SETUP GUIDE:

This setup guide was created for Albany Creek State High school to be used only for the purpose of assisting school staff and students in setting up and configuring this application or device.

Setting up an Apple ID

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Introduction

What's an Apple ID? An Apple ID is a virtual you for Apple. It is a User name that is used for everything you do with Apple:

Purchase a device from the Apple Online Store (Computer & devices)
Shop in the iTunes Store (App purchases, music, videos etc.)
Enable iCloud on all your devices
Make a reservation at an Apple Retail Store
Access the Apple Support website, and more

You require one while you're at the school simply to purchase all your Applications to be used on your iPad. These applications are yours and as such you get to keep them. Even, after you leave the school.

Note: You must be 13+ in order to legally have an Apple ID. You may need your parents to sign up for you.

Setting up an Apple ID from the iPad (New Set Up)

This guide refers to the setup on the Apple ID only and does not cover the setup of a new iPad from out of the box. For more information about setting up from out of the box you should read the '**Basic First Time Setup Guide'**.
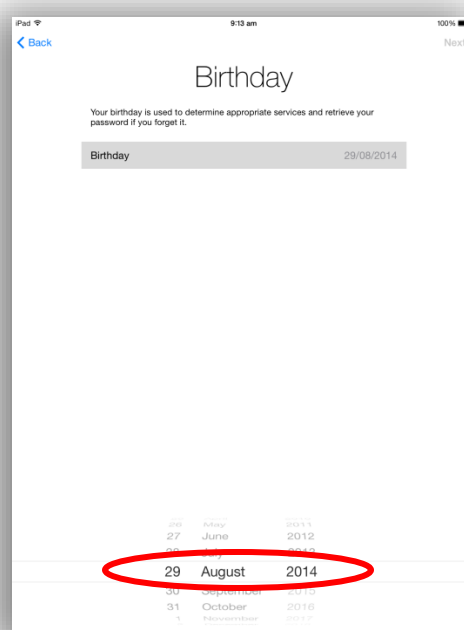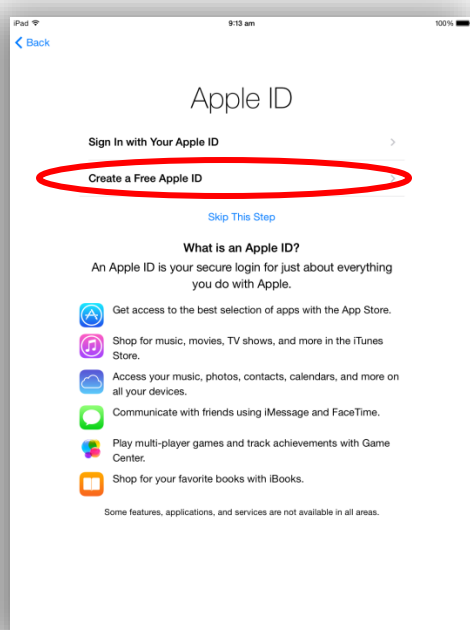

1. At the time of initial setup you will see the screen shown in the image above.
2. Click on the '**Create a Free Apple ID'**
3. The window will change to show the Birthday screen. Adjust the date of birth to be your birthday and click next shown in the top right.
    Please Note; you should use your real birthday or you may not remember what you put here if you ever need to recover your password.

4. The next screen will ask you for your '**First Name**' and '**Last Name**'. The previous warning applies, if you use a Fake Name and forget these details you will not be able to recover your account. Click '**Next**'.
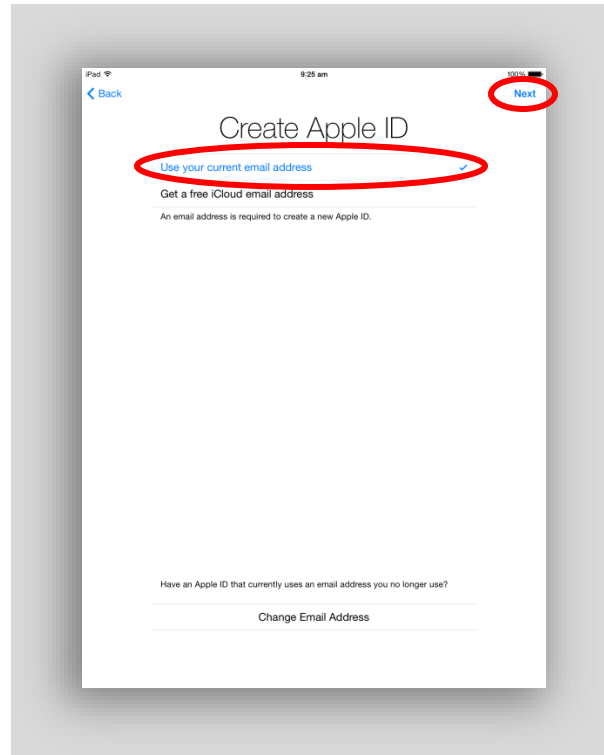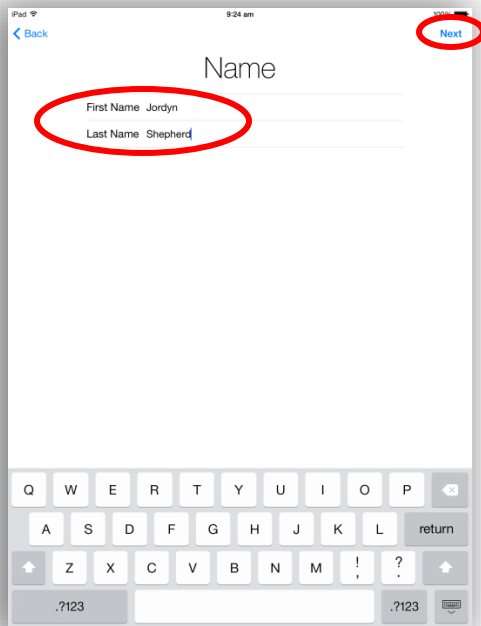

5. It will now ask if you wish to use your current email address or get a free iCloud email address. We advise you use your '**school email address**' here and not an iCloud address. The iCloud feature is currently not accessible within an EQ school.
6. Enter in your '**EQ email**' as shown below. Click '**Next**'.
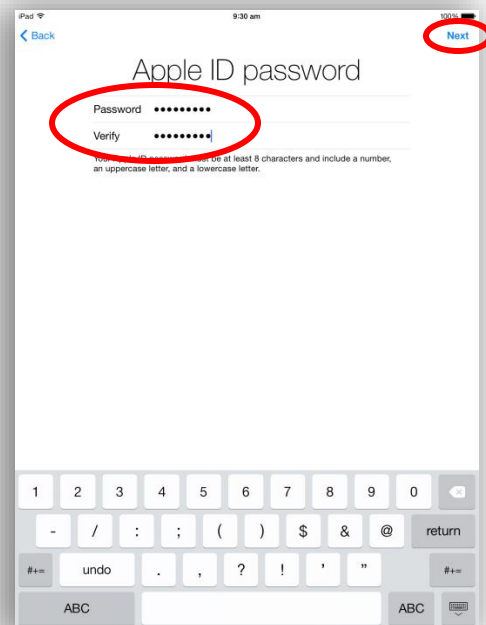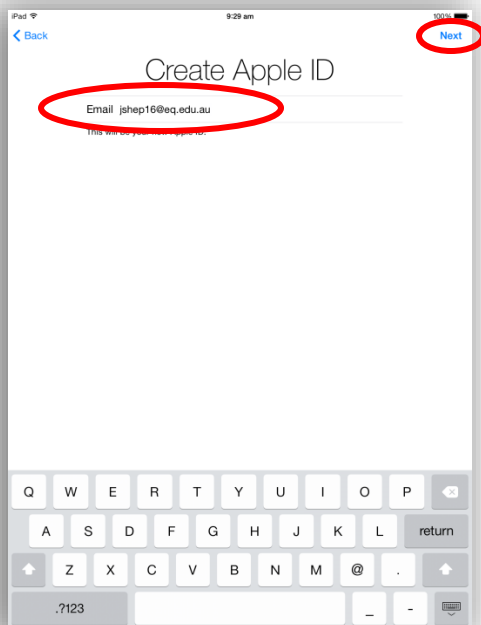
7. The next screen will ask you for an '**Apple ID Password**'. The minimum password requirements are very similar to EQ's Password Policy. 8x characters or longer, at least 1x Uppercase character, at least 1x Numerical character and 1x Special character is recommended. Example: Qw3Rty4KeyB! Click '**Next**'.

8. The next screen will ask you to setup '**Security Questions**'. Make sure they are things you will remember. Image shows below an example of this. Again don't forget the answers if you used fake information (which is **NOT** advised). Click '**Next**'.
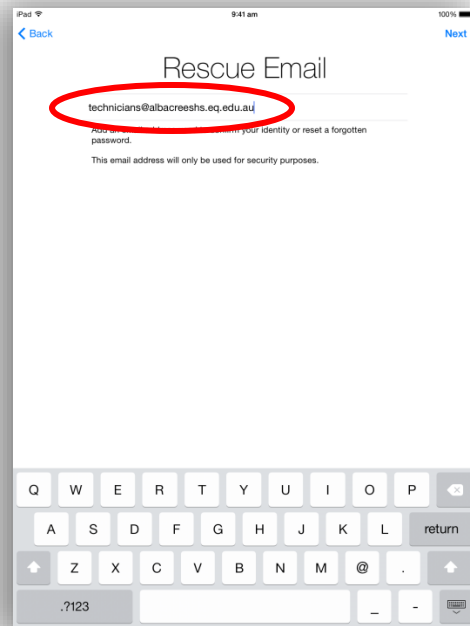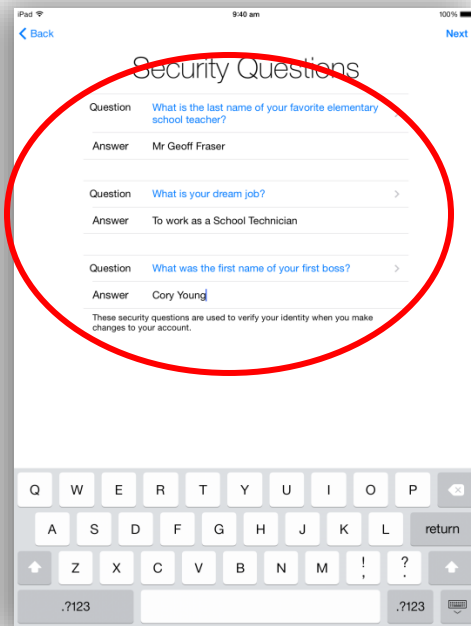
9. The next screen asks you for an email that can be used to recover your password if you were to misplace (Forget) your password. Click '**Next**'.

10. The next screen asks if you wish to receive Emailed updates from Apple about Apple related news, software updates and services. Your Choice here. Make a selection and Click '**Next**'.
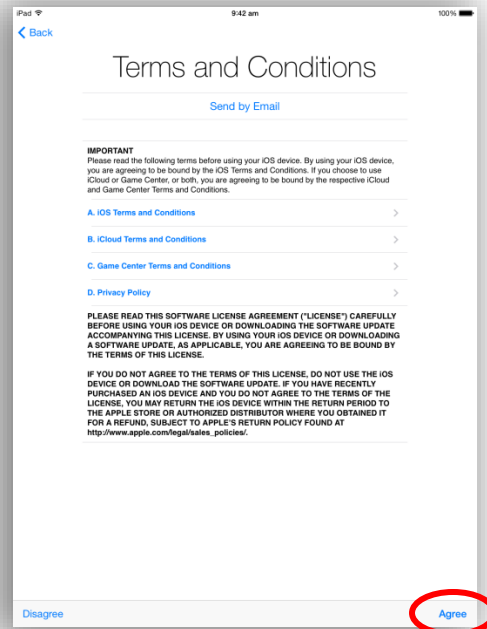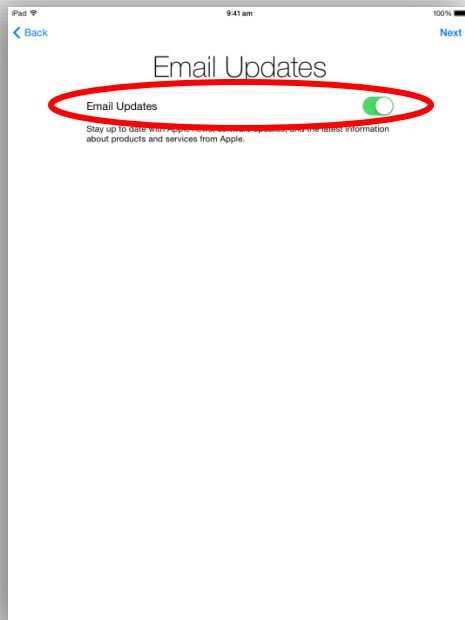

11. Finally you will be presented with the '**Apple Terms and Conditions**' screen. Read through the agreement and click on '**Agree**' at the bottom right of the screen if you agree. It will ask you a second time and then the setup is complete.

Setting up an Apple ID on an existing users iPad

This part of the guide assumes you have an iPad and have been using it.
Warning: Setting up an Apple ID this way will require you to provide credit card, gift card or gift certificate information. You will not be charged until you make a purchase, however this option may not be desired.
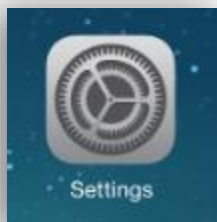
1. Click on the '**Settings Icon**' shown above.
2. On the left hand side you will see a large number of option tabs. Scroll down until you see the option '**iTunes & App Store**'. See image below, Left.
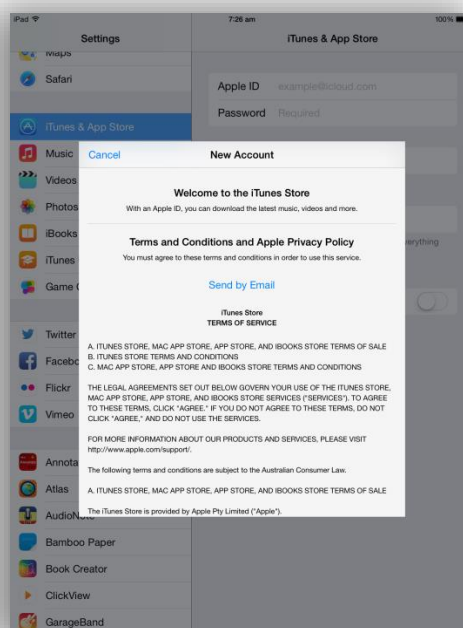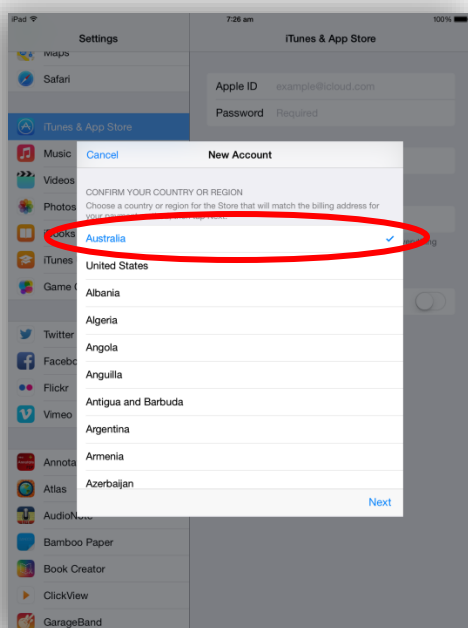

3. Select '**Australia**'. Click '**Next**'.
4. The next window you will see has a '**Terms and Conditions**' screen. Read the '**Terms and Conditions'** and scroll down to the bottom of the page to see the '**Next**' button. Click '**Next**'.
5. It will pop up with a dialog box asking if you '**Agree**'. If you agree click the '**I Agree**' Button.

Note: If you do not agree and click this option it will not allow you to proceed with signing up for an Apple ID. Please also be aware that Apple requires the end user to be 13+ in order to have an Apple ID legitimately.

6. After Agreeing you will be taken to a '**New Account**' Screen. Fill out the details as accurately as you can. Click '**Next**' at the bottom of the screen.

Note: If you use fake information you run the risk of not being able to recover your account if you lose your password. Whatever you put in these fields, make sure you remember!
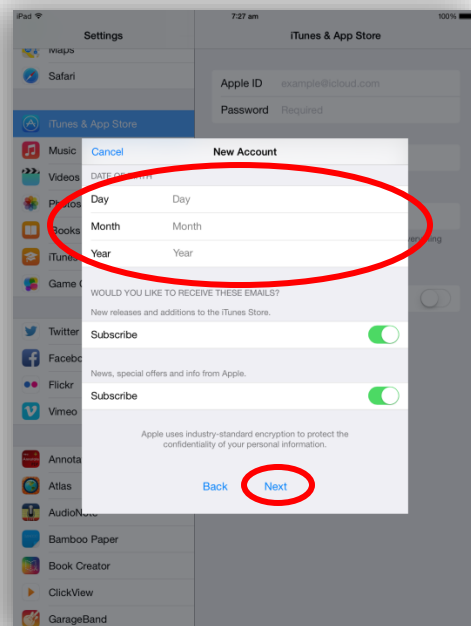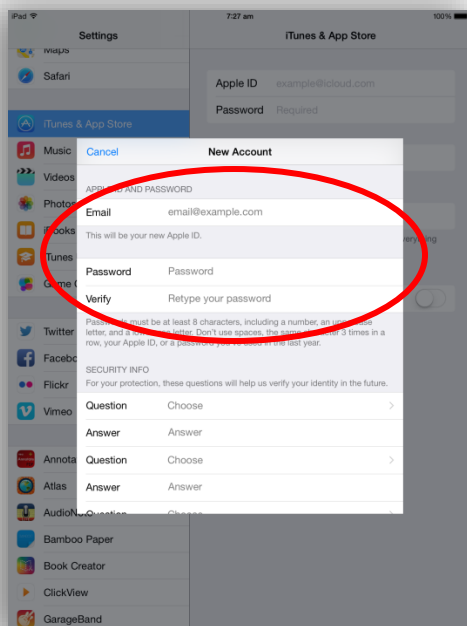
7. The last screen will ask you for billing information. Obviously the safer option would always be to have an '**iTunes Gift Card**' at this point. Click '**Next**'.

Warning: If you do choose to put in credit card information you understand that it is at the end users risk and the school will not be held responsible for a student's purchases.
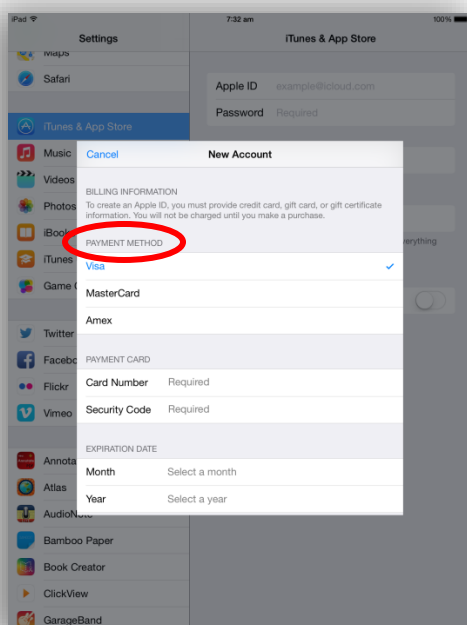
8. Congratulations you have set up an '**Apple ID**'

Setting up an Apple ID on Apple's Website

Setting up an '**Apple ID**' on Apple's Website is probably the best option for Parents, Staff & Students. The process is 3 steps and does **NOT** require billing information. The address below is the starting point for this section.

https://appleid.apple.com/

1. Click on the above link if you have this option on your device. If you have a printed copy you will need to type in the above address into the '**Address Bar**' of your favourite '**Web Browser**'.
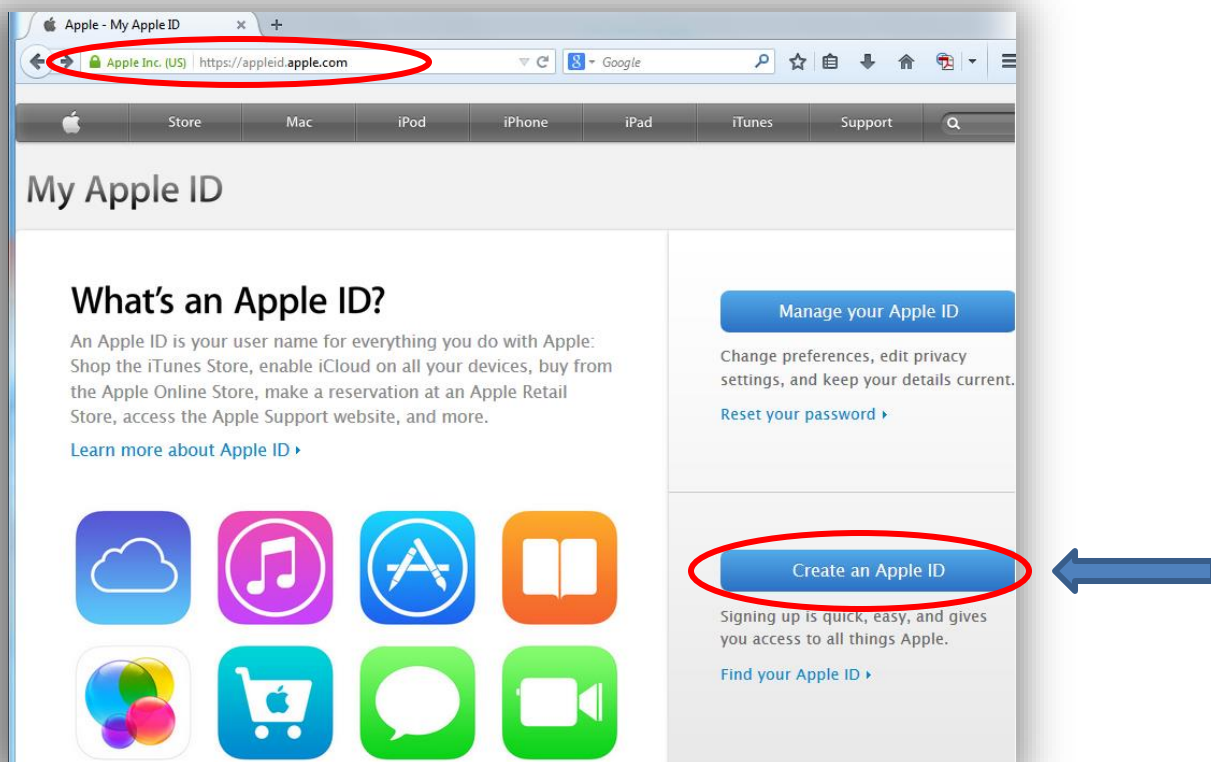   **Example:**
   Apple *Safari*
   Mozilla *FireFox*
   Google *Chrome*
   Microsoft *Internet Explorer*
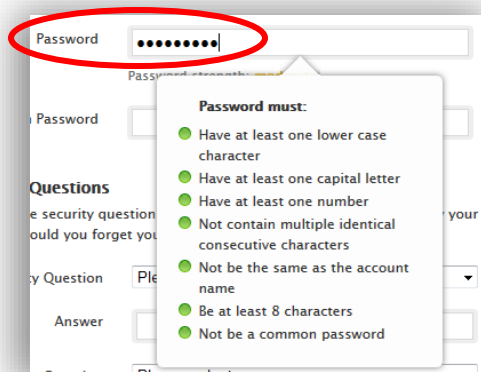
2. Click on the blue button '**Create an Apple ID**'.
3. You will be taken to a new page that is asking for specific '**User information**'. The first field is asking for you to put in your email address. Image Below.
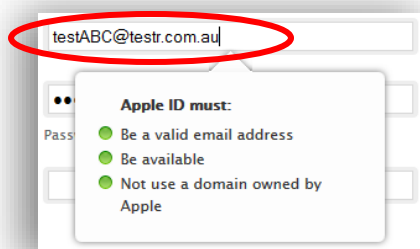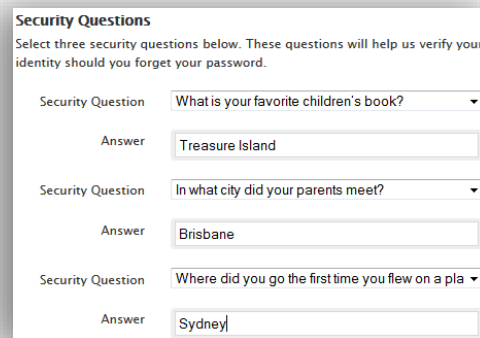
4. Next fields are requiring you to enter a '**valid password**' to use for this account. Please note the password requirements for this field in the image below.
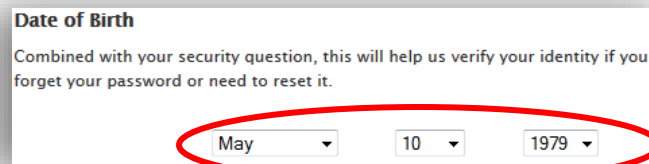
5. The next fields are the '**Security Questions**'. Select from the drop downs and pick questions that you _will remember_. These are the questions you will be asked if you forget your password. Shown in image above (right).
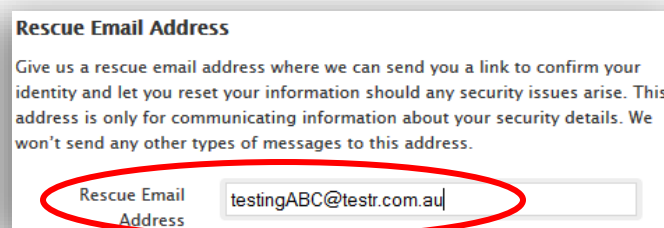
6. Put in your '**Date of Birth**'.

7. Enter in your '**Rescue Email**' if you have one.
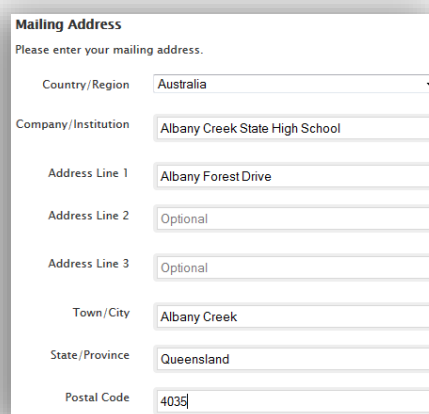
8. Enter your '**Mailing Address**' details.

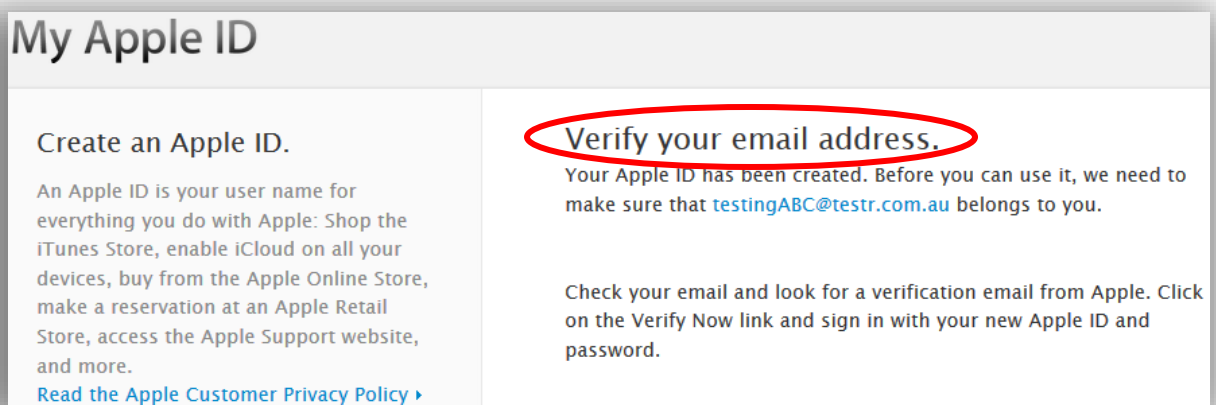9. Select your '**Preferred Language**' and click the *optional* 2 check boxes to get extra information from Apple. See Image below.
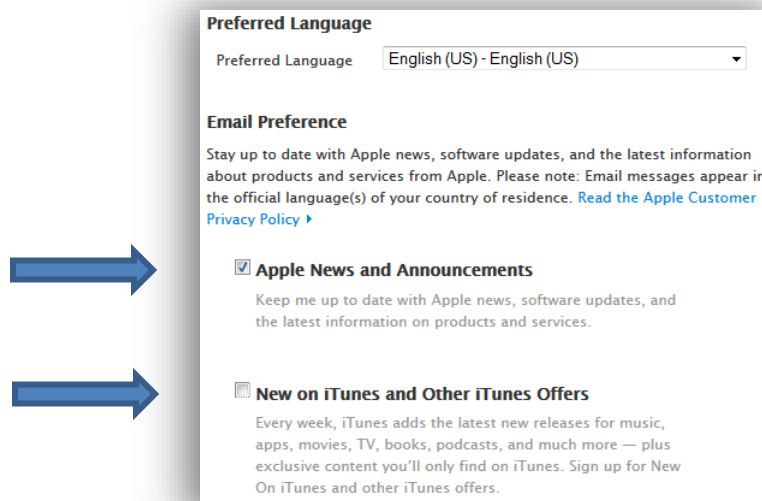
10. Type in the characters represented in the image to verify you are a '**Real User**'.
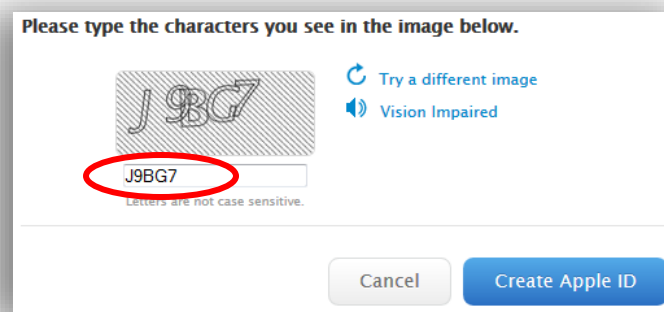
11. Click the '**Create Apple ID**'.

12. The final Page will advise you that you now have an '**Apple ID**' but that you will need to '**Verify**' the account by clicking a link sent to you at your nominated email address.
13. Congratulations you now have an '**Apple ID**'.

Summary

Apple ID's are provided by Apple. The school is in no way are responsible for the use or miss-use of the Apple ID's. Should you have an issue with your Apple ID you are able to contact Apple via email or phone to get the issue resolved.

If you believe there are any misleading steps or errors within this document please send an email to the technicians.