iPad Restore Guide

Follow this guide to help you restore your iPad from an iCloud backup. The expectation will be that your iPad is configured and ready for use on the first day of school.

YOU MUST FOLLOW ALL THE STEPS. DO NOT SKIP ANY!!!

8/11/15

Need Help?

If you need assistance or have a question regarding the setup of your iPad, you have many options available to you for support.

Option 1 **Visit the Technology Help Desk at your school between the hours of 7 a.m. – 12 p.m. (Monday through Thursday)**

Option 2 **Call or email the tech staff -please include your full name and student ID in the email**

Option 3 **Make an appointment with the Apple Store – Woodfield location – see pgs. 3-4**

Technology Help Desk rooms, phone numbers and email addresses:

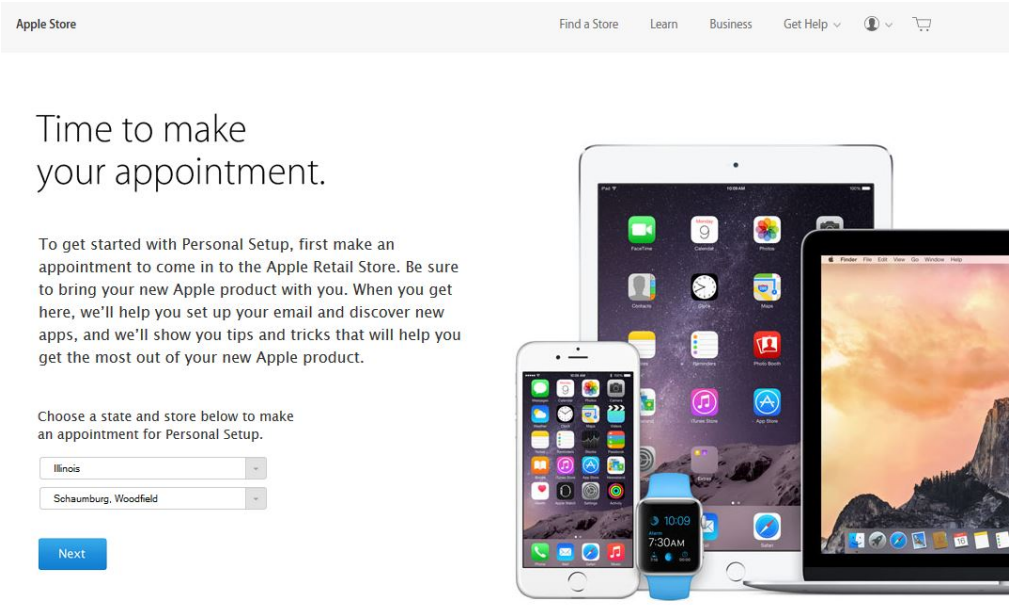
Buffalo Grove HS:	Library	(847) 718-4222	bghshelpdesk@d214.org
Elk Grove HS:	Rm 125	(847) 718-4444	eghshelpdesk@d214.org
John Hersey HS:	Rm 142	(847) 718-4851	jhhshelpdesk@d214.org
Prospect HS:	KLC	(847) 718-5266	phshelpdesk@d214.org
Rolling Meadows HS:	Rm B225	(847) 718-5728	rmhshelpdesk@d214.org
Wheeling HS:	Main Office	(847) 718-7165	whshelpdesk@d214.org

- ***Main Office person will call HD technician at Wheeling to assist***

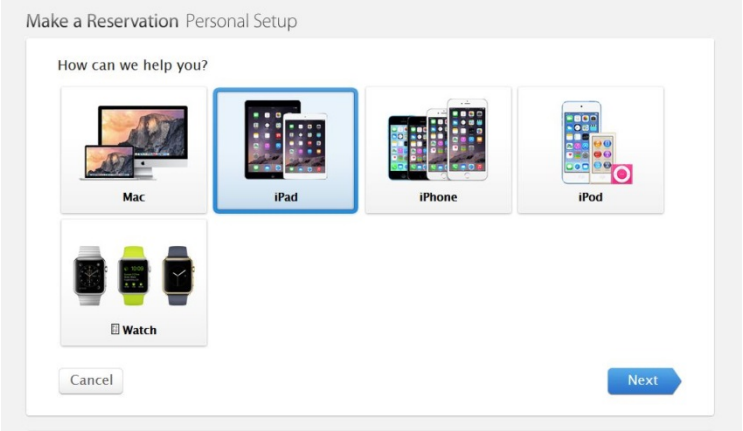
Additional Support:

If you choose to visit the Apple Store located in Woodfield Mall, an appointment is necessary. Follow steps to make an appointment:

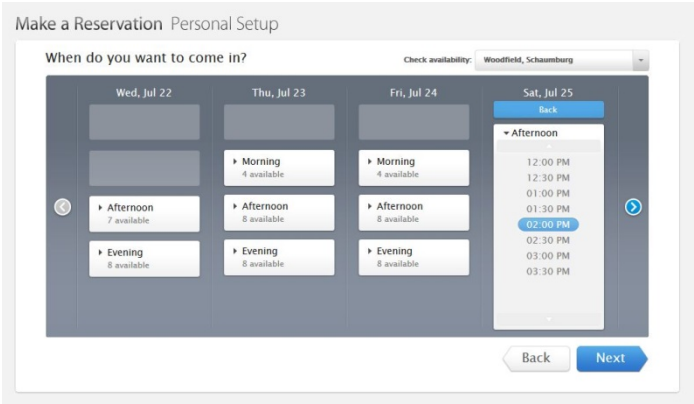
1. **Go to apple.com/retail/setup via an internet browser**
2. **Select Illinois & Schaumburg, Woodfield from the drop down menu and click "Next"**



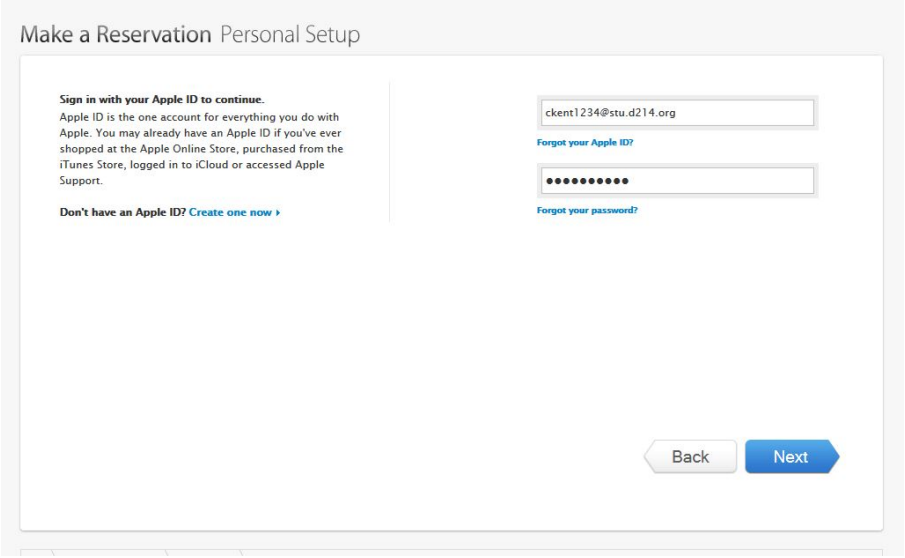
3. **Select iPad and click "Next"**



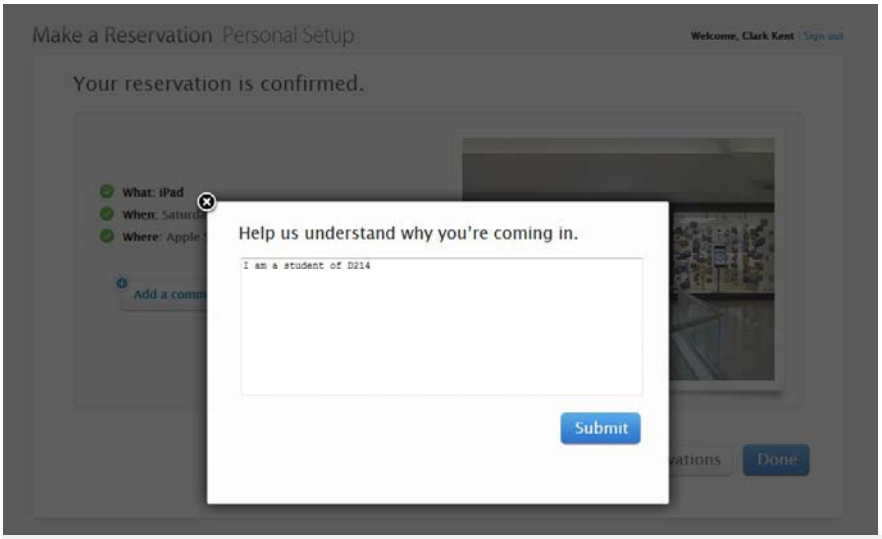
4. **Select a date and time an click "Next"**

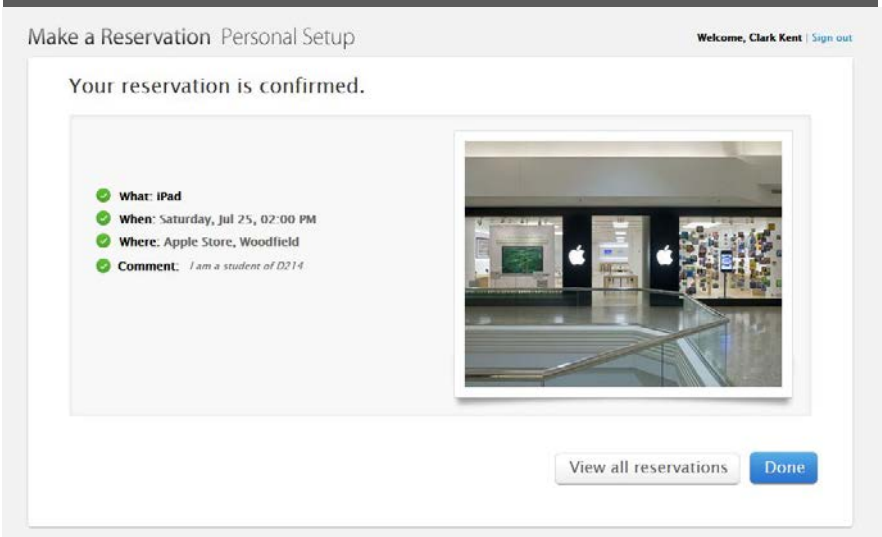


5. **Enter your Apple ID (which is your school email address) and Apple ID password (which should be the password you use to log into school email) - Click "Next"**



6. **Select "add comment to reservation" and enter "I am a student of D214" - submit comment and click "Done"**





My Information:

My NetID is: _____(*Ex:* ***NetID****: ckent1234)*

Naming scheme: **First initial of first name + last name + last four digits of ID**

My school email address is: _____**@stu.d214.org**

(*Ex: ckent1234@stu.d214.org)*

My NetID password is: _____

My Passcode to unlock the screen will be: _____

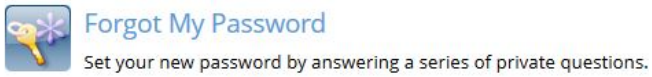
My Apple ID is (school email address): _____**@stu.d214.org**

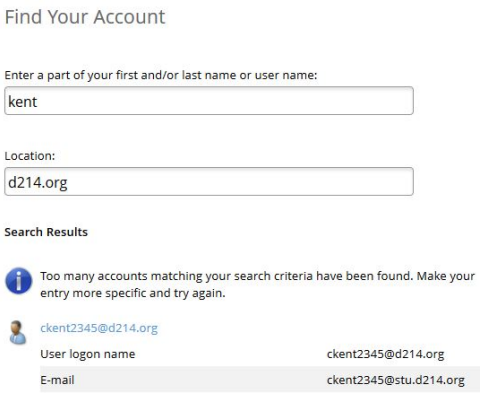
(*Ex:* ***Apple ID****: ckent1234@stu.d214.org)*

My Apple ID password is: _____

If you cannot remember your NetID password, please try resetting with password manager.

1. Go to https://password.d214.org
2. Enter part of your name and select your account
3. If registered with password manager, you will see an option – Forgot My Password





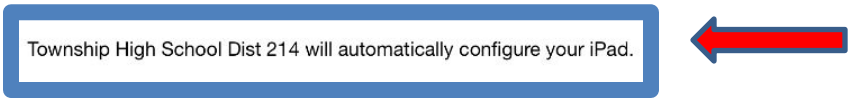
4. Answer security questions to change your password. Password must be minimum of 8 characters and include an upper and lowercase letter, a number and a special character. (Should NOT begin with special character, NO triple characters and NO 8:)
5. If you have not registered password in the past and do not remember password, call or email school helpdesk – information on pg. 2. (Cannot proceed without password)

If you cannot remember Apple ID password, call or email school helpdesk.

You will begin to setup and configure your iPad. Please make sure you have wireless Internet access to complete this section.

1. Turn the iPad on by holding down the top right button
2. The iPad should display a screen that displays “Hello”
3. Slide the bottom arrow to the right where it says “slide to set up”
4. Select “English” for the language and “United States” for the Country/Region
5. Select your wireless network - tap "Join" if needed
6. Select “Enable Locations Services”
7. Select “Restore from iCloud Backup”
8. Enter your **school Apple ID** and password on the following screen and tap “Next” to continue. Your **school Apple ID** is your school email address (**Example Apple ID:** ckent1234@stu.d214.org**)**.

9. Tap “Agree” (bottom right) to accept the Terms and Conditions and then Tap “Agree” again in the dialogue box. You will see a message “It may take a few minutes to setup your Apple ID”…
10. Choose backup – choose latest iPad backup. iPad will begin restoring. This may take a few minutes. Screen will go black and iPad will restart automatically.
11. You will see message “Hello” – Slide arrow to the right at bottom of screen
12. You will be directed to a message indicating that “Township High School Dist 214 will automatically configure your iPad” - tap “Next”

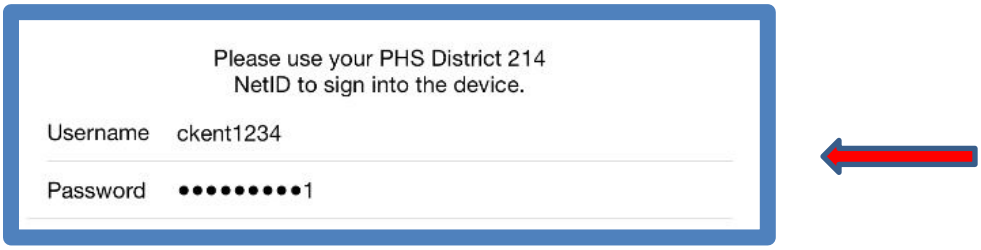


NOTE: If you do not get message “Township High School Dist 214 will automatically configure your iPad”, stop and do not proceed! See pg. 2 for support information.

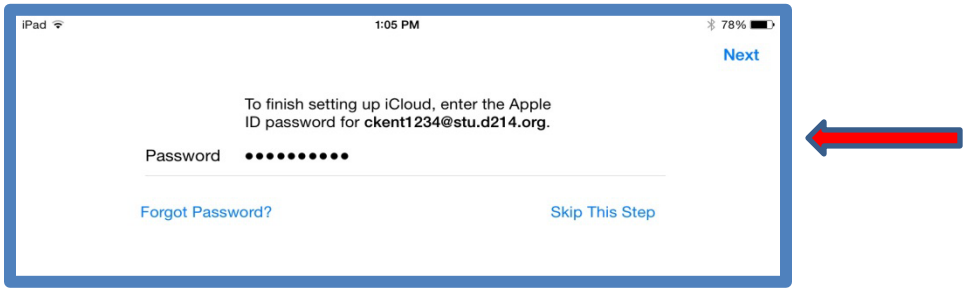
If iPad times out, select Back – then select “Continue” again

13. Enter your **NetID** & password (*Example **NetID**: ckent1234)* - tap “Next”

Your password is the one you use at school to log into email.



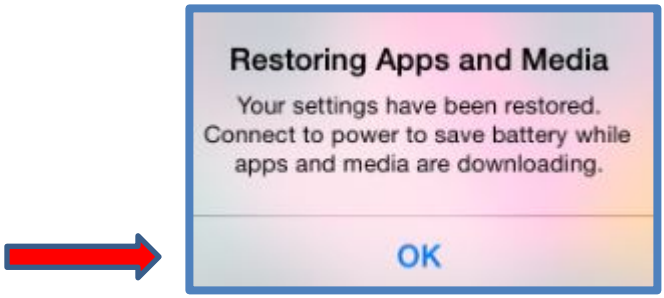
14. You will see a message about Township High School Dist 214 installing configuration. To finish setting up iCloud, enter the Apple ID password for your school Apple ID- tap “Next”



15. Select “Not Now” if the iCloud Drive screen appears. If prompted, “Are you sure you don’t want to upgrade to iCloud Drive?”, choose “Continue”.

16. If prompted to Set Up iCloud Key, choose “Setup Later”

17. Select “Get Started” at the Welcome to iPad screen. You will see a Restoring Apps and Media dialog box. Your settings have been restored. Connect to power to save battery while apps and media are downloading. Tap “OK”



Apps will begin downloading

Note: You may be asked to enter your Apple ID password during the process

18. Tap on the “Mail” application located on the bottom dock

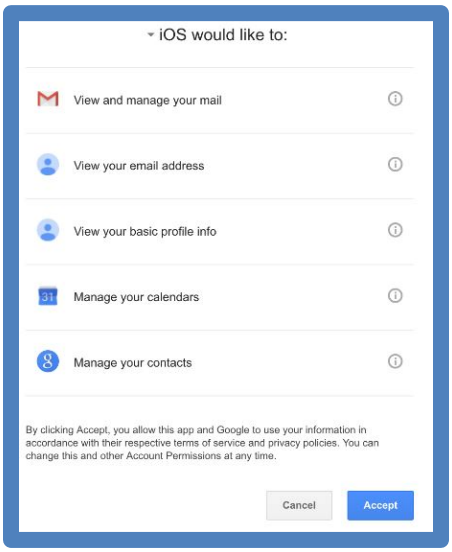
19. You will be prompted to enter your Google password -tap on “Settings”

    (It may take 1-2 minutes before you are prompted to tap on “Settings”)

20. You will be directed to the D214 Gmail Login page

- Enter your User name (Example: **ckent1234**)
- Enter your **NetID** password
- Tap “LOGIN”

21. Tap “Accept”



In the next few steps, you will Turn Passcode On and enter Passcode

22. While in Settings, Tap on “Passcode” in the left column
23. Select “Turn Passcode On” – Enter 4 digit passcode
24. Re-enter your passcode

In the next few steps, you will Name your iPad

25. While in Settings, Tap “General” in the left column
26. Tap “About”
27. Tap “Name” and tap "X" in the right corner of the box
28. You will now rename your iPad according to the following naming scheme (all lowercase). Enter all 3 portions and tap “Done”

- The first portion of the name identifies what school you go to
- The second portion identifies the device on the network as an iPad
- The third portion is your 214NetID

When you combine all three together with dashes, you create the name of your iPad.

Buffalo Grove HS:	bg-ipad-ckent1234
Elk Grove HS:	eg-ipad-ckent1234
The Academy at Forest View:	tafv-ipad-ckent1234
John Hersey HS:	jh-ipad-ckent1234
Newcomer:	n-ipad-ckent1234
Prospect HS:	p-ipad-ckent1234
Rolling Meadows HS:	rm-ipad-ckent1234
Vanguard:	v-ipad-ckent1234
Wheeling HS:	w-ipad-ckent1234

Please confirm that you have Notability and Puffin apps. If you do not see the apps on the Home screen, here are some troubleshooting steps:

1. Launch App Store – look under purchased tab for both apps
2. Launch Mail – search for email that says, “Important D214 App Assignment-Do Not Delete”. Click on link and follow prompts to agree to App distribution.

If you still do not have either app, call or email school helpdesk – information on pg. 2.

In the next few steps, you will setup Google Drive and Notability (students who have previously had a district iPad, may have already completed these steps):

Step 1: Login to Google Drive

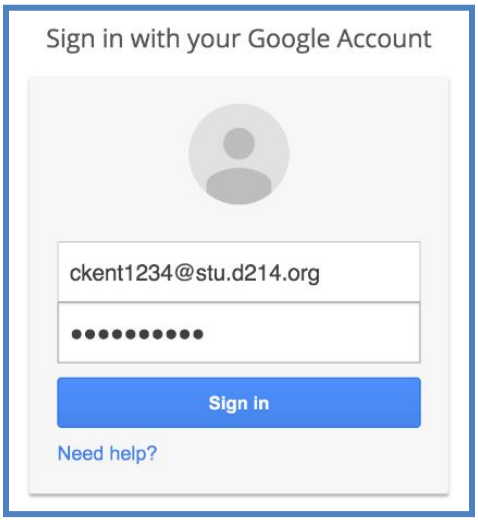
A. If Drive does not appear on the second page of the home screen, please download it from the App Store

B. Launch Drive and click “SIGN IN” in the bottom left corner of the screen

C. Sign-in with your school email address

D. Leave the password field blank

E. Tap the blue “Sign in” button



F. A new 214 login screen will show up

G. Enter your NetID

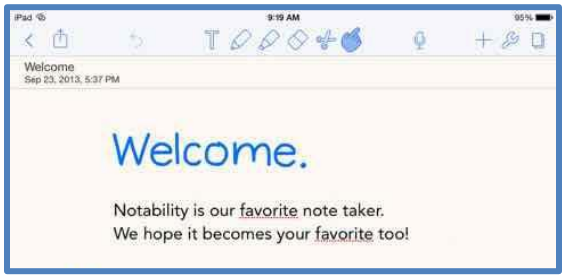
H. Enter in your password

I. Tap “LOGIN”

J. Tap the Home button

Step 2: Backup Notability to Google Drive

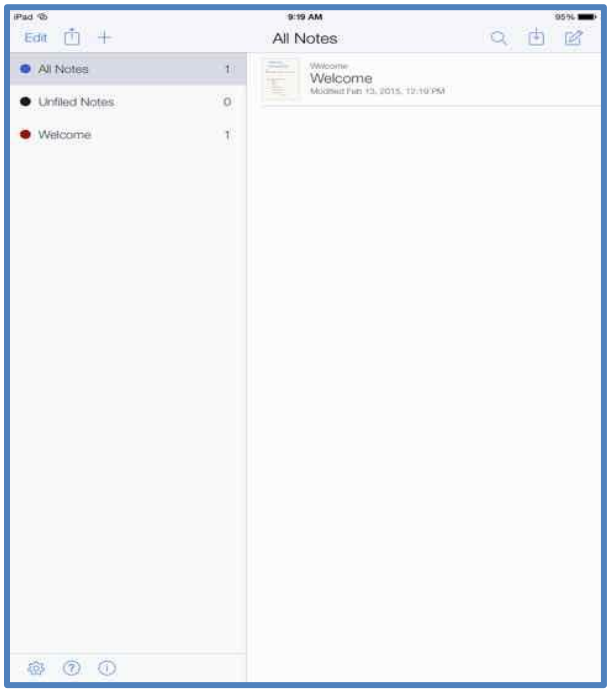
A. Launch Notability



B. If you see the “Welcome” screen, tap the back button in the very top left of the screen (it looks like a “<”)

C. The top of the page should say “All Notes”

D. Tap on the blue gear “settings” icon in the bottom left corner of the screen



E. A “Settings” window should pop up

F. Select “Google Drive”

G. Repeat steps 1-C through 1-I listed above

H. Tap “OK” on the Auto-backup popup

Congratulations! You have successfully enrolled your iPad.