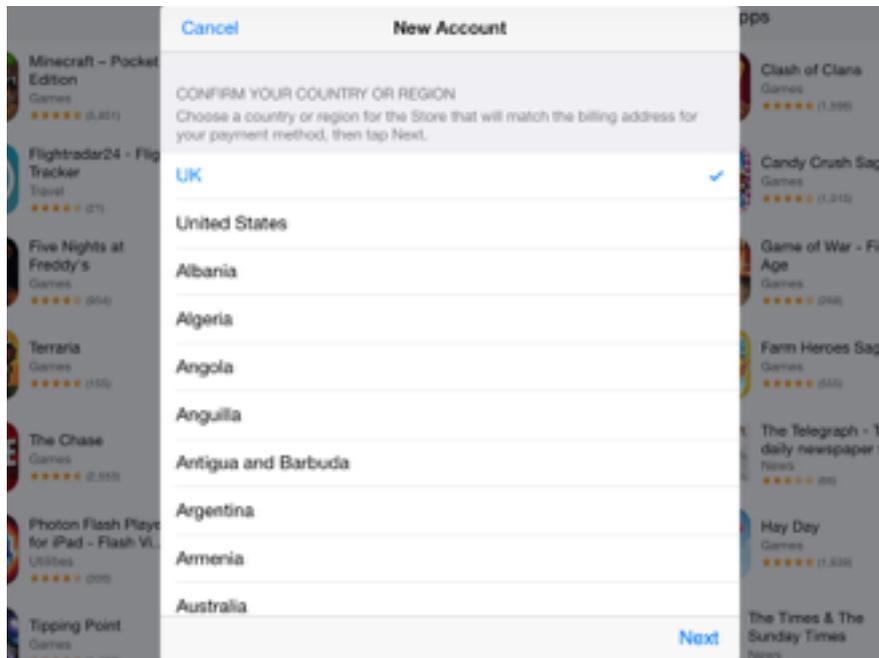
Step 4:

Tap on *'Create New Apple ID'*



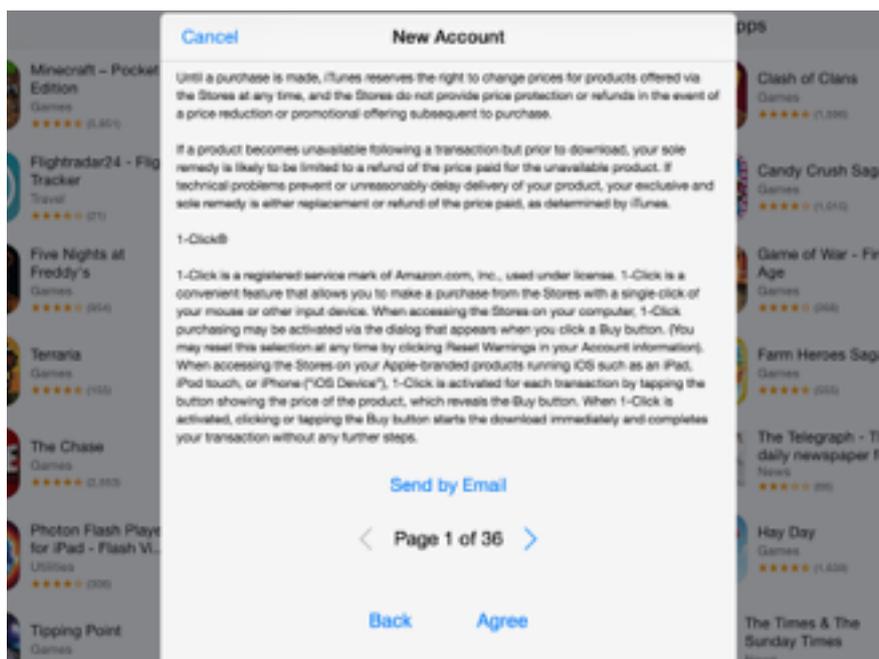
Step 5:

Tap on 'UK'



Step 6:

Agree to the terms and conditions.



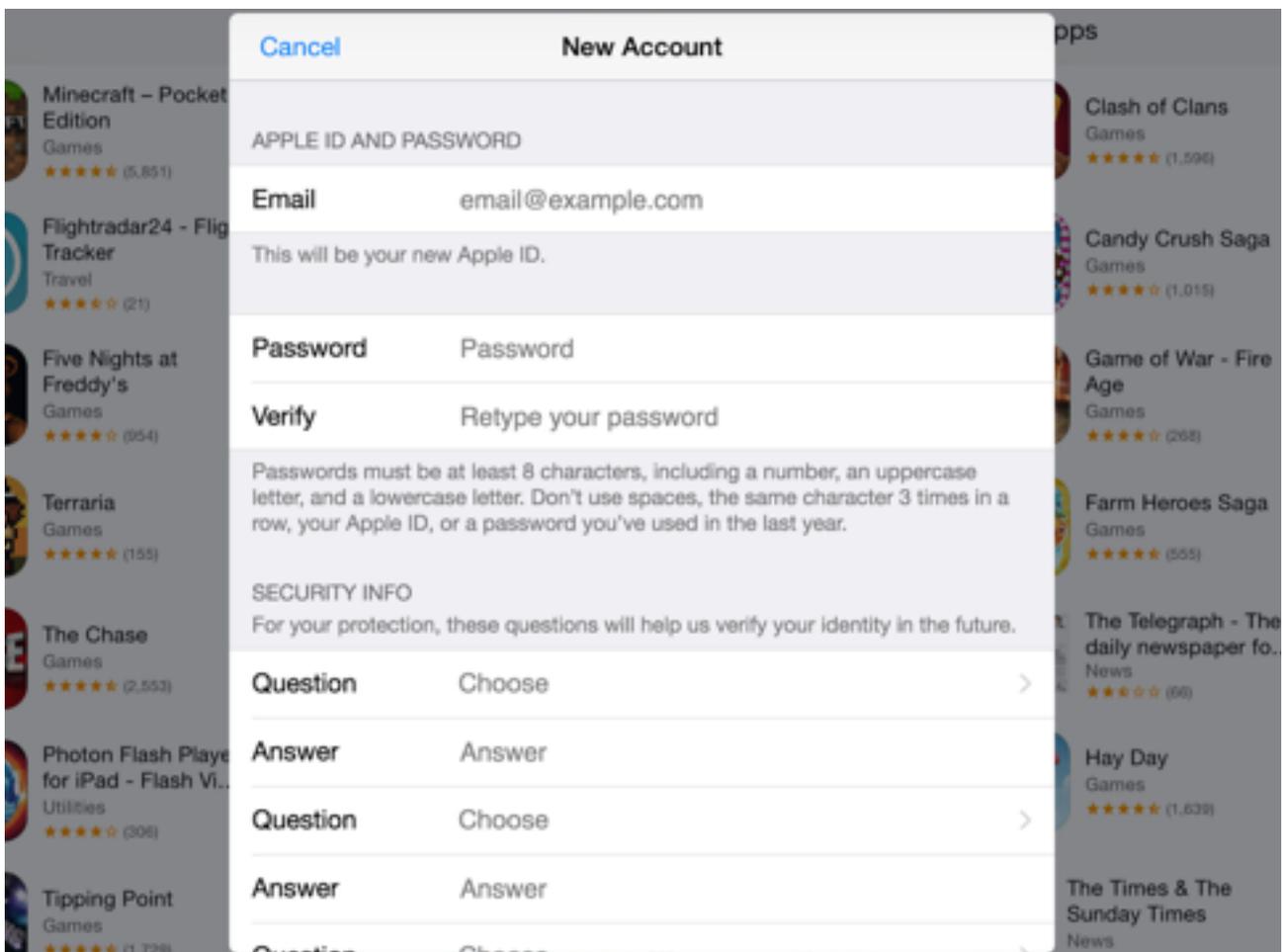
Step 7: (Very Important)

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:

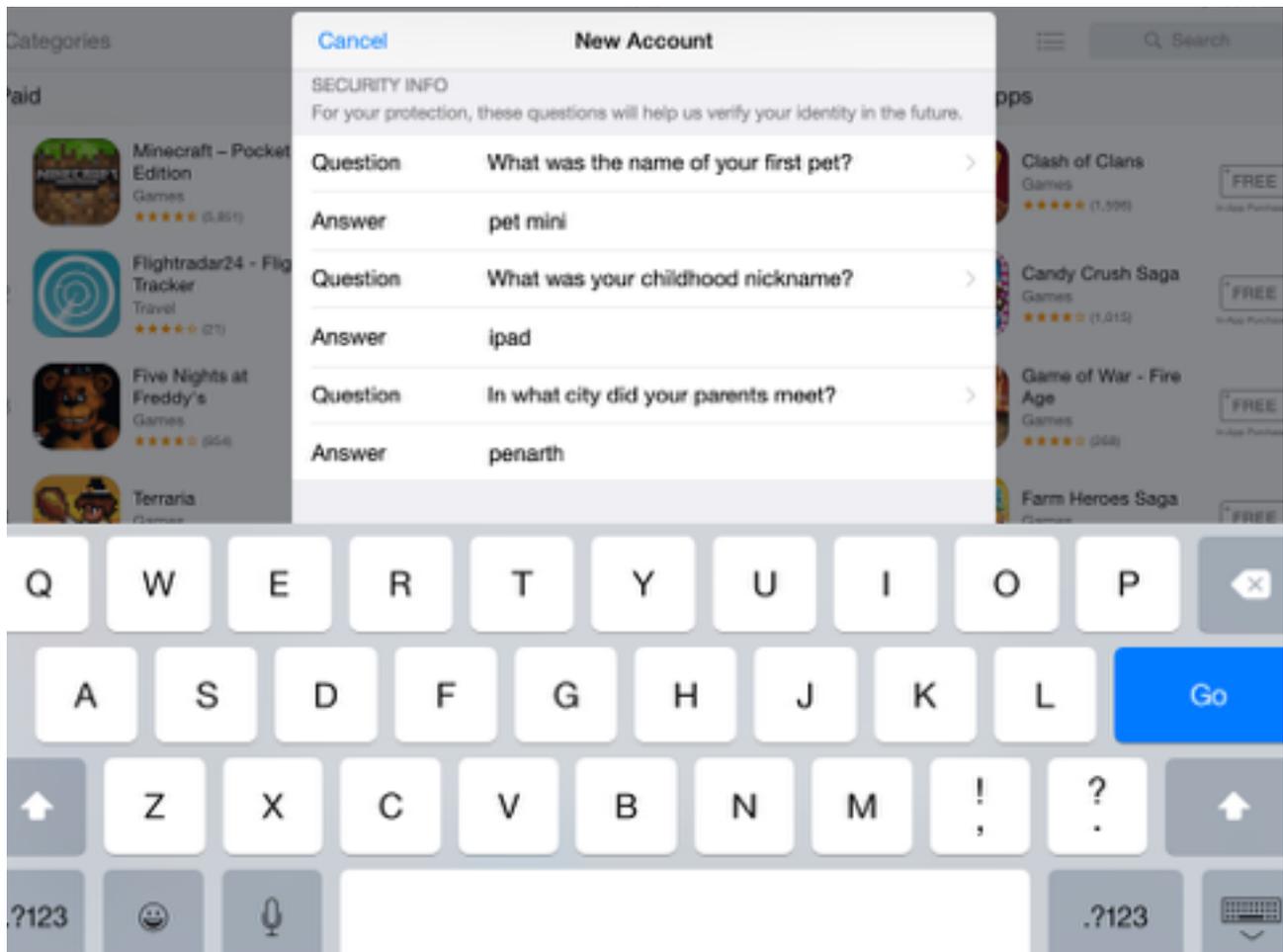
You will need to pick a password that is a minimum of 8 characters, containing at least one uppercase letter and number



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.



Step 10:

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

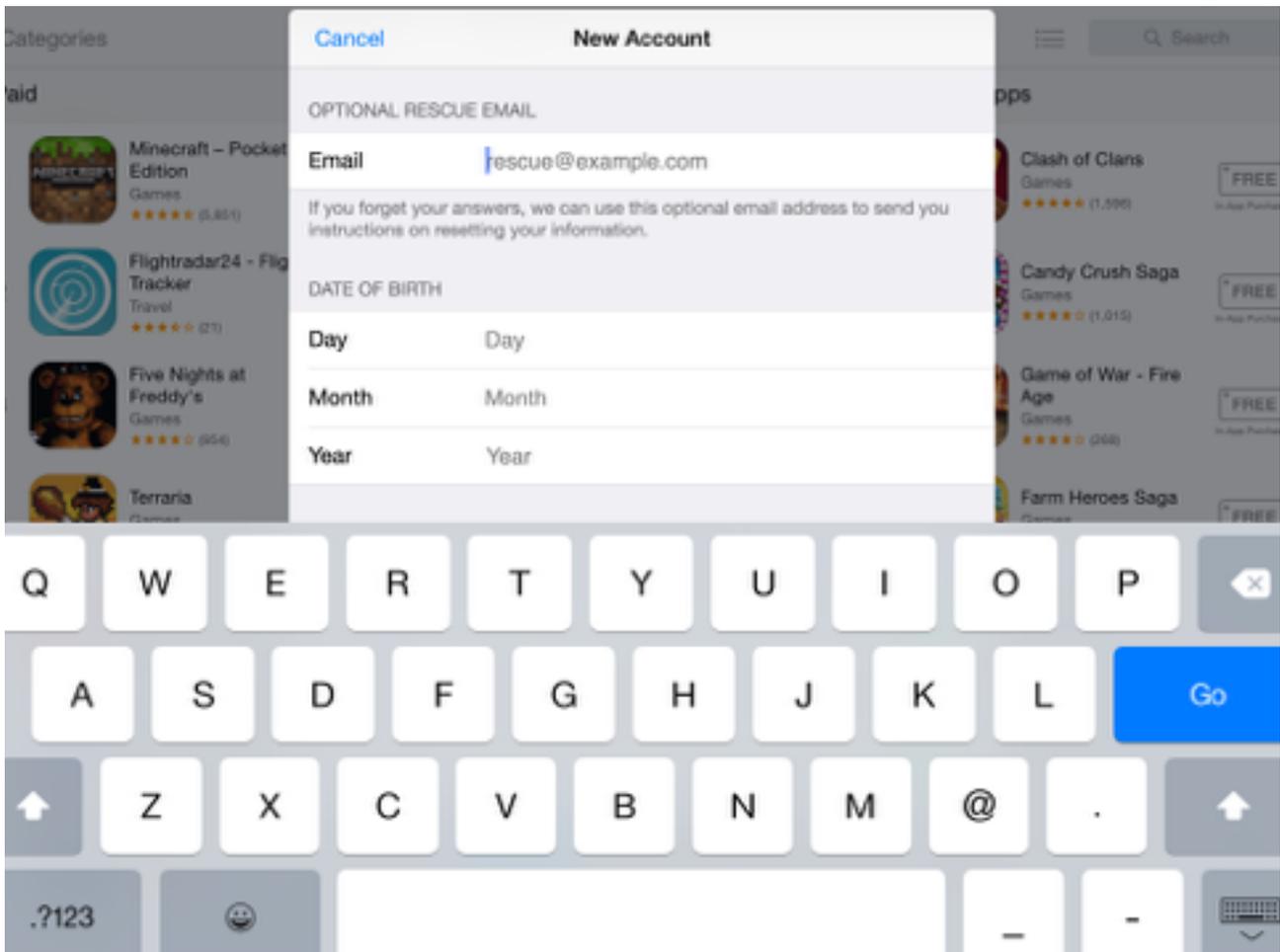
St Cyres strongly suggest that you use the following address:

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



Step 12:

Enter your name, address and phone number.

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

Cancel **New Account**

| | |
|------------|-------------------|
| Title | Mr. |
| First Name | iTunes |
| Last Name | Demo |
| Address | Sully Road |
| Address | Street |
| Address | Street |
| Town | <u>Penarth</u> |
| County | Vale of Glamorgan |
| Postcode | CF64 2TP |

To enter a number, tap the area code first.

| | | |
|-------|-------|--------|
| Phone | 02... | 708708 |
|-------|-------|--------|

COUNTRY/REGION: UNITED KINGDOM

Step 13:

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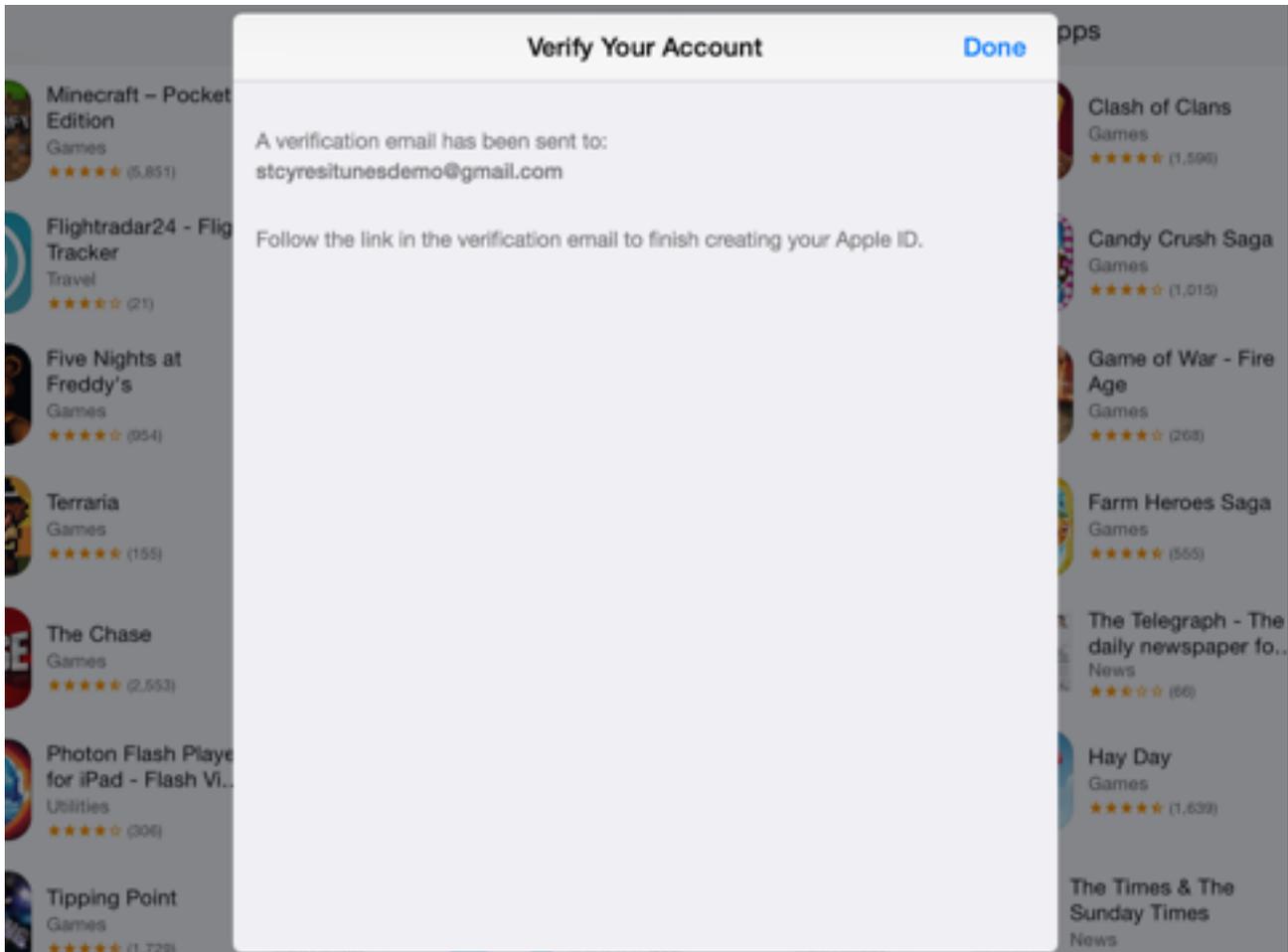
www.i-teach.org.uk

CF64 2XB

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.



Step 14:

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.

[Forgot your Apple ID?](#)

[Forgot your password?](#)

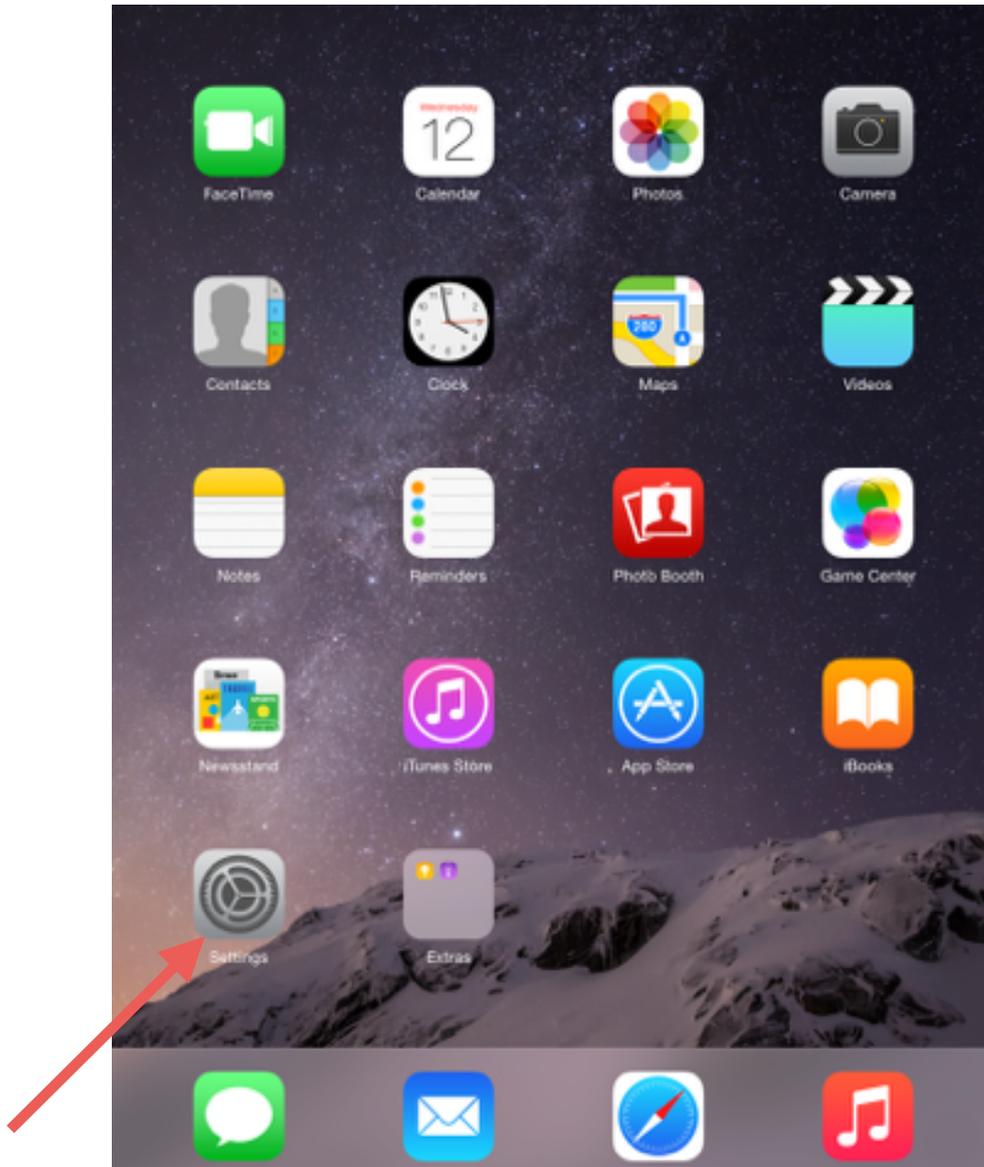
Verify Address

Configure School E-Mail Account

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

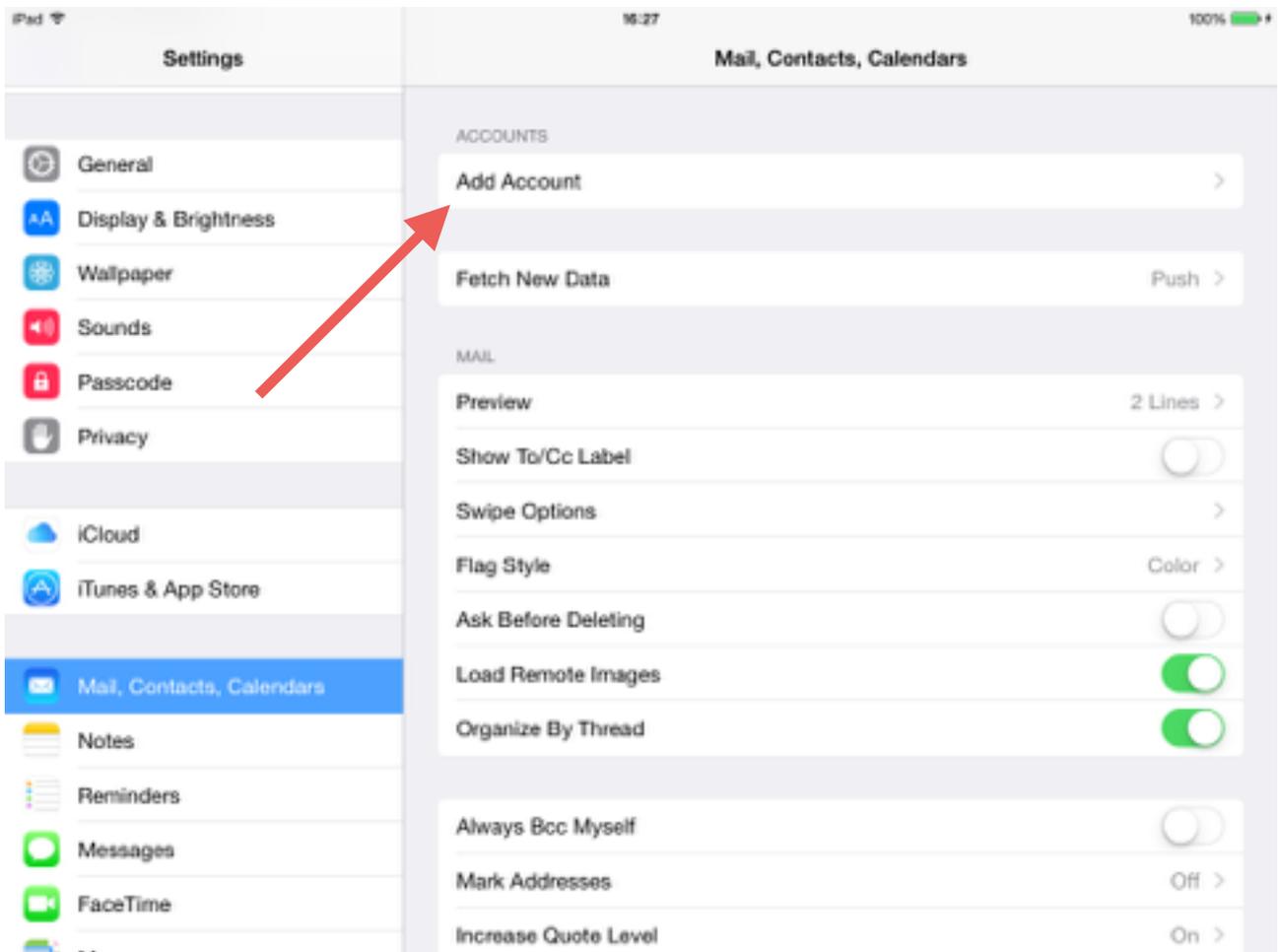
Step 1:

Open the settings app



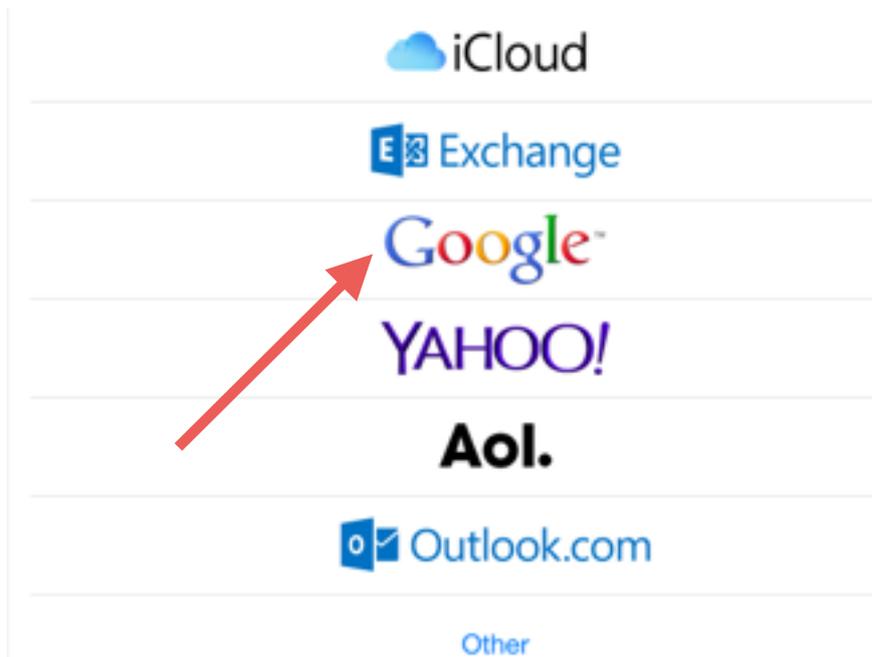
Step 2:

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



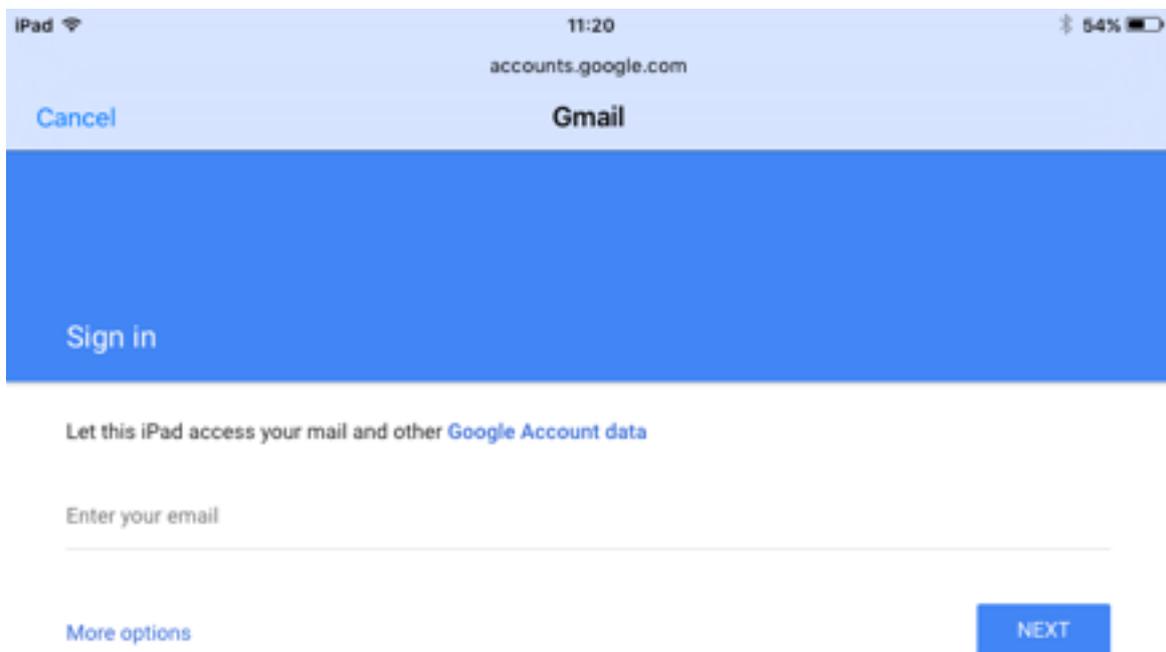
Step 3:

Tap 'Google'



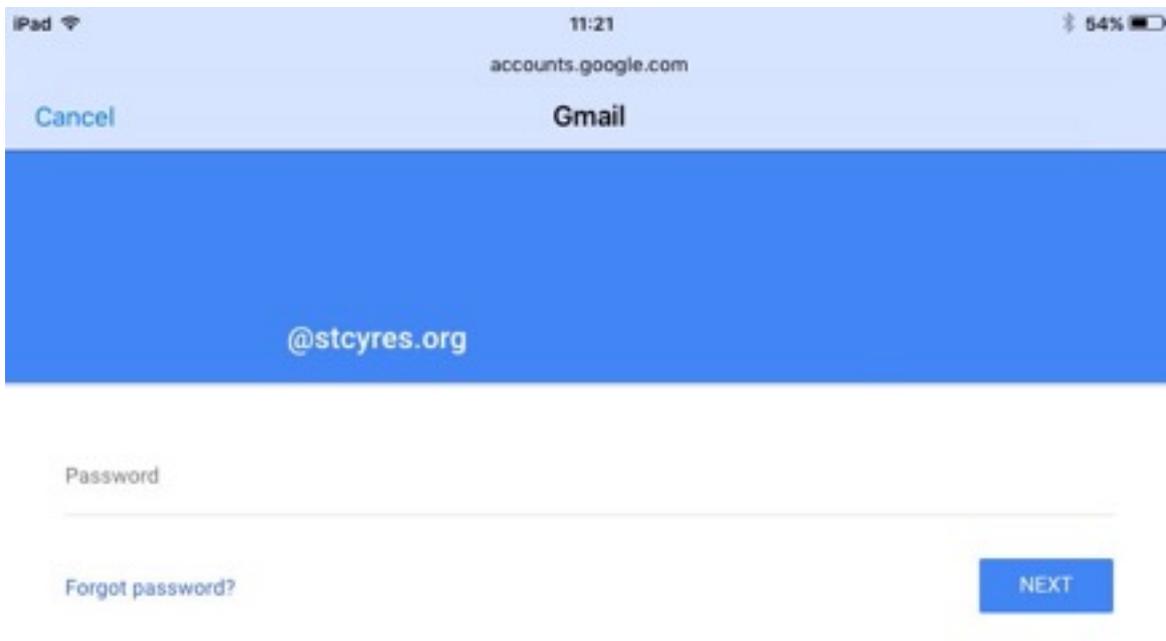
Step 4:

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



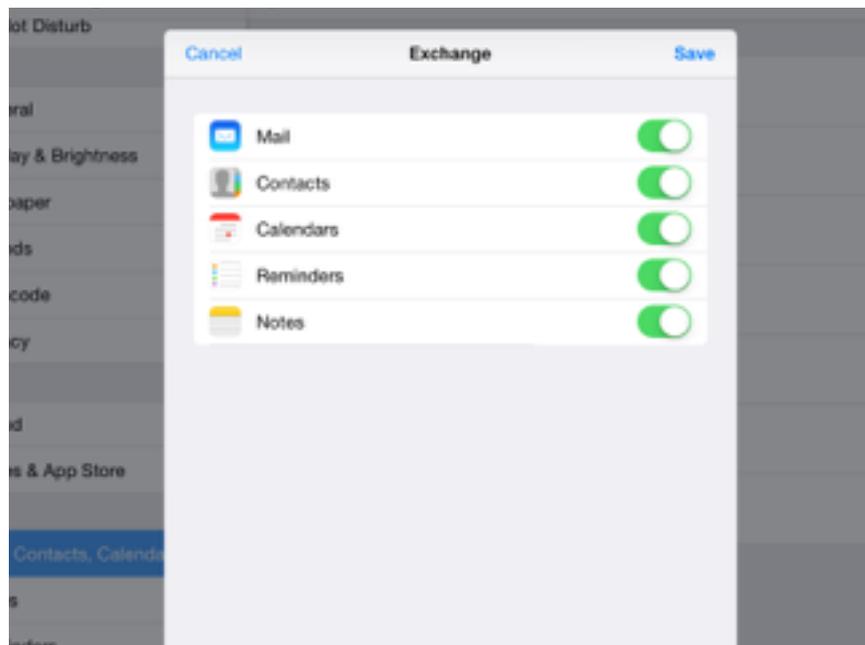
Step 5:

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!

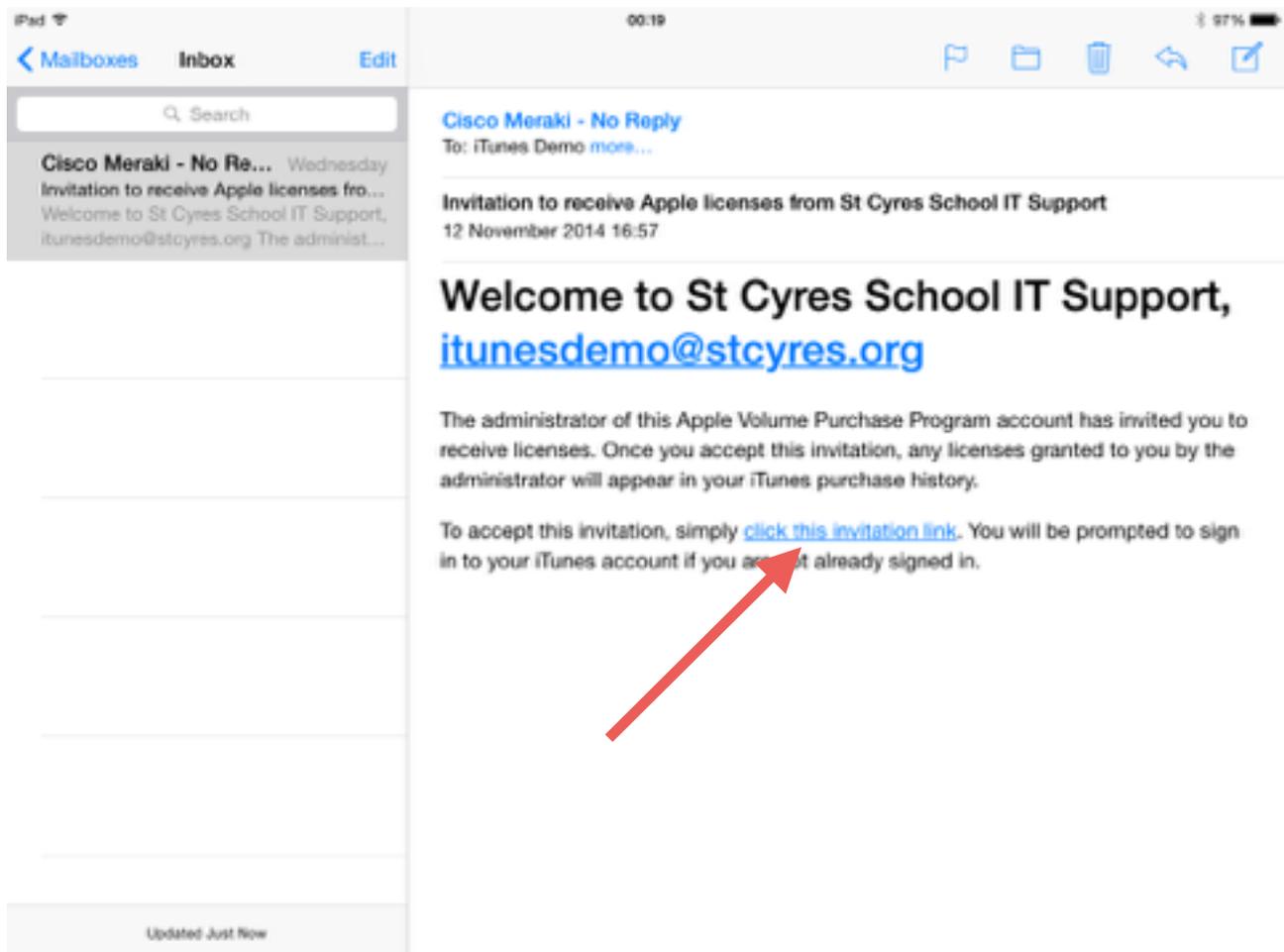
Allowing St Cyres to purchase and send apps to your Apple ID

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.



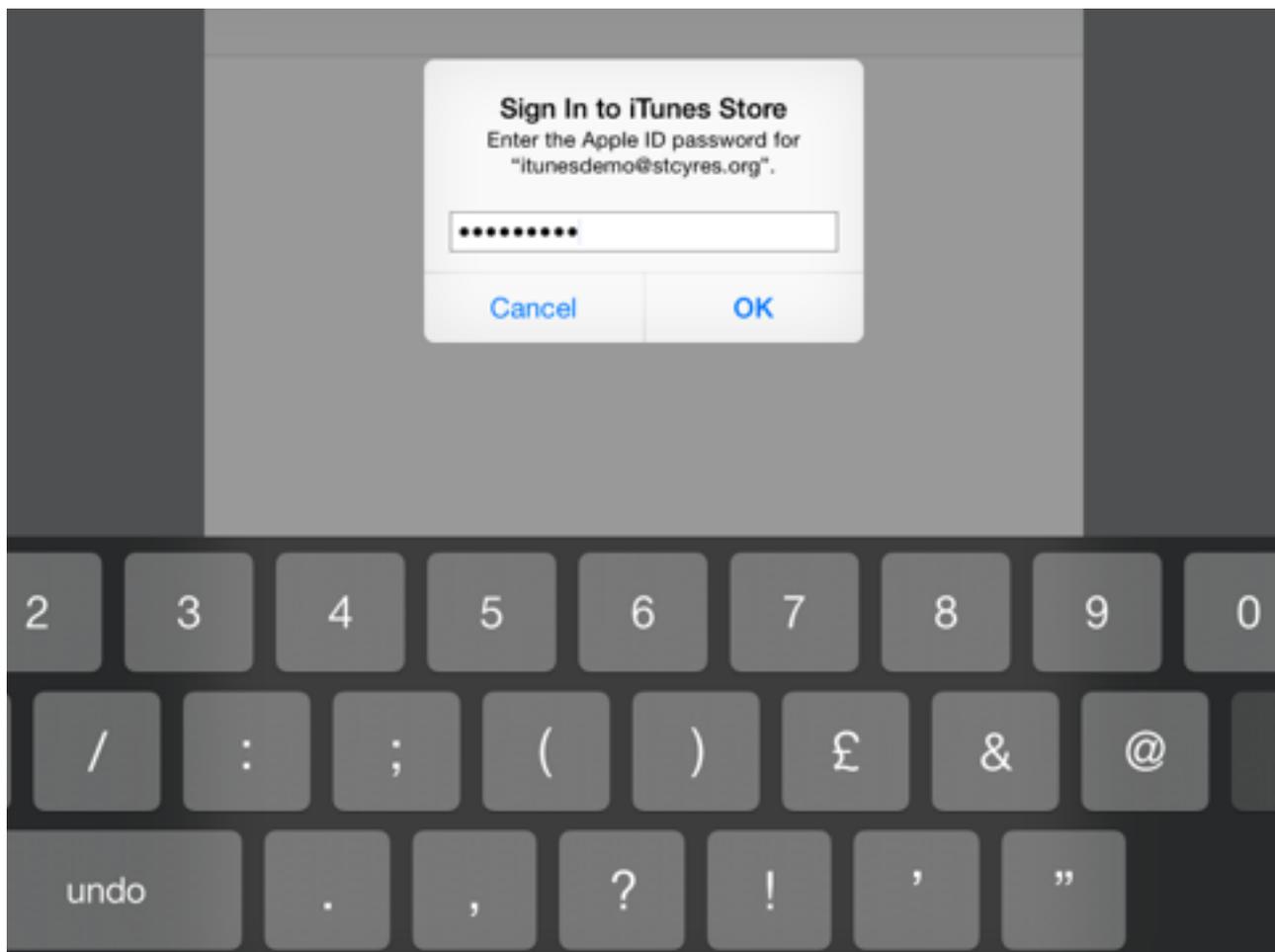
Step 2:

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

Step 3:

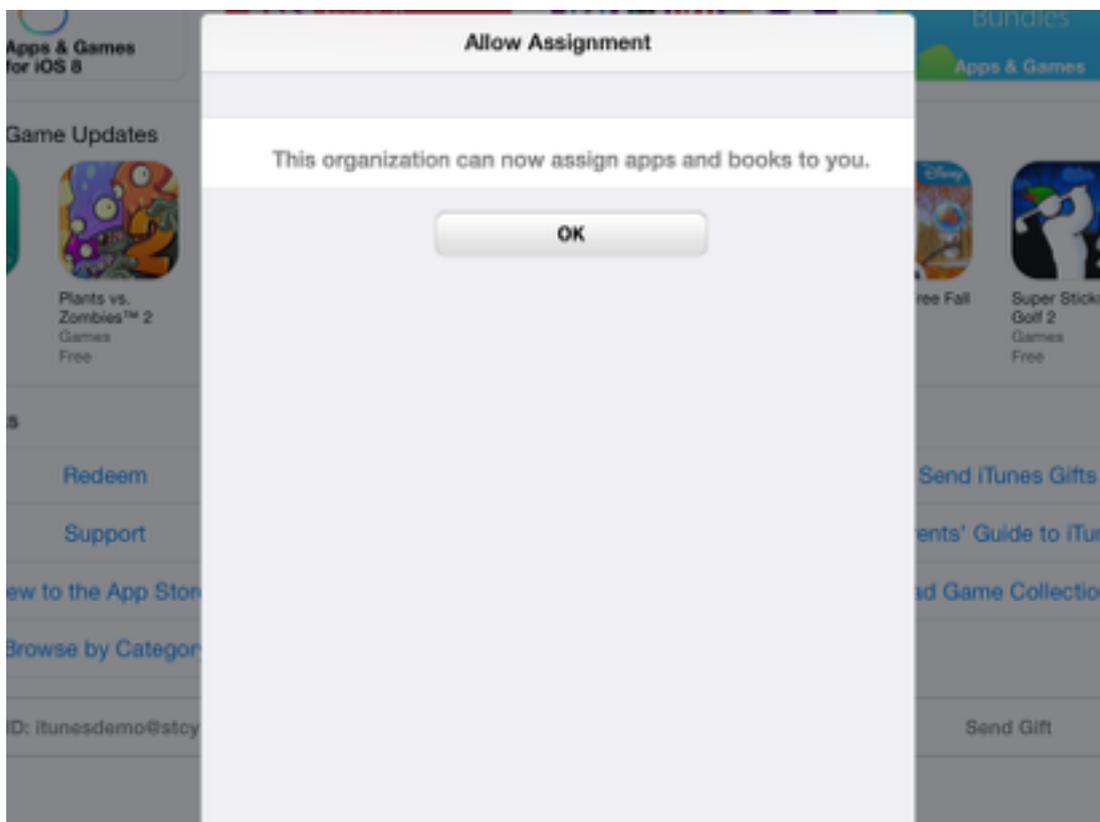
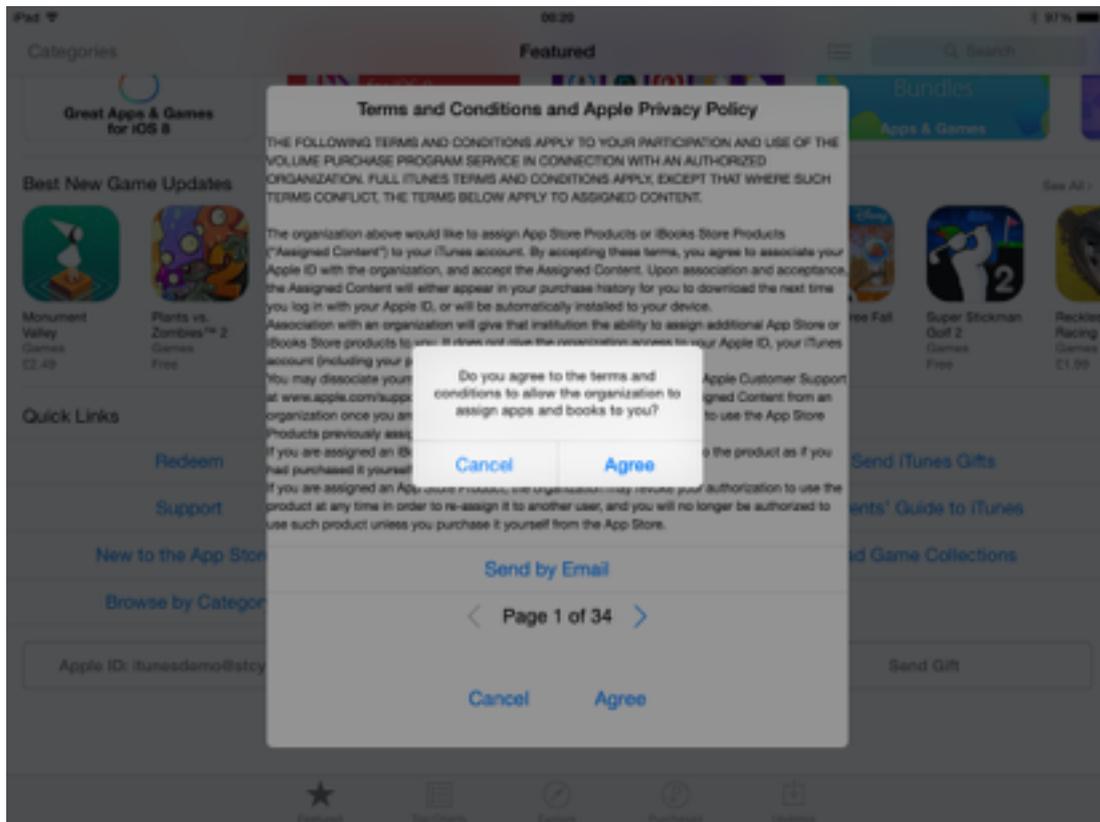
You will be asked to sign in to the App Store.

Please ensure that you sign using your own Apple ID.



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 ICTSupport@stcyres.org 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>