

# *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!!!***



## ***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:**

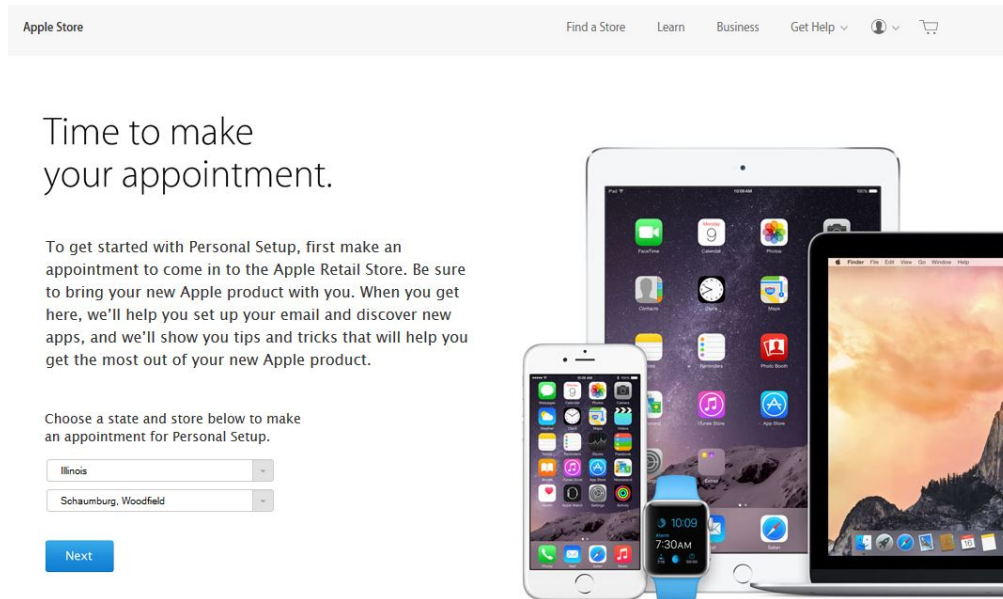
Buffalo Grove HS:	Library	(847) 718-4222	<a href="mailto:bghshelpdesk@d214.org">bghshelpdesk@d214.org</a>
Elk Grove HS:	Rm 125	(847) 718-4444	<a href="mailto:eghshelpdesk@d214.org">eghshelpdesk@d214.org</a>
John Hersey HS:	Rm 142	(847) 718-4851	<a href="mailto:jhhshelpdesk@d214.org">jhhshelpdesk@d214.org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

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

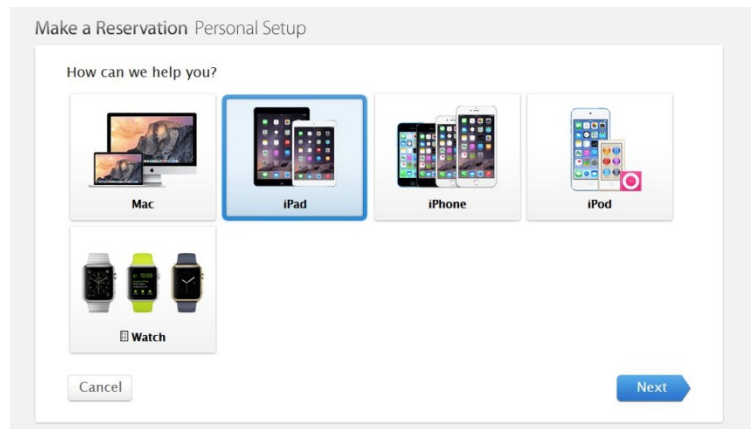
## Additional Support:

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

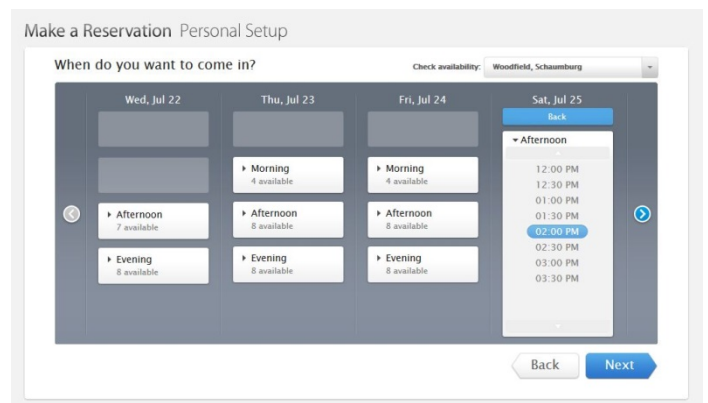
1. Go to [apple.com/retail/setup](http://apple.com/retail/setup) via an internet browser
2. Select Illinois & Schaumburg, Woodfield from the drop down menu and click “Next”



3. Select iPad and click “Next”



4. Select a date and time and 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"

The screenshot shows the 'Make a Reservation Personal Setup' page. On the left, there is a sign-in instruction: 'Sign in with your Apple ID to continue. Apple ID is the one account for everything you do with Apple. You may already have an Apple ID if you've ever shopped at the Apple Online Store, purchased from the iTunes Store, logged in to iCloud or accessed Apple Support. Don't have an Apple ID? [Create one now](#)'.

On the right, there are two input fields. The first field contains the email address 'ckent1234@stu.d214.org' and has a link 'Forgot your Apple ID?'. The second field contains a masked password '●●●●●●●●' and has a link 'Forgot your password?'. At the bottom right, there are two buttons: 'Back' and 'Next'.

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

This screenshot shows the reservation confirmation page with a modal dialog box. The background page displays 'Your reservation is confirmed.' and a list of reservation details: 'What: iPad', 'When: Saturday, Jul 25, 02:00 PM', and 'Where: Apple Store, Woodfield'. There is a link 'Add a comment'.

The modal dialog box is titled 'Help us understand why you're coming in.' and contains a text input field with the text 'I am a student of D214' and a 'Submit' button.

This screenshot shows the reservation confirmation page after the comment has been submitted. The reservation details are now: 'What: iPad', 'When: Saturday, Jul 25, 02:00 PM', 'Where: Apple Store, Woodfield', and 'Comment: I am a student of D214'. There is a photo of an Apple Store interior. At the bottom, there are two buttons: 'View all reservations' and '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



## Forgot My Password

Set your new password by answering a series of private questions.

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)

### Find Your Account

Enter a part of your first and/or last name or user name:

kent

Location:

d214.org

### Search Results

Too many accounts matching your search criteria have been found. Make your entry more specific and try again.

ckent2345@d214.org

User logon name

ckent2345@d214.org

E-mail

ckent2345@stu.d214.org

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.

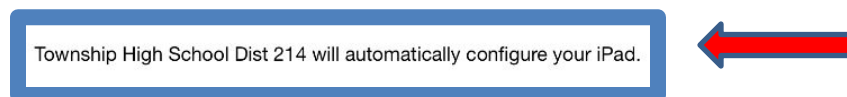
1. Turn the iPad on by holding down the top right button
2. The iPad should display a screen that displays "Hello"
3. Slide the bottom arrow to the right where it says "slide to set up"
4. Select "English" for the language and "United States" for the Country/Region
5. Select your wireless network - tap "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**).



Apple ID ckent1234@stu.d214.org

Password ●●●●●●●●●●

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"

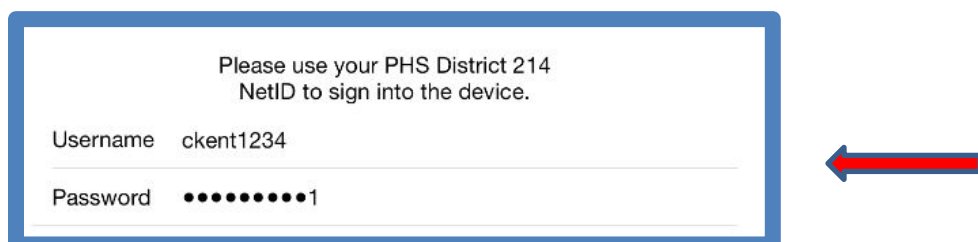


Township High School Dist 214 will automatically configure your iPad.

**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.**

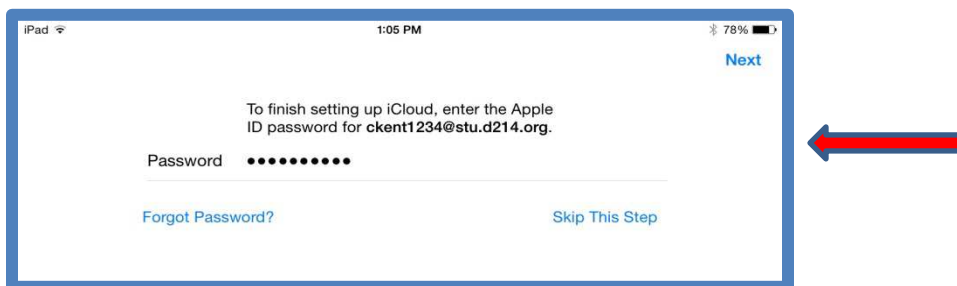


Please use your PHS District 214 NetID to sign into the device.

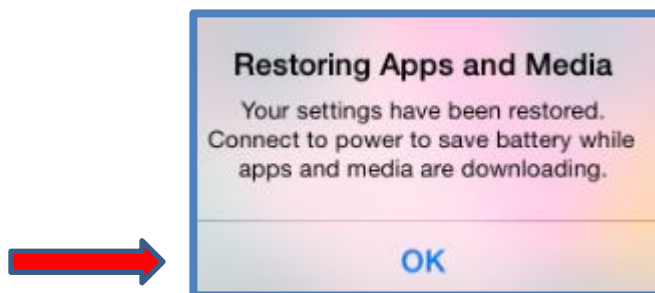
Username ckent1234

Password ●●●●●●●●1

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”)

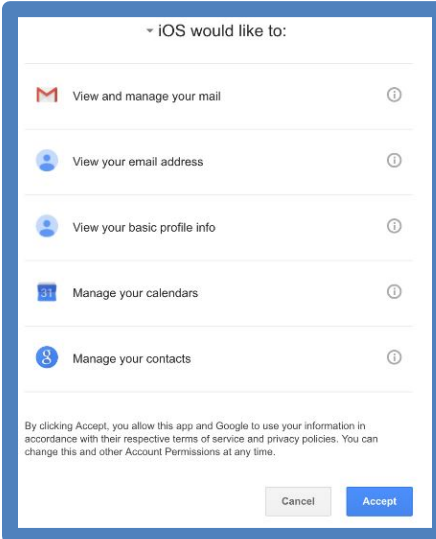
20. You will be directed to the D214 Gmail Login page

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



The login page features the D214 High School District logo at the top. Below the logo, there are two input fields: "USERNAME" with the text "ckent1234" and "PASSWORD" with masked characters. A "LOGIN" button is positioned at the bottom of the form.

21. Tap “Accept”



The dialog is titled "iOS would like to:" and lists five permissions: "View and manage your mail", "View your email address", "View your basic profile info", "Manage your calendars", and "Manage your contacts". Each item has an information icon to its right. At the bottom, there are "Cancel" and "Accept" buttons.





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.

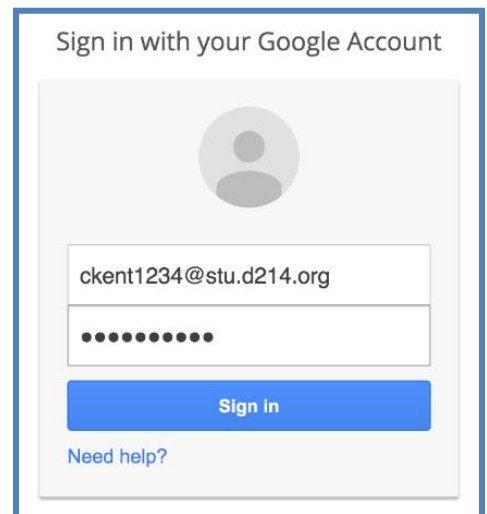
If you still do not have either app, call or email school helpdesk – information on pg. 2.

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



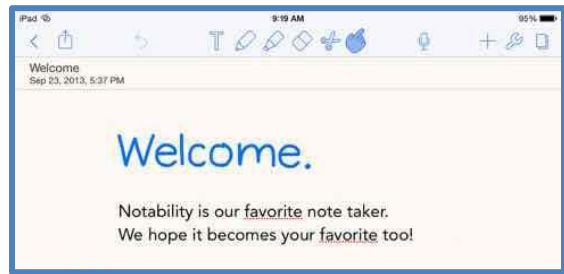
- A. If Drive does not appear on the second page of the home screen, please download it from the App Store
- B. Launch Drive and click “SIGN IN” in the bottom left corner of the screen
- C. Sign-in with your school email address
- D. Leave the password field blank
- E. Tap the blue “Sign in” button



- 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

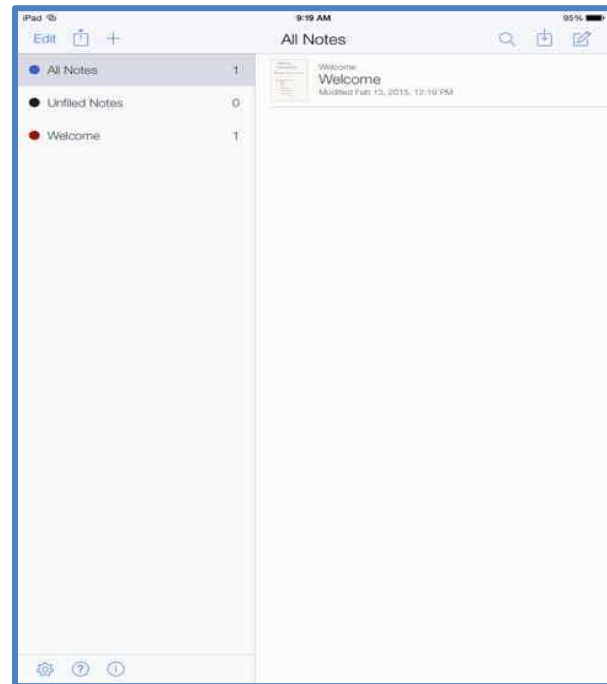
A. Launch Notability



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.**