A guide to **Creating an Apple ID**
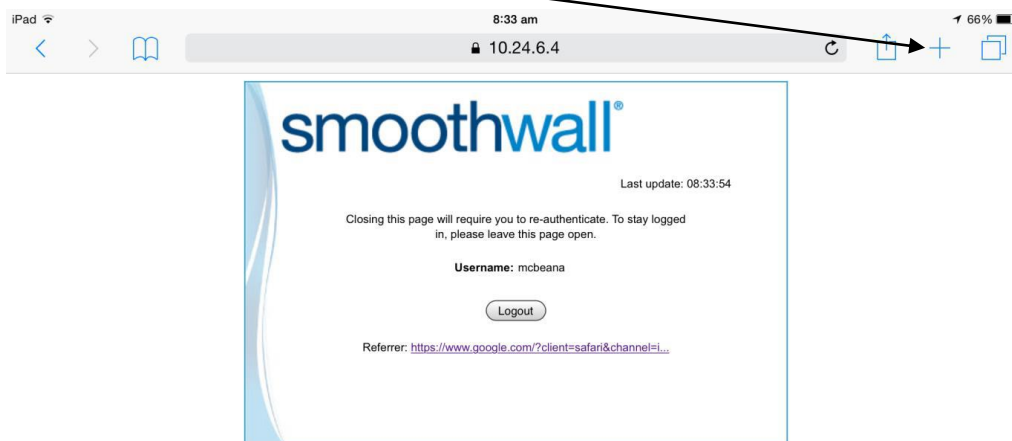
Using the internet on an iPad

We need to be on the internet in order to create an Apple ID. To use internet on the iPad e.g. to browse the web, create an Apple ID, download apps or use apps that need internet, please follow these steps first:

1. From the Home screen, tap on the **Safari** app

2. Try to load a website e.g. www.google.com by typing the website URL in the address bar and tap the return button on the keyboard.

3. This following Smoothwall webpage should be displayed for you to enter your school username and password.

4. Once you have logged in you can use the internet. If you want to browse the web, keep this page open and tap the + icon.

5. For security reasons, your internet access will timeout after 30 minutes. If you still need to use the internet after 30 minutes, you need to log in again by opening the Safari app and repeating steps 2 and 3.
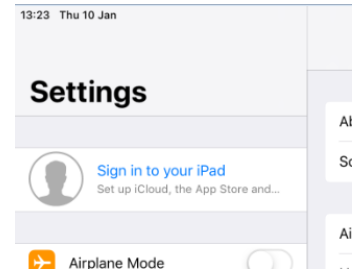
A guide to **Creating an Apple ID**

Your Apple ID is the account you use to access Apple services like the App Store, iTunes Store and Book Store. To comply with Apple's Terms and Conditions, you must create an Apple ID per iPad.

Creating an Apple ID

1. Log in via Smoothwall (steps on page 1)

2. From your iPad, tap **Settings**

3. Tap **Sign in to your iPad** at top left hand side

4. Tap **Don't have an Apple ID or forgot it** then **Create Apple ID**.

5. Follow the onscreen instructions to create the Apple ID. Info required is:
   a. **Date of birth**
   b. **First name** – for example "Cabrach"
   c. **Last name** –for example "Primary School"
   d. **Email Address** – each Apple ID must have its own email address. It is not good practice to use a teacher's email address as they may leave. Tap **Get a free iCloud email address**.
      i. Enter what you would like the email address to be and tap **Continue**. These accounts could be schoolname1@icloud.com, schoolname2@icloud.com and so on.
   e. **Password** – the password for the Apple ID which will be required when downloading apps.
   f. **Phone number** – this is used to verify your identity. You can enter a mobile or landline number here. You may want to use the school phone number. Enter number and tap **Next**.

6. Enter the verification code on the iPad which you will receive to the specified number by the method you selected.

7. Read the Terms and Conditions and if you are satisfied tap **Agree**.

8. After a short while, you are asked to enter the iPad passcode (2580 by default unless changed).

9. After a short while you should be signed in to the iPad with the Apple ID.   The name will appear at the top left hand side where previously it said "Sign in to your iPad".

Please see next page to complete your Apple ID so that you are ready to download apps.

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Complete your Apple ID

You are almost ready to download apps!

1. Go to the **App Store**.

2. Find any free app and tap **Get**.

3. If asked, tap **Use Existing Apple ID**.

4. Enter your Apple ID email and password and tap **OK**.

5. You will see a message that says "This Apple ID has not yet been used in the iTunes Store.". Tap **Review**.

6. Read Terms and Conditions and if you are satisfied tap **Agree** then tap **Next**.

7. Complete Payment Method information. You will be asked about your Payment Method even if you have selected a free app. This is so that you can complete your Apple ID for future use.

   You can leave payment Info at "None" if you will not be purchasing apps, or you can select another method e.g. if have a school credit card.

8. Complete the Billing Address details under the payment method, tap **Next** and tap **Continue**. Even if you don't enter payment details you must still complete the Billing Address information underneath.

9. Now find an app you want to download and tap **Get.**

10. Tap **Install** and enter your Apple ID password. Once downloaded, tap your home button and find it on the home screen of your iPad.

11. After a short while you may see a message asking if you require a password for additional app downloads on this device. "Always Require" is the most secure option. You can change this in **Settings** at any time.

Purchasing Apps – important information

- If you already have an Apple ID(s) that you have made purchases on then you can continue to use these but as per Apple Terms and Conditions, you must not share the same Apple ID on multiple iPads in school.
- Apps must be purchased for each iPad they are installed on. You cannot pay for an app once and use it on more than one iPad.
- Purchased apps may be lost in the future if we move to a more managed approach in Moray.