iPad: Initial Set-up Instructions

This document walks you through the initial set-up process. Please follow each step exactly as described to ensure that your iPad is configured correctly for student use. If you have any issues with the set-up process, please contact TechLine for assistance.

**Note:** Use the *Get to Know your iPad* document to confirm that your iPad is functioning correctly. If your iPad is not working correctly, please call 206-252-0100 or email: laptops@seattleschools.org

You will need the following for this process:
- SPS issued Apple iPad
- SPS Username and password

**Initial Set-up Instructions:**
After you turn your iPad on, tap through each of the following set-up screens

1. Press the iPad **Home button** on the *SPS Issued iPad*.

2. Tap the **Setup** app on the *Home* screen.
3. Tap the **Tap here to enroll your device** button on the **Setup** screen.

4. Enter your **SPS Username** (with @seattleschools.org) and tap **Next**.

5. Enter your **SPS Password** and tap **Sign In**.
6. The role assigned to your account should be automatically selected.

7. Press the iPad **Home button** to close the **Setup** app.

8. Tap the **MS Teams** app on the **Home** screen.
9. Enter your **SPS Username** (with @seattleschools.org) and tap **Next**.

10. Tap **Allow** at the “Teams” Would Like to Send You Notifications screen.

11. Tap **OK** at the “Teams” Would Like to Access the Microphone screen.
12. Tap **Next** twice through the opening screens and then **Got It** to complete the process.

13. Press the iPad **Home button** to close the **Setup** app.

14. Congratulations, you have successfully completed the enrollment process.