REGISTERING YOUR IPAD
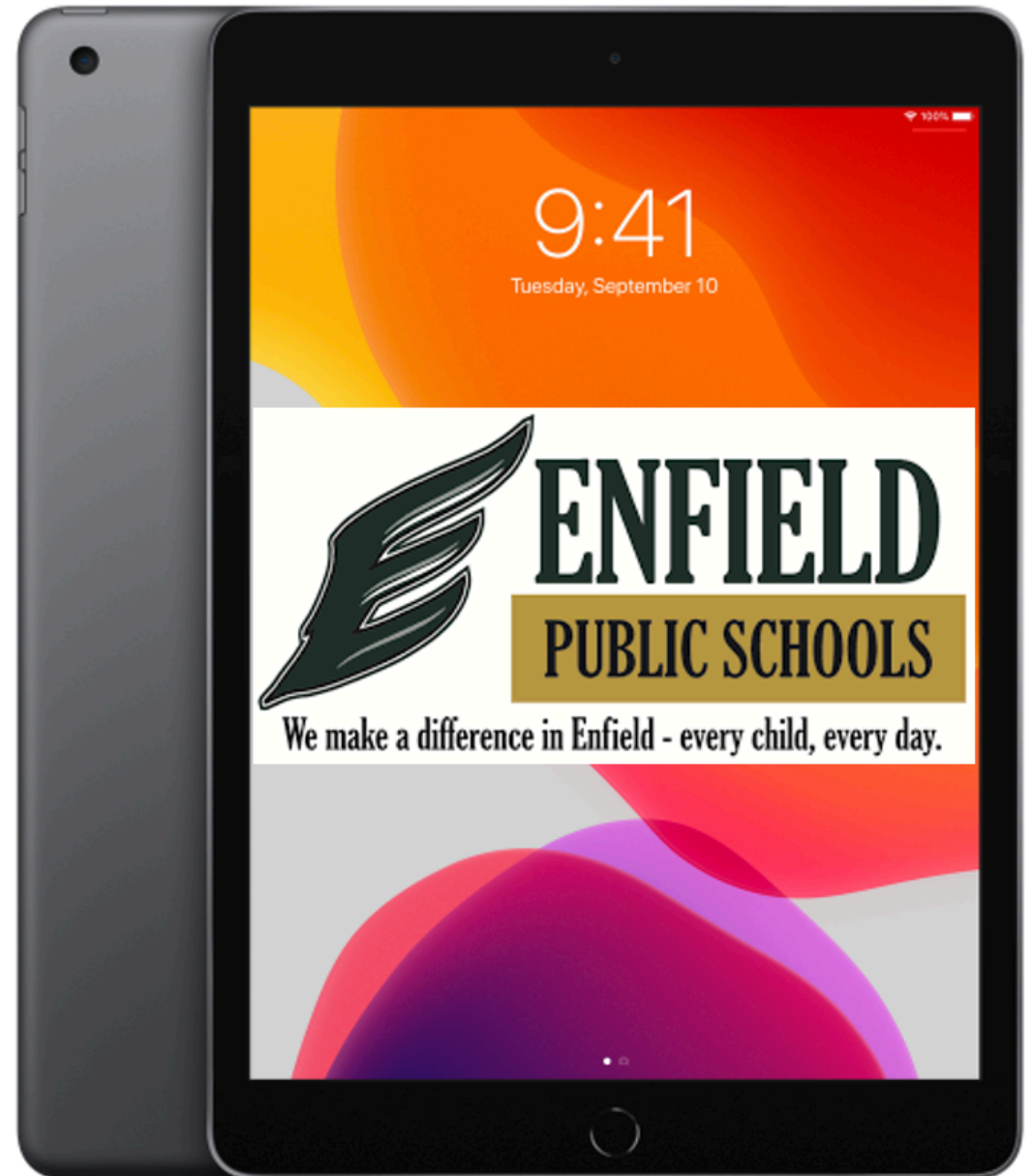
John F. Kennedy Middle School

Enfield Public Schools

Enfield, CT
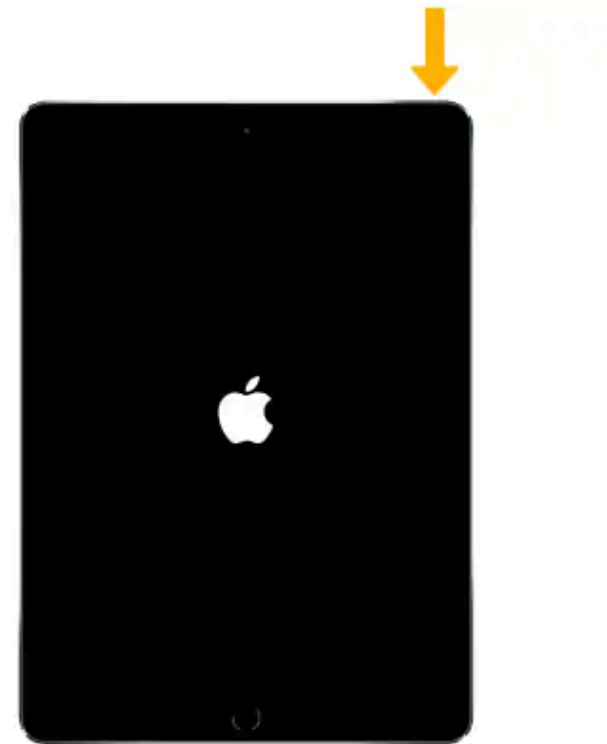
GETTING TO KNOW YOUR DEVICE

Headset jack
Face Tie HD Camera
Notification bar
Multi-Touch display
Speaker
Home button / Touch ID Sensor
Speaker

iSight Camera
Sleep/Wake button
On/Off
Rear microphone
Volume buttons
Nano-SIM tray
Lightning connector

POWER ON

Turn on device

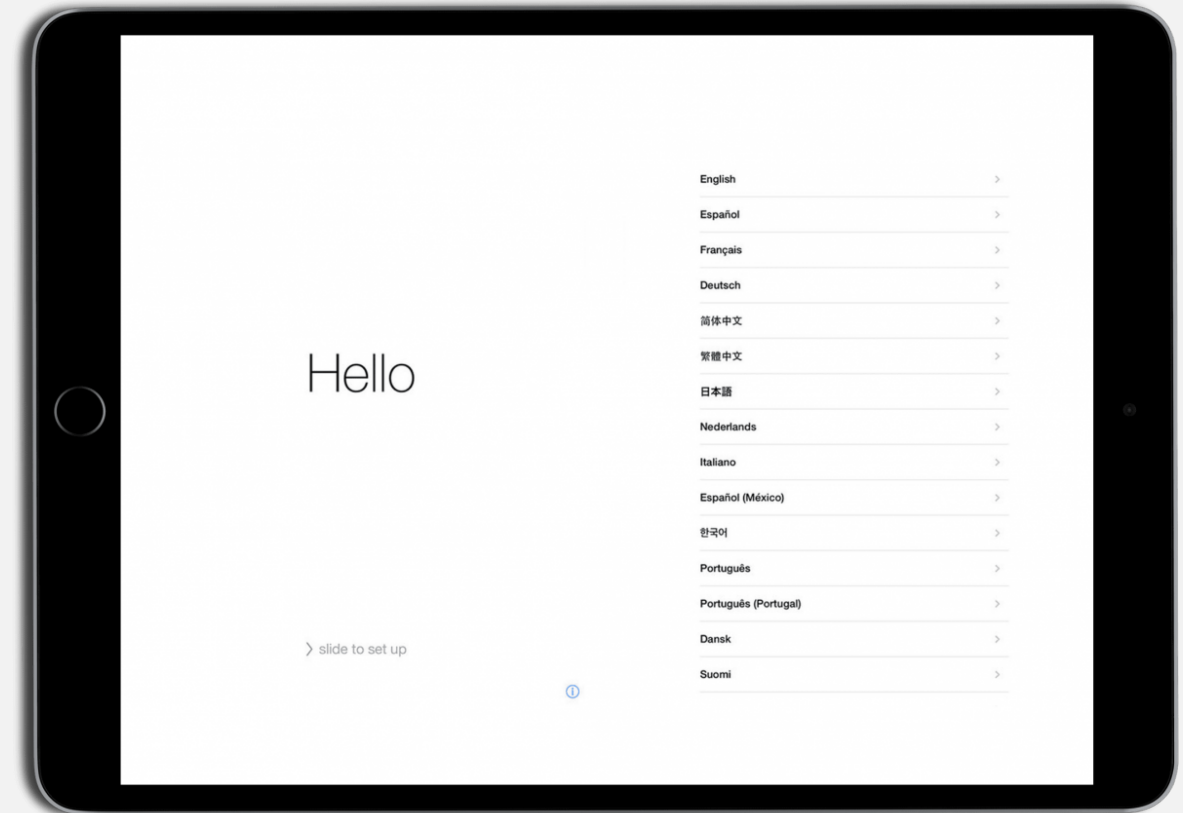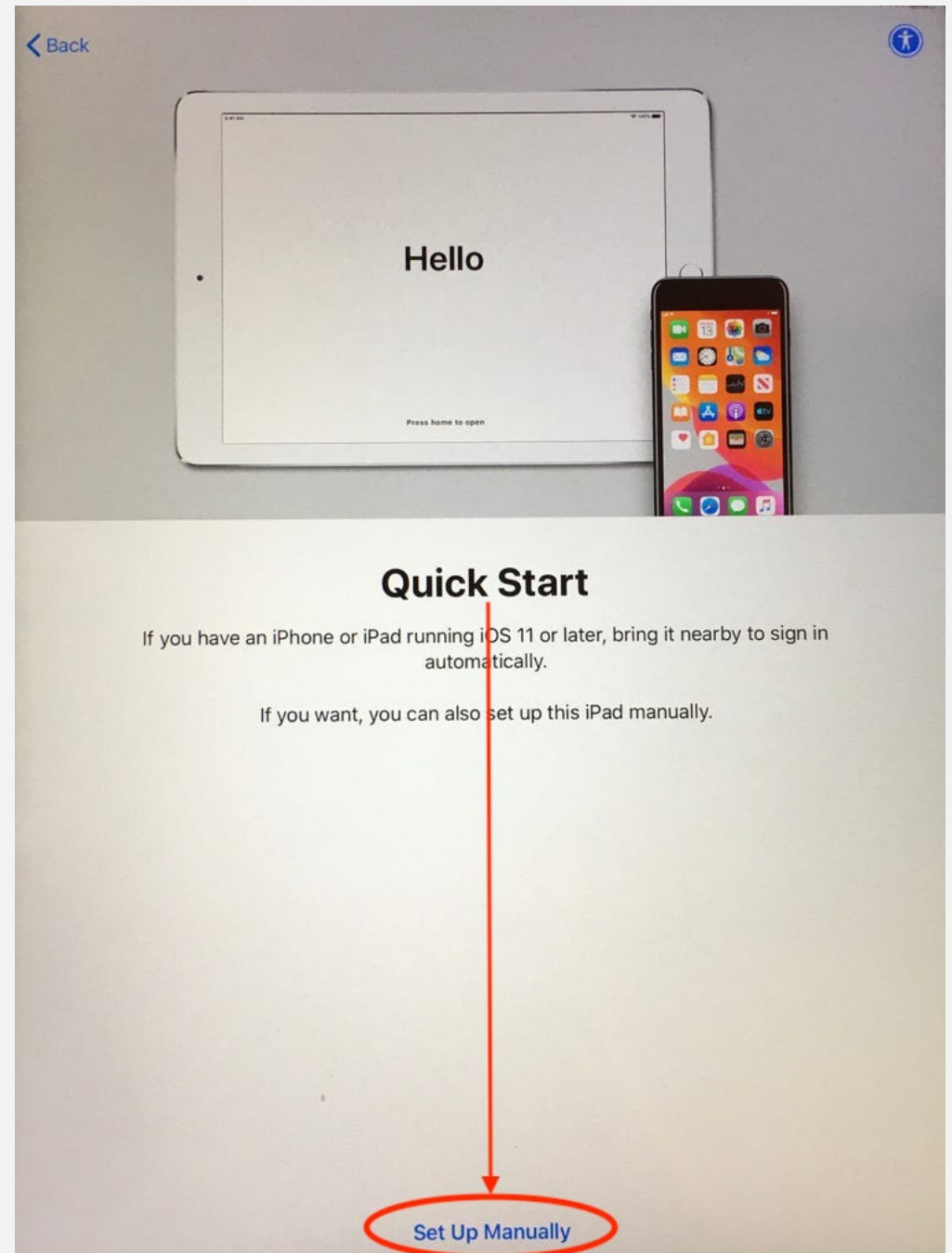Press and hold the **Sleep/Wake button** until the Apple logo displays.

SETTINGS

Apple utilizes a very intuitive setup process. Users will be prompted to fill in their user information. Please ensure you select the applicable settings:

Language: English

Country: United States

SET-UP MANUALLY

WI-FI NETWORK

At home, select your private Wi-Fi network

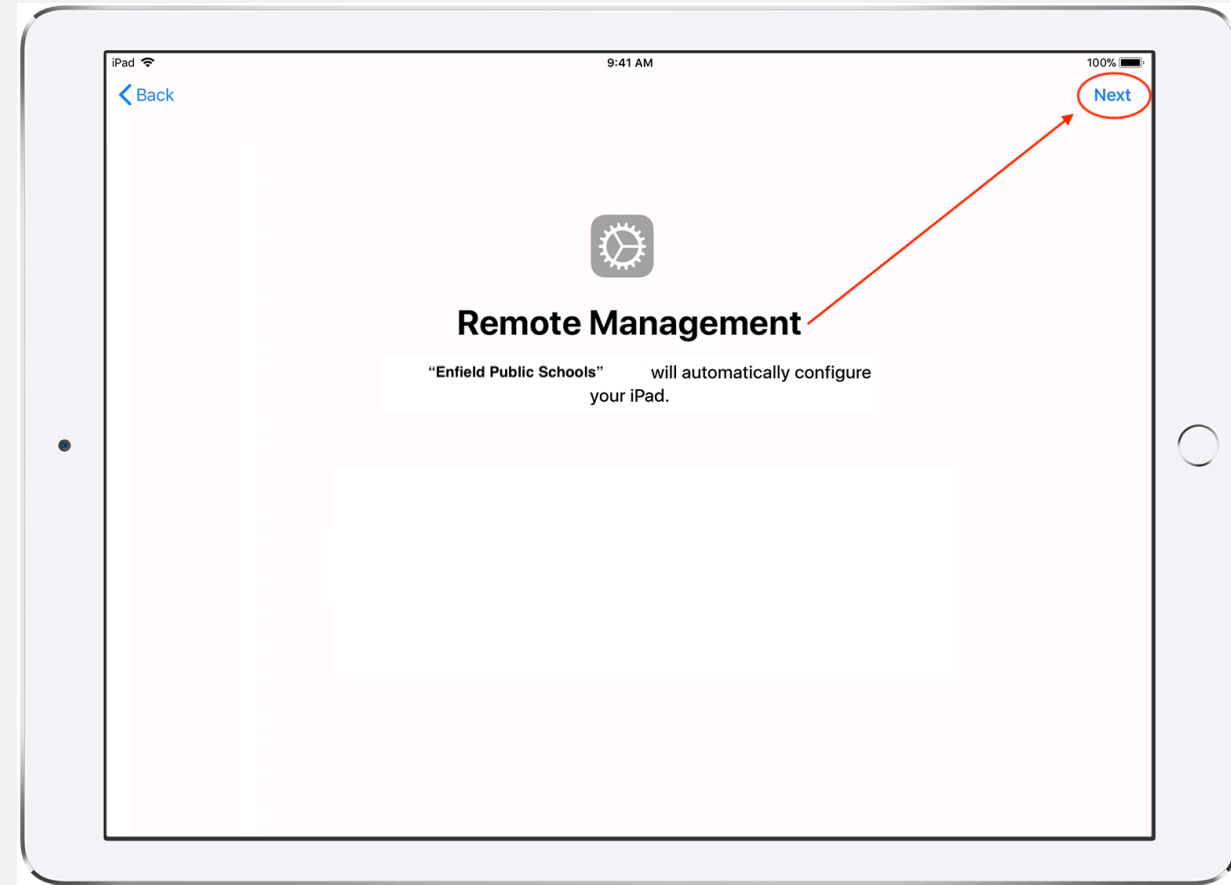At school, select the "APPLE" Network

Choose a Wi-Fi Network

guest
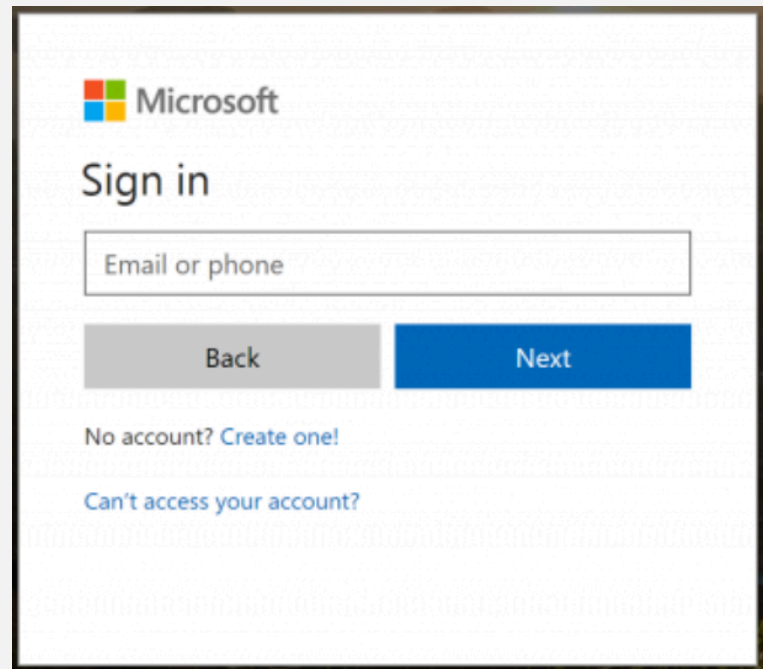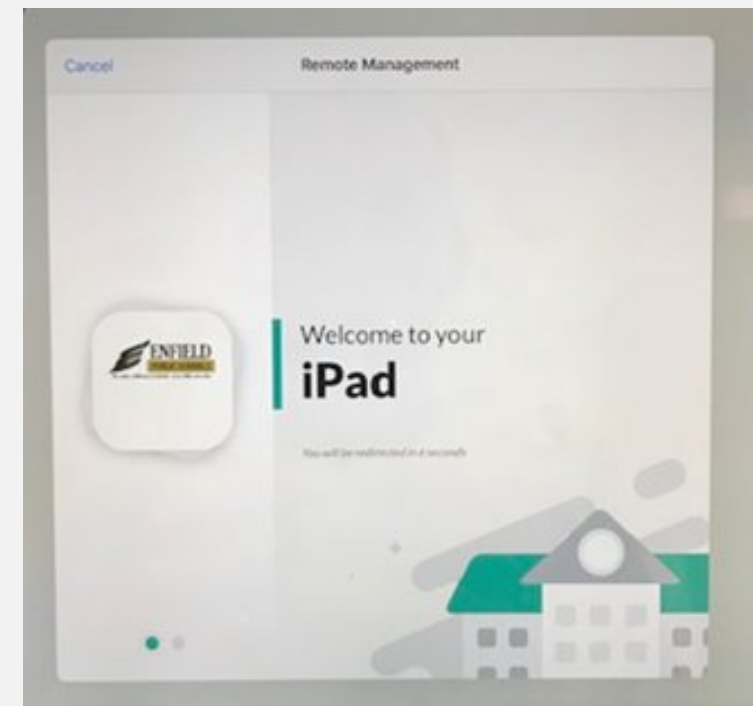
✓ johnwiley

Choose another network

REMOTE MANAGEMENT

Your iPad will communicate that it is "retrieving configuration." Once complete, your iPad will display the "remote management" screen. Please select "Next."

REMOTE MANAGEMENT

The iPad will display EPS's welcome screen and prompt the user to enter their school-issued Microsoft 365 account login information. Once your information is entered, click "Next."

REMOTE MANAGEMENT LOGIN

Username: your school-issued Office 365 email address

Password: your school-issued Office 365 password

CREATE YOUR IPAD PASSCODE

Select "passcode options" and create your 4 or 6 digit code. Once entered, click "Next" and you will be prompted to verify your passcode. After re-entering your code, click "Next" again.

Create a Passcode

A passcode protects your data and is used to unlock iPad.

– – – –

Passcode Options

APPLE ID

Enter your MS 365 school-issued email information as your apple id. The screen will display "APPLE ID for Enfield Public Schools." Please click "Continue."

Apple ID

Sign in with your Apple ID to use iCloud, iTunes, the App Store, and more.

Apple ID	Email

Don't have an Apple ID or forgot it?

Your Apple ID is the account you use to access all Apple services.

About Apple ID and Privacy
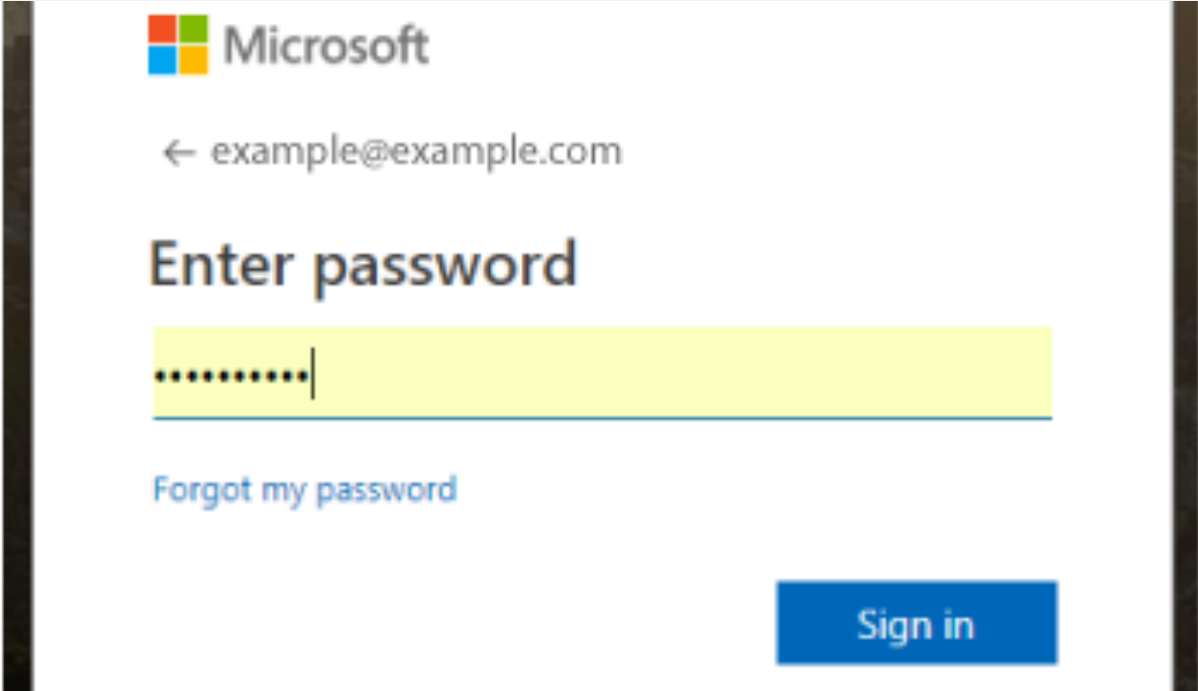
Use different Apple IDs for iCloud & iTunes?

Apple ID for Enfield Public Schools

Continue to https://login.microsoftonline.com to sign in to your Enfield Public Schools account.

Continue

LINK YOUR 365 ACCOUNT TO YOUR IPAD VIA YOUR APPLE ID

Enter your MS 365 password information and click "sign in."

LOCATION SERVICES

Select "Enable Location Services"

Location Services

Location Services allows Maps and other apps and services like Find My iPhone to gather and use data indicating your approximate location.

About Location Services...

Enable Location Services

GET STARTED

Click "Get Started."

*Note: If you are prompted with an "Edit
Home Screen" notification, click "dismiss."

Welcome to iPad

Get Started

Edit Home Screen

To rearrange icons, touch and hold any
icon until it starts to wiggle, then drag
icons to desired locations.
Drag an icon to the far right to create
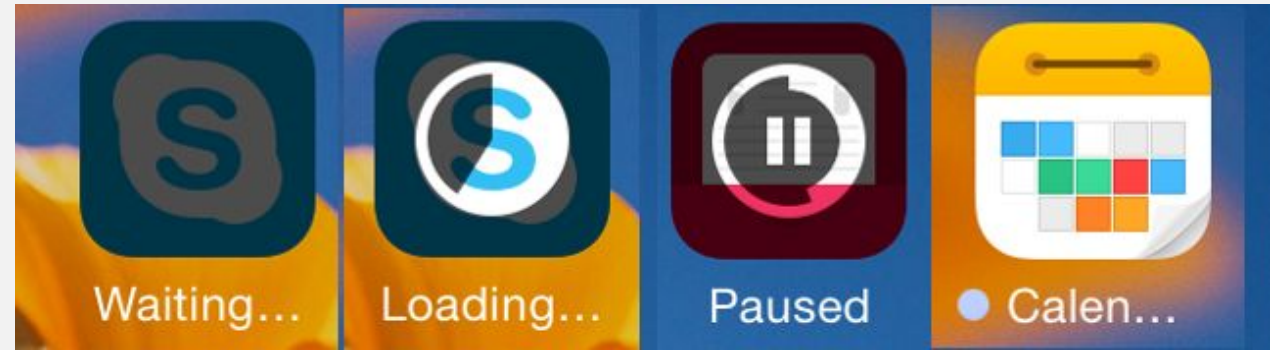additional Home screens.
Swipe up from the bottom edge
when done.

Dismiss

POPULATING

Apps will begin downloading to your device.
You do not need to wait for this process to
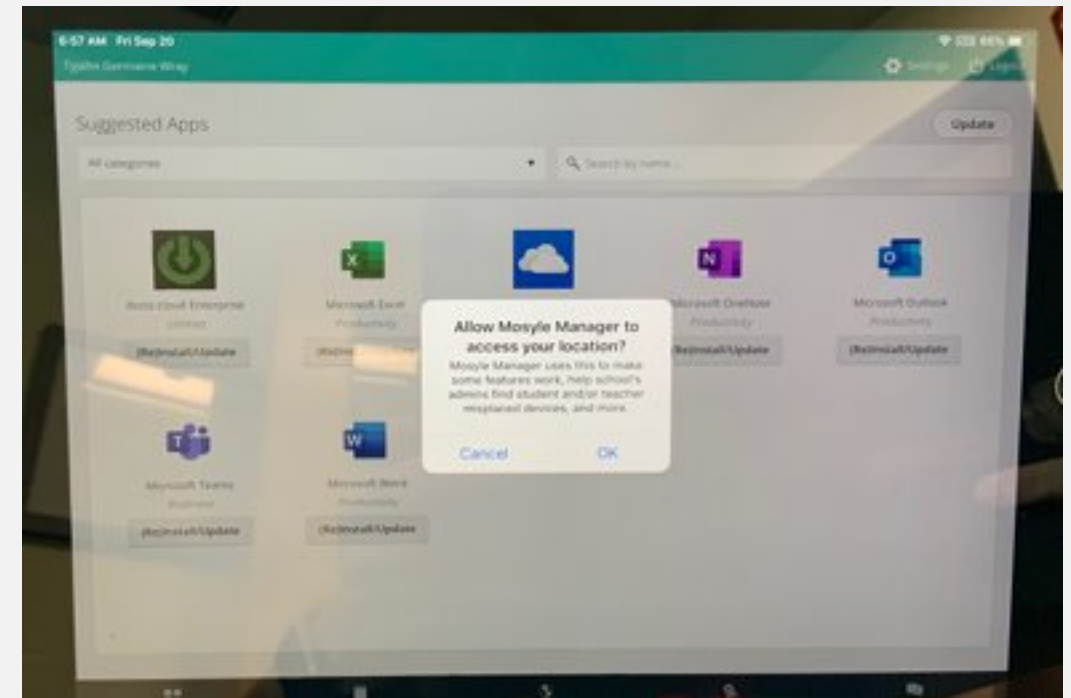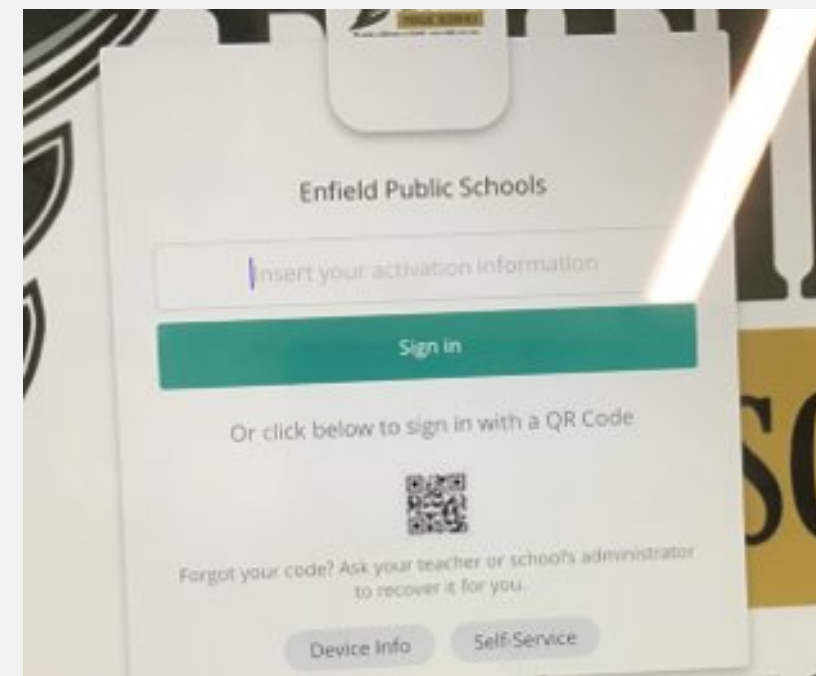complete before moving to the next step.

Select the Mosyle Manager Application.

MOSYLE MANAGER

The Mosyle App will prompt the user to submit their "activation information." Please input your school-issued MS 365 email address.

You will receive an alert from Mosyle Manager to access your location, select "Ok."

MS Outlook: Student email, calendar, etc.

[Outlook Help and Learning](#)

APP MANAGEMENT

Your APPs will be managed by Mosyle. If your school-related apps do not appear in this window, select "Update" located in the upper right corner.

It is imperative that you open and login to your Microsoft Applications with your school-issued credentials.

MS Teams: digital platform that supports the teaching and learning process. The utility of this platform is far-reaching. Teams is a versatile digital hub that effectively integrates people, content, and tools. We highly encourage students to explore the depth and scope of this powerful resource. Where live classes will be offered. "Join" learning sessions from the calendar.

[Teams Help and Learning](#)

MS OneDrive: web-based file storage and sharing.

[OneDrive Help and Learning](#)

KEEP YOUR IPAD UPDATED

To ensure all apps are working and platforms
are integrating correctly, please keep your
Apple operating software up-to-date.

SAFEGUARDS

- Take a picture of your iPad serial number and Asset tag number store them on another device.

- Keep the iPad away from extreme hot/cold temperatures.

- Keep liquids away from the iPad

- Do not place heavy objects on the iPad.

- Do not lend the iPad to anyone.

- Keep the iPad off of the ground/floor.

- Keep your iPad in its protective case.

- Do not share your passcode or passwords with anyone.

- Familiarize yourself with the EPS iPad related policies.

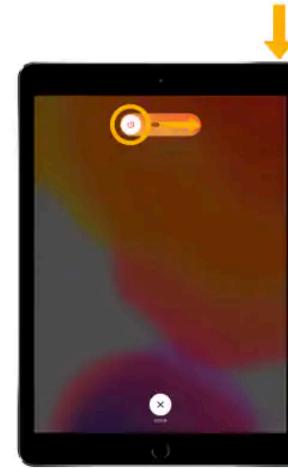- Apple handling information

- Proper cleaning of an iPad

RESOURCES

- [Apple Overview of iPad (7 gen)](#)
- [Apple OS Overview](#)
- [USA Today – clever iPad tips](#)
- [Microsoft iOS Apps](#)
- [Microsoft for iPad](#)
- [Enfield Public Schools iPad Support Page](#)
- [Enfield iPad Support (Setup)](#)
- [Enfield "Getting started with Teams"](#)
- [Scan a QR Code with an iPad camera](#)

POWERING OFF AND UNLOCKING

Turn off device

Press and hold the **Sleep/Wake button** until the slider appears. Drag the **slider** to turn your iPad completely off.

Unlock device

Press the **Sleep/Wake** or **Home button**, then press the **Home button** again to unlock your device.

*Note: iPad locks automatically if your device is idle for 2 minutes. To adjust the screen lock time, select the ⚙ > **Settings app** > **Display & Brightness** > **Auto-Lock** > desired **lock time**.*