

Creating an Apple ID on an iPad

After [creating a school-based Gmail account](#), use the Gmail address to create an Apple ID for CCSD iPad(s) using an iPad with the steps below. 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](#).

1. Open the **App Store** app.
2. Search for a **FREE, non-Apple app** in the search textbox in the upper right corner.
(Examples: *MackinVIA, Edmodo, Seesaw, Educreations, SMART Lab*)
3. Tap on the chosen **app**.
4. Tap **Get**.
5. Tap **Install**.
6. A dialog box will appear. Choose **Create new Apple ID**.
7. Enter the previously created school-based **Gmail address** as your Apple ID.
8. Type in a **password** following the current Apple guidelines. Password must have a minimum of one capital letter and one digit.
9. Choose **United States**.
10. Turn on **Agree to Terms and Conditions**.
11. Tap **Next**.
12. Enter **name** and **birthday** as listed in the previously created Gmail account.
13. Choose **security questions and answers** for your Apple ID recovery information.
14. Turn off Subscribe to Apple emails.
15. Tap **Next**.

16. Select **None** as the payment type.
Note: The none option is provided because a free, non-Apple app was selected for initial purchase.
17. Complete the **Billing Address** using the **school's physical address and phone number**.
18. Tap **Next**. You will be prompted to confirm the newly created Apple ID using the Gmail address to receive a verification code.
19. Use Safari to sign into the school-based **Gmail** account created earlier.
20. Open the **email** from Apple verification.
21. Enter the **verification code** in the open dialog box in the App Store. Tap **Verify**. You will receive a pop-up confirmation that the Apple ID is now created. Tap **Continue**.
22. Verify the iPad is signed in under the new Apple ID. Tap **Settings**. Scroll slightly down, and tap **iTunes & App Store** on the left side of the screen. You should see your **newly created Apple ID** listed in the top right of the screen.
23. Return to Gmail in Safari, and **sign out**.
24. Remember to record all Gmail account and Apple ID information, including recovery, on the printed [iPad Information Sheet](#), 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.*