

Creating an Apple ID on a Computer

After [creating a school-based Gmail account](#), use the Gmail address to create an Apple ID for CCSD iPad(s) with a teacher laptop. A school-based Gmail account **must** be created to use with the Apple ID prior to beginning these steps. Make sure that you are recording all Gmail account and Apple ID information, including recovery, on the printed iPad Information Sheet for [student iPads](#) or a [teacher iPad](#).

1. Open **iTunes** on a teacher laptop.
2. Search for a **FREE, non-Apple app** in the search box in the upper right corner of the screen.
(Examples: *MackinVIA, Edmodo, Seesaw, Educreations*)
3. Find your chosen app in the **iPad apps list** and click **Get**.
4. A dialog box will appear. Click **Create new Apple ID** in the lower left corner.
5. Enter the previously created school-based **Gmail address** as your Apple ID.
6. Type in a **password** following the current Apple guidelines. The password must have a minimum of one capital letter and one digit.
7. Choose **United States**.
8. Click in the checkbox to **Agree to Terms and Conditions**.
9. Click **Continue**.
10. Enter the **name** and **birthday** as listed in the previously created Gmail account.
11. Choose the **security questions and answers** for your Apple ID recovery information.
12. Deselect the **checkmark** that subscribes to Apple emails.
13. Click **Continue**.
14. Select **None** as the payment type.
Note: The none option is provided because a free, non-Apple app was selected for initial purchase.
15. Complete the **Billing Address** using the **school's physical address and phone number**.

16. Click **Continue**. You will be prompted to confirm the newly created Apple ID using the Gmail address to receive a verification code.
17. Use any web browser to sign into the school-based **Gmail** account created earlier.
18. Open the **email** from Apple verification.
19. Enter the **verification code** in the open dialog box in iTunes. Click **Verify**. You will receive a popup confirmation that the Apple ID is now created.
Note: Do not log into iTunes on the computer using the newly created Apple ID.
20. Sign into the iPad(s) with the new Apple ID by tapping in **Settings**. Scroll slightly down and tap **iTunes & App Store** on the left side of the screen. Tap **Sign In** in the upper right corner of screen and sign in with the **newly created Apple ID and password**.
21. Remember to record all Gmail account and Apple ID information, including recovery, on the printed iPad Information Sheet for [student iPads](#) or a [teacher iPad](#), and submit the information to the **school's bookkeeper** and any other designated personnel from administration. *The iPad Information Sheet **must** be on file with the local school.*