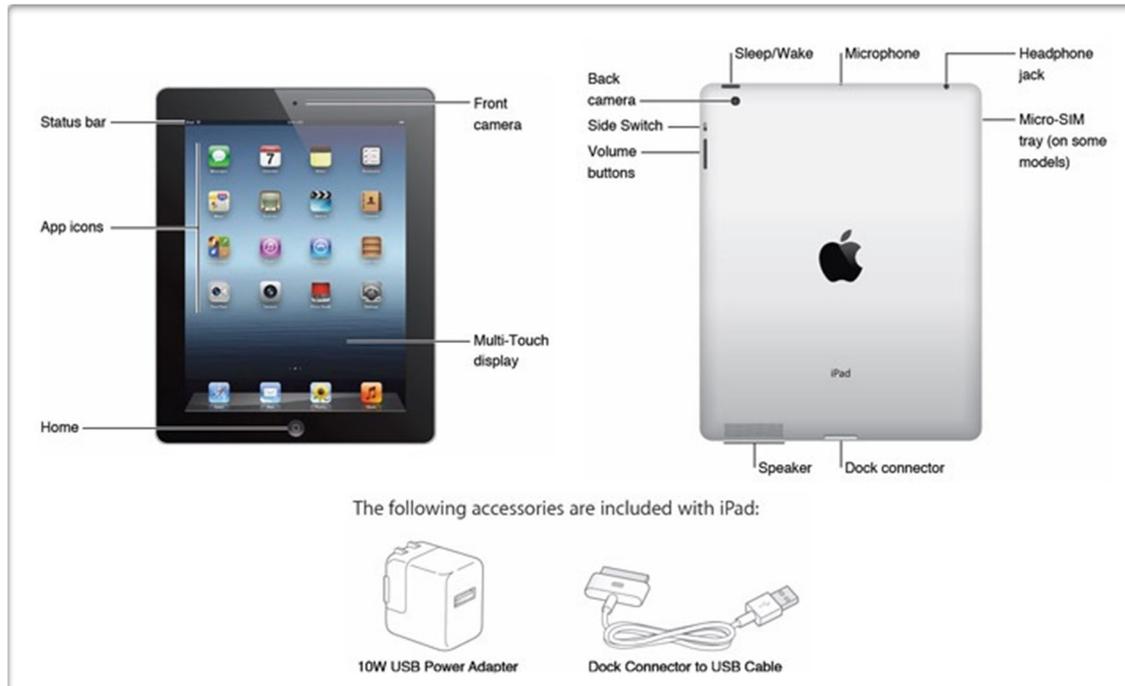


# iPad set up guide - Manor CE Academy



## Basic set up guide for your iPad

### 1:1 Technology at Manor CE Academy

Please ensure that you have made yourself aware of your rights and the guidelines for using your iPad that are outlined in the Acceptable Usage Agreement. Please also ensure that the student and parents signatures are complete to acknowledge the AUA before using your iPad in school.

This is a basic guide to help you set up your iPad before using it in school. If you need any further information or support, please do not hesitate to ask at the ICT office.

## Step-by-step guide:

1. Press and hold the POWER button (or HOME button) for a few seconds to turn on the iPad - you will see the Apple symbol in the middle of the screen.
  2. Slide the arrow to the right to setup
  3. Select your location (United Kingdom) and click 'next' (top right)
  4. Select Enable Location Service, and click 'next' (top right)
  5. Select the desired WiFi network. When at home select your own WiFi network and enter the WiFi password if you have one. Then click 'next' (top right)
  6. Click 'Set Up as New iPad'
  7. Select either 'sign in with an apple ID' or 'create an apple ID'  
There are video guides available online to help with this if you prefer:
    - Set up if you already have an apple id: <http://youtu.be/ND80Skz0J7w>
    - Set up if you don't already have an apple id: <http://youtu.be/HMdEv9zigfw>
- THERE ARE IMPORTANT THINGS TO CONSIDER AT THIS STAGE:**
- **Apple have a minimum age for holding an apple id. If you are less than 13 yrs old, the apple id will need a parent/guardian to set up the account on your behalf and in their name. You should use your school email but the rest of the details (name, d.o.b. etc) will need to be your parent/guardian.**
  - **If you already have an apple id, it is fine to use it. Select 'sign in with an apple ID' and skip to [step 16](#)**
  - **If you do not have an apple id, please select 'create an apple id' and continue with these steps**
8. Select your birthday
  9. Enter your name
  10. Make sure 'use your current email address' is selected and click 'next' (top right)
  11. Enter your school email address:  
[login name/number@manorceacademy.org](mailto:login name/number@manorceacademy.org)
  12. Enter your username and password. Your password will need:
    - 8 characters or more
    - at least 1 upper and 1 lowercase letter
    - 1 number
    - to be memorable (we cannot reset this password, only you can via Apple reset procedure)
  13. Create a security question, using the roller at the bottom for questions. Click in the 'answer' section to enter the desired answer. This will be used if you forget your apple id password.

14. Make sure your email updates are set as 'off' and click 'next'(top right)
15. Read the license agreement and click 'agree' if you agree.  
*(This will now create your apple id and a verification email will be sent to your school inbox. You need to open and click the link to verify your new account. This will be done on the morning of the 14th May during registration)*
16. Click 'Use iCloud' and click 'next'(top right)
17. Click 'Back up to iCloud' and click 'next'(top right)
18. Click 'Use find my iPad' and click 'next'(top right)
19. Click 'Use dictation' and click 'next'(top right)
20. Click 'Don't send' and click 'next'(top right)
21. If you wish to register with Apple, keep the slider ON and click 'next'(top right)

***Congratulations! The first section of the 'set up' is now complete and you can click 'start using iPad' and the 'Home screen' will appear.***

## **Mobile Device Management**

The Mobile Device Management (MDM) software secures, manages and supports 1:1 Technology and also enables Manor CE Academy to provide over-the-air distribution of apps.

It is a requirement that you install the MDM prior to returning to Manor CE Academy before the 6<sup>th</sup> January 2014. Not only will this allow us to send you recommended apps prior to your return, it will also set up your iPad so that it connect seamlessly to the Manor CE Academy wi-fi.

### **MDM Set up guide**

- 1/ Open up the Safari app and type in m.meraki.com and the Go
- 2/ Enter the following Network ID number 023-862-9582
- 3/ Press register
- 4/ In the profile that appears, press 'install', then 'install' again to confirm

## **Setting up Manor CE Academy email**

1/ On your iPad, click on the Settings app



2/ Scroll down menu on left hand side of screen and select Mail, Contacts, Calendars

3/ On the right hand of side of screen press Add Account

4/ Select Exchange



5/ Enter your Academy email address (e.g. [minoguek15@manorceacademy.org](mailto:minoguek15@manorceacademy.org))

6/ Enter your Academy network login password

7/ Click on next followed by save

Your school email will now be accessible via the mail app



### **SkyDrive Pro**

To work in conjunction with your Academy email, please download the SkyDrive Pro app.

SkyDrive is free online storage for your files that you can access from anywhere. When you save your files to SkyDrive, they're always with you. And with the SkyDrive desktop app you can sync your files to your devices automatically.

### **iPad Support**

If you have any issues with any aspect of your iPad, please email [ictsupport@manorceacademy.org](mailto:ictsupport@manorceacademy.org) or visit the ICT Support office.