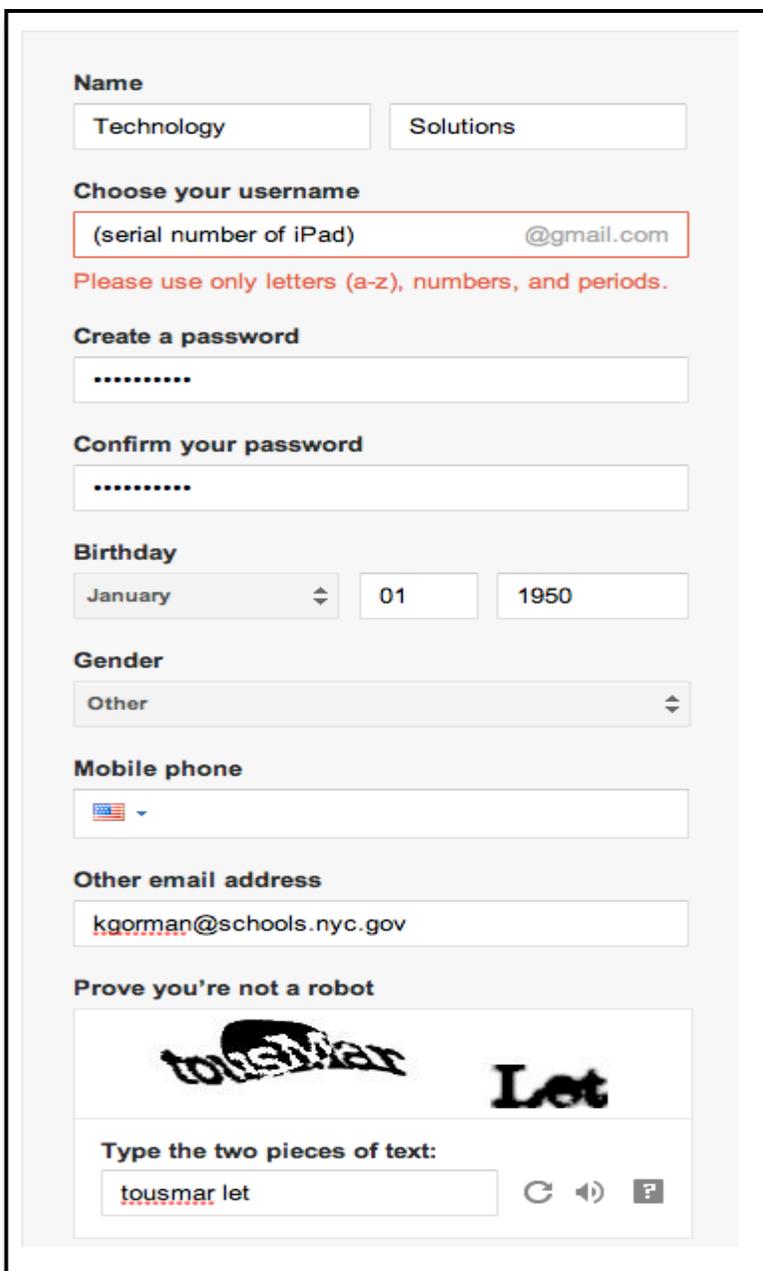


Setting up a New iPad (iOS 4 or lower)

I. Create a GMAIL Account:

Refer to the screenshot below when setting up a Gmail Account for a device. Password will still be "District75" (without the quotations).



The screenshot shows the Gmail account creation interface. It includes the following fields and options:

- Name:** Two text boxes containing "Technology" and "Solutions".
- Choose your username:** A text box containing "(serial number of iPad)" and "@gmail.com". Below it, a red note says "Please use only letters (a-z), numbers, and periods."
- Create a password:** A text box with a masked password ".....".
- Confirm your password:** A text box with a masked password ".....".
- Birthday:** A dropdown menu set to "January", a text box with "01", and a text box with "1950".
- Gender:** A dropdown menu set to "Other".
- Mobile phone:** A dropdown menu showing the United States flag.
- Other email address:** A text box containing "kgorman@schools.nyc.gov".
- Prove you're not a robot:** A CAPTCHA image showing the words "tousmar" and "Let". Below the image is a text box containing "tousmar let" and a refresh button.

II. Create an APPLE Account:

1. If you have an Apple (Mac) computer, open iTunes, click on the “iTunes” button on the top left of the screen, and click on “Check for updates...” from the dropdown list. Install any updates.
2. If you have a Windows computer, download iTunes from the link below (you have to scroll down the screen of the Apple webpage to find the link for the Windows download): <http://www.apple.com/itunes/download/>
3. When iTunes had been updated/downloaded, open it, look at the left column under “Store,” and select “iTunes Store.”
4. Make sure iTunes is not signed in onto an account already. To do this, look at the top right corner of the iTunes page. If you see an account name, iTunes is signed in. Click on the dropdown button beside the account name and sign out. However, you see the words “Sign In” on the top right corner of the iTunes page, then it is not signed in. You may then proceed.
5. On the top bar of the iTunes page, click on the “App Store” button. On the right column, look for ANY FREE app, and click on its “FREE” purchase button.
6. On the popup window that appears, click “Create Apple ID.”
7. Click “Continue.” The “Terms and Conditions” page will appear. Check the small box at the bottom and click the “Agree” button.
8. On the “Provide Apple ID” page, enter the GMAIL Account details that you have just created (“iPadSerialNumber”@gmail.com). Password will still be “District75” (without the quotations). Select the 3 security questions pertaining to “teachers” and the answers will be **NYCDOE1**, **NYCDOE2**, and **NYCDOE3** with no spaces. Rescue Email should be **kgorman@schools.nyc.gov**, and Date of Birth should be **January 1, 1950**. Un-check the 2 small boxes emails about news releases. (see below)

Provide Apple ID Details Secure Connection

Email
iPadSERIALNO.@gmail.com

Password
.....

Verify Password
.....

Security Questions
For your protection, these will help us verify your identity in the future.

Who was your first teach : NYCDOE1

Who was your favorite te : NYCDOE2

Who was your least favo : NYCDOE3

Rescue Email Address
This will only be used to send instructions for resetting your security info if any security issues ever arise.
kgorman@schools.nyc.gov

Enter your date of birth.
January 1 1950

Would you like to receive the following via email?

New releases and additions to the iTunes Store.

News, special offers, and information about related products and services from Apple.

9. On the Payment Method page, click NONE as credit card Payment Type. Leave the Redeem Code box BLANK at this time. Fill in the Billing Address information as below:

Billing Address

Mr. ▾

Technology Solutions

400 1st Avenue

Room 111

New York NY ▾ 10010 United States

212 802-1530

10. Click "Create Apple ID."
11. Check your GMAIL Account for the Verification Email, and then complete the verification procedure.

III. Device Set Up:

1. Write down the SERIAL NUMBER of the iPad (you will be using this a lot whenever prompted to enter the Gmail account or Apple ID account).
2. Go back to iTunes, then go to the iTunes Store, and then click "Sign in" on the top right corner of the page. On the Apple ID box, enter the GMAIL Account name that you created. Enter the password: "District 75" (without the quotations).
3. On the TOP BAR, click on the "iTunes" tab.
4. On the dropdown menu that appears, click on "Preferences."
5. A new window will appear. Click on the "Devices" icon.
6. Look for the phrase "Prevent iPod, iPhones, and iPads from Syncing Automatically." CHECK THE BOX adjacent to it.
7. Connect the iPad to your computer to wake it up.
8. **You will be prompted to UPDATE your iOS software. YOU MUST COMPLETE THIS PROCESS.**
9. The Registration page will appear. You must complete this process, too.
10. The "Find my iPad" page will appear. You may skip this at this time, **but you must refer to** a separate sheet from Technology Solutions on "**Setting up Find My iPad**" which **you must complete after** you have downloaded the app on this iPad.
11. The "Software License Agreement" page will appear. Check the box to Agree, then click Continue.
12. The "Set Up" page will appear. Select "Set up as new device." Name the device with student's name (e.g. John Doe's iPod). Un-check all boxes about automatic syncing/adding, then click "Done."
13. Upon completion of the processes above, eject the device from your computer by clicking on the Eject Button beside the name of the device (on the left column of iTunes).

(ONE MORE page of instructions below. Please scroll down.)

IV. Connect to WiFi:

1. On the home screen, tap on the “Settings” icon.
 2. Tap on the WiFi bar.
 3. You should see a check mark beside the name of your school site’s WiFi connection.
 4. Tap on the circular blue “arrow” button just to the right of the name of your WiFi connection.
 5. The **IP Address Page** will appear. Scroll down the page into the **HTTP Proxy** section. Tap on the **“Manual”** tab.
 6. On the Server box, type **“proxy”** (without the quotations).
 7. On the Port box, type **“8002”** (without the quotations).
 8. You should now be able to connect to the internet and redeem codes or purchases on the Apps Store.
-

V. Using the iTunes CODES to purchase APPs:

1. Click on the App Store icon.
 2. On the bottom bar, click on Featured button.
 3. Scroll all the way down to the bottom until you find the “Redeem” button. Below/beside this button, you should also see the Apple ID that you have set up for the device. This indicates that you are signed in and ready to make a purchase.
 4. Click on the Redeem button.
 5. Enter the CODE of the App you want to purchase. Click Redeem. The App should now start downloading.
 6. If you are purchasing more Apps using CODES, simply enter the next CODE when prompted. Apps should download automatically as the appropriate code is entered.
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VI. Set up “Find My iPad”:

Refer to a separate sheet provided by Technology Solutions, or refer to the website below:

<http://schools.nyc.gov/documents/d75/technology/assistive/Quick/SLP/Setting%20up%20%20Find%20My%20i%20Pad%20.pdf>

End ☺