

Basic Ipad Setup for CNHS Students



iPads have been handed out and students have started to download and install the first ebooks and apps on their devices.

The following document covers the setup of the iPad that allows us to manage it, pushing apps, eBooks and other resources to your student. We need your help to make sure your student has completed the setup and that the iPad is ready to go.

NOTE: It is important to keep your student's ID number private. Make sure to remove the sticker containing the student's name and ID number as soon as you no longer need it for iPad setup.

WE WANT TO CONFIRM THAT THE DEVICE:

1. Is set up to send and receive school emails:
 - Send a test email to your student from another device.
 - Have student check email and reply from the iPad.
 - If email fails, see ***Part I: School Email***
2. Is set up with an Apple ID
 - Settings > iTunes & App Stores > Apple ID (showing on the top)
 - If your student did not set up an Apple ID in school, see ***Part II. Apple ID***
3. Is enrolled in our MDM.
 - Look for the **Self Service** app on the screen.
 - If you can't find the app, see ***Part III: MDM (Mobile Device Manager) Enrollment.***

Part I. School Email

Every student in school has an email account that needs to be used for any school related communications with teachers and other members of the Cardinal Newman community.

Student email addresses follow this format:

firstname.lastname@newmanschool.net

To access your email online, visit **<http://mail.newmanschool.net>**

Your username is simply **firstname.lastname** (@cardinalnewman.com is already there)

Student email passwords are initially set following this format:

cnhs***** (***** is the student id number)

Check your email on the web to make sure you can log in, send and receive messages.

Now we will set the email app on your iPad to work with your school email, contacts and calendar:

- On your iPad, go to **Settings > Mail, Contacts, Calendars > Add Account...**
- Tap on **Microsoft Exchange** and fill in these settings:
 - Email: type your **CN email address**
 - Domain: leave **blank**
 - Username: type your **full email address**
 - Password: type your **password**
 - Description: Type something like **“My CN email”**
 - **Server: m.google.com**
- Tap **Next** and fill in these settings:
 - Mail: **ON**
 - Contacts: **ON**
 - Calendar: **ON**
- Tap **NEXT. ...That is it!**

To access your email on the iPad, tap the **Email** icon on the iPad screen.

Part II. Apple ID

The school will provide the students with eBooks and Apps needed for class. Student Apple IDs are needed in order to load Apps and eBooks on the student's iPad. **Every student needs to have a working Apple ID to be used in school, even for free or prepaid downloads.**

NOTE: Students can use their own existing, personal Apple ID, but they are strongly encouraged to create a new one, with no associated credit card (see instructions below).

Warning!: Please understand that using your existing, personal AppleID, could result in accidental purchases and charges to your credit card incurred by your student. The school will not be responsible for charges to your credit card.

How to set up an Apple ID with no credit card associated:

1. Sign out of any iTunes or App Store accounts that might be active:
 - Settings > iTunes & App Stores.
 - If an active Apple ID is present, it will show on the top of the right panel.
 - If an active Apple ID is not present, go to Step 2.
 - Tap on it, tap **Sign Out** on the menu.
2. On your iPad, open the App Store app.
3. Search for the free app **Student Clicker - Socrative**.
4. Tap on **FREE**, then tap on **INSTALL**.
5. On the menu, tap on **Create New Apple ID**
6. On the New Account menu, fill in these settings:
 - Store: **United States** ...Next
 - Scroll down and tap **Agree**. Then confirm **Agree**
 - **Apple ID**
 - Email :your school email adress
 - Password :your school email password
 - Verify :retype password
 - Security Info
 - Choose **security questions** and fill in answers.
 - Optional Rescue Email
 - Type your **mom or dad's email address**
 - Date of Birth
 - Fill in **Month, Day and Year**.

- **Do not subscribe** to any emails
- Billing Information
 - Credit Card Selection: NONE
- No iTunes Gift Cards or Gifts
- Billing Address
 - Title: **Select from the menu**
 - First Name: **your first name**
 - Last Name: **your last name**
 - Address: **512 Spencer Drive**
 - City: **West Palm Beach**
 - State: **Florida**
 - ZIP: **33409**
 - Phone: **(561) 683-6266**

...Next

...Next

At this point, you should see this message: **A verification email has been sent to ...**

You need to check your school email, open the message from Apple, click on **Verify Now** and log on to your Apple ID.

Your Apple ID should now be verified.

Part III. MDM (Mobile Device Manager) Enrollment.

MDM Enrollment is necessary for iPads to be managed and monitored. Once iPads are enrolled, the school can make apps and ebooks available to students through the **Self Service** app

On your iPad, look for the **Self Service** app. This is what the icon looks like:



If you do not have the **Self Service** app, follow these steps to enroll your iPad:

- In your iPad, open Safari

- Go to the following address: bit.do/eee
- Log in with this information:
 - Username: e
 - Password : e
- Follow the prompts to install the necessary software and certificates.
- Upon completion, the iPad will have two new icons:
 - Self Service app
 - Link to School website

When you open the Self Service app, you will see a list of apps and resources that are available to your students to download free of charge. This list will expand as we add more resources.

Click on the app icons to install or redeem you apps.

NOTE: Follow the directions given by your teachers to get other resources specific to your classes. Not all books and apps come from the Self Service app menu.

Part IV. A Few Words About Security.

Although there is no foolproof way to protect the iPad against theft or loss, there are some steps that we can take to deter others from taking our information or the iPad and that may help us locate it.

Turn on Find My iPad

- Log on to iCloud with your user ID.
- Go to **Settings > iCloud > Find my iPad: ON**
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Use a passcode...

- ... and keep it to yourself.
- Go to **Settings > General > Passcode Lock**
- Remember to turn **Passcode Lock OFF** if you turn it in for us to work on it.
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Make your iPad easily identifiable by anyone.

- Set a good picture of yourself as the **Lock Screen** picture.
 - Take a good picture and keep it in your **Camera Roll**. Make sure your face is not

centered in the picture as it will be hidden by the Pass Lock keypad.

- Go to **Settings > Brightness & Wallpaper**
- Tap on iPad pictures
- Select image from **Camera Roll**
- Tap on **Set Lock Screen**

Need Help?

This completes the basic setup of the iPad. We appreciate the time you put into making sure your student is ready for his classes.

If you ran into any difficulties and could not complete the setup, please send us an email at javier.escalera@cardinalnewman.com or dan.giammalvo@cardinalnewman.com with a detailed description of the problem. Email joan.gomez@cardinalnewman.com if you have questions about the ebooks. We will be happy to help.