

iPad Set Up Checklist

1. Take device out of the box and turn the device on (push and hold top right button on edge of device).
2. At the Hello Screen, click on the HOME button at the bottom of the iPad.
3. Choose Language (English) by tapping on it.
4. Select Country. Tap on United States or scroll down to the bottom and tap on United States.
5. Choose Set Up Manually at the bottom of the screen.
6. Select a NWCS Public Wifi.
7. Select Continue to the Internet.
8. Select Done in the upper right corner.
9. Select Next in the upper right hand corner. You will see a message that says “It may take a few minutes to activate your iPad.”
10. Select Next on the Remote Management screen
11. A message that says Enrollment Credentials are Needed will appear. Students will now need to login with their student number where it says Username and the password they used last year to login to the school computers and the internet on the iPad. Select NEXT in the upper right hand corner. If your child does not remember his or her student number or password, please visit the Login Help Station.
12. Welcome to iPad now appears on the screen. Select Get Started by tapping on it.
13. Applications needed for school will now automatically install on the device.
14. Select Dismiss if an Edit Home Screen message appears.
15. Setup is complete.

**You will need to login using the key to gain your full rights to the internet.

There may be some apps that are not automatically installed but are available in the App Portal on your device. To install apps from the App Portal, select the App Portal, select the App you want, tap install, and tap ok. It may take a few minutes for the installation process to begin.

Optional: If you want to login to an Apple ID, you can use your Apple ID from last year or create a new one. Select the Settings Icon, in the left column select iTunes and App Store and sign in or create a new Apple ID on the upper right hand side.

Recommended: There are instructions on the back of this sheet on how to update your login password, it is recommended that you do this so that other students can't access your email, files, etc.

Optional for parents: There are directions on the back on how to setup a Parent account for Schoology. You can get your access code from the table where you pick up your iPad.

Change login Password

1. On your iPad you go the shortcut called Change Password  and login with your current network credentials (ie. Same as you to login to the computer or internet)
2. Click Change password
3. Enter a new password – Enter a Password with at least 1 capital letter, 1 lower case letter and a number.
4. Click Finish

This will be your new password for Internet, Computer, Office 365 and Schoology logins. It will take about 30 minutes to sync to Office 365 and Schoology.

Your username for Office 365 and Schoology is in the following format
10101010@stu.nwcs.k12.in.us

To Sign Up for a Schoology Parent Account

1. Go to www.schoology.com.
2. Click Sign Up at the top of the page and choose Parent.
3. Enter your Parent Access Code. This is a 12 digit code you will receive from the school.
4. Fill out the registration with your name and email and create a password.
5. Click Register to complete the sign-up process.

If you have an additional child to add, once you are logged in, click on the Add Child button on the right to enter the access code for your second child. You can continue to add children in this way as long as you have their unique access code.

Tips on how to use Schoology as a parent can be found on the corporation website under the Technology Integration tab. If you have any questions, please contact
angie.smith@nwcs.k12.in.us.

Parent Access Code: _____

