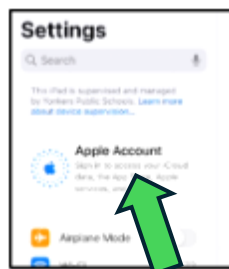


# Setting up a new iPad as a Student or Teacher

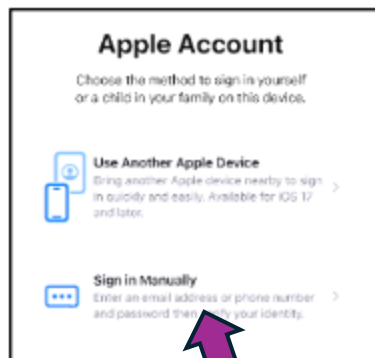
## Logging into iCloud



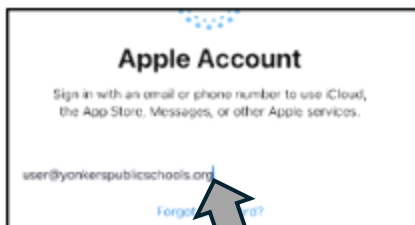
**1)** Click on System Settings (red arrow)



**2)** Click on Apple Account in top left corner (green arrow)



**3)** Click sign in Manually (Purple Arrow)



**4)** Sign in with your District Credentials and click Continue (you will be redirected to Microsoft to sign in after entering your full sign-on info) (Gray Arrow)



**5)** Sign into Microsoft using your District Credentials (Black Arrow)

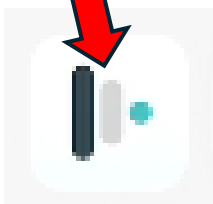
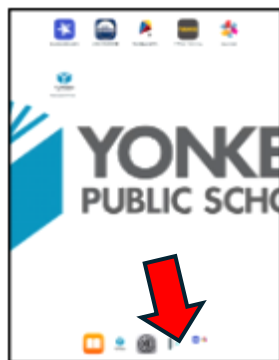


**6)** Click Yes (Orange Arrow)

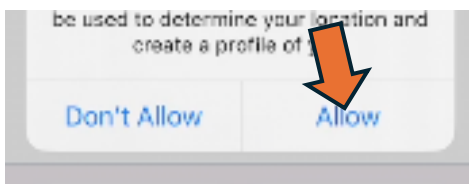
**7)** Exit out of settings by swiping up from the bottom of the screen

# Setting up a new iPad as a Student or Teacher

## Logging into Mosyle



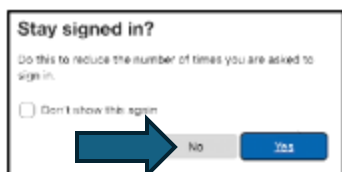
**8)** Click on the Mosyle App (red arrow)



**9)** Click Allow/OK/Allow While Using App on all popups (orange arrow)



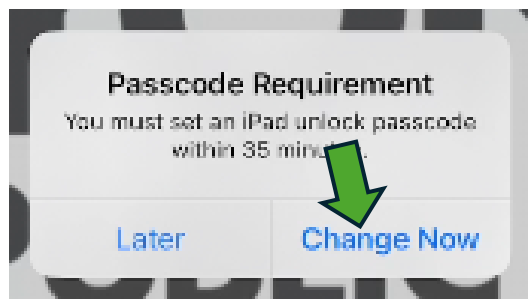
**10)** Sign into Microsoft with your District Credentials



**11)** Click Yes (Blue Arrow)

**12)** Exit out of settings by swiping up from the bottom of the screen and choose "Select Always Allow when prompted"

## Adding Passcode



**13)** When Prompted select "Change Now"

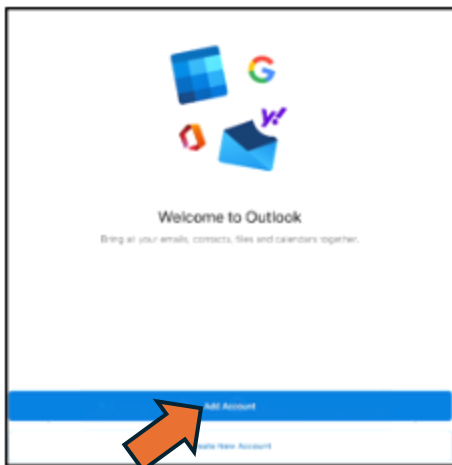
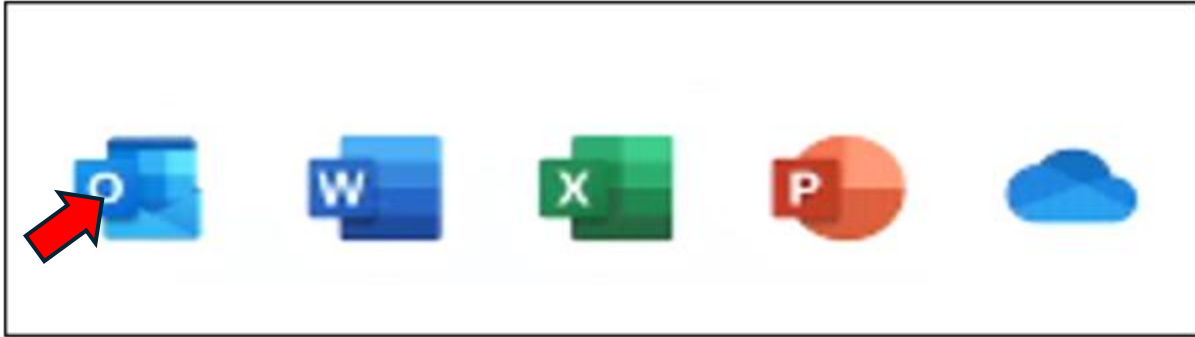


**14)** Enter new Device Passcode and click Continue, then Re-Enter your new passcode for verification and click "Set Passcode"

(This is individual to each device and must be a minimum of 8 characters long)

# Setting up a new iPad as a Student or Teacher

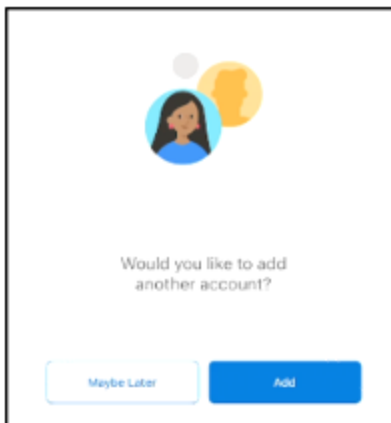
## Logging into Microsoft Apps



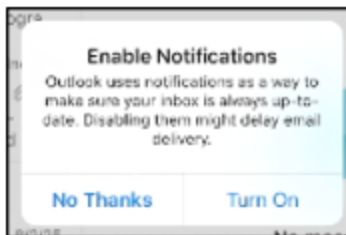
**15)** Open Outlook and select "Add Account"  
(Orange Arrow)



**16)** Enter your District Credentials when prompted



**17)** When prompted click "Maybe Later"



**18)** Click "Turn on" to enable notifications

**19)** Click "Allow" to enable notifications

**20)** Exit out of Outlook by swiping up from the bottom of the screen

**21)** Open up all Microsoft Apps one at a time (Word, Excel, Powerpoint, and One Drive) and click Allow/Ok when Prompted