

iPad Check-In Procedures

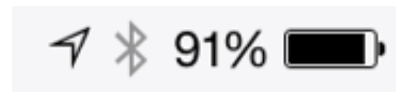


! **IMPORTANT:** Seniors, your district-provided *@misdmail.net* Gmail address will no longer be available after July 1st. Students using this account as their Apple ID username must change their Apple ID credentials/information.

How to Change Your Apple ID: <https://support.apple.com/en-us/HT202667>

Charge

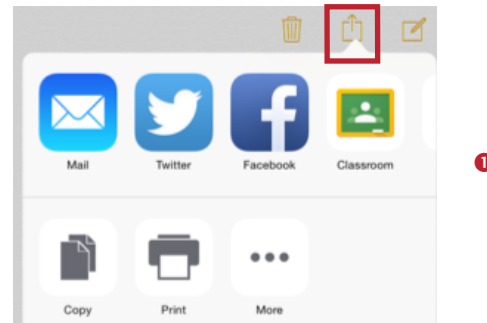
Make sure your iPad is fully charged (at least 90%).



Preserve Data

Email yourself any data or files that are not backed up to iCloud or another cloud storage server such as Google Drive.

! If you are not certain whether files are backed up to a cloud server, go ahead and email them to yourself!

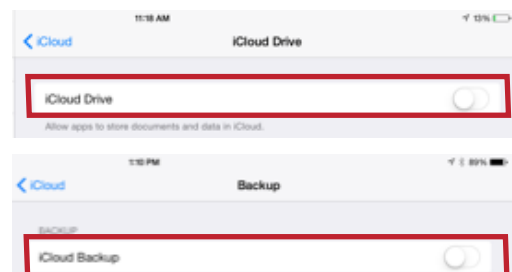
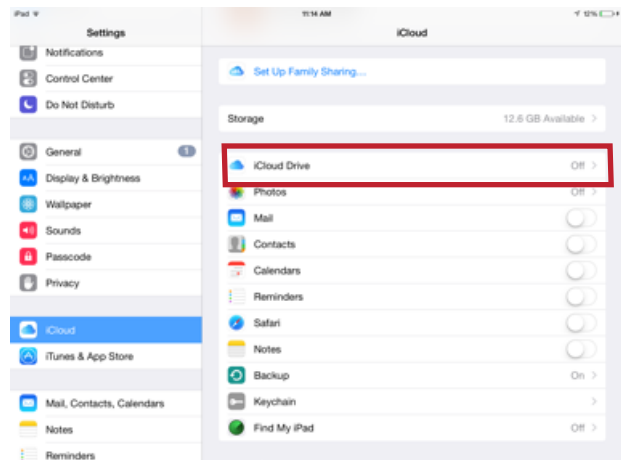


iCloud Backup

Back up your iPad to iCloud:

- 1 Go to **Settings > iCloud**
- 2 Turn **Notes** on (optional)
- 3 Tap **iCloud Drive**
 - a. Turn **iCloud Drive** on
 - b. Turn on/off certain apps to backup your data
- 4 In **iCloud** menu, tap **Backup**
 - a. Turn **iCloud Backup** on
 - b. Tap **Backup Now**

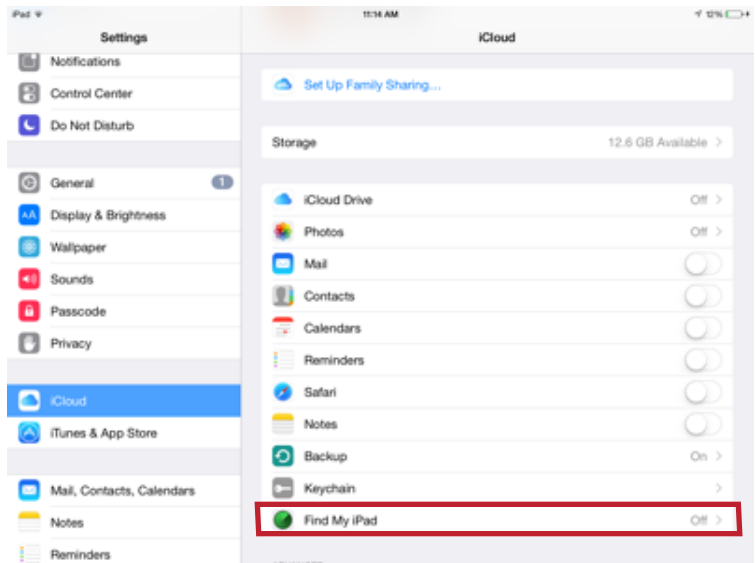
! If you are unable to back up your iCloud account due to insufficient storage space, you must delete any unnecessary videos or photos that are saved to your iPad.



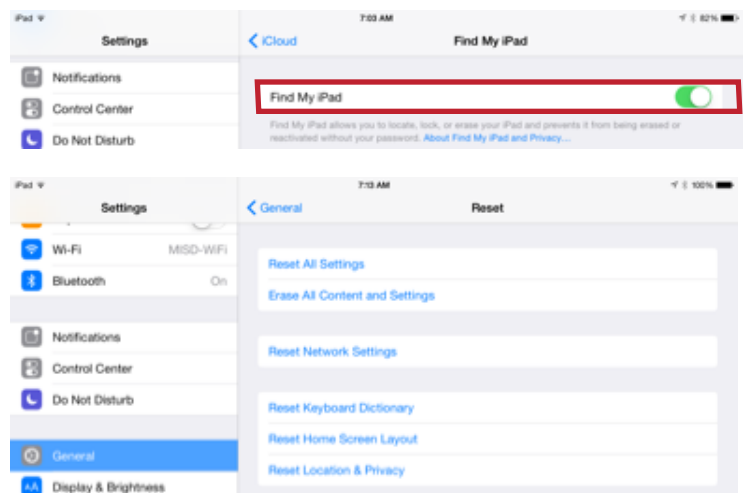
Other Settings

Complete these last steps prior to turning in the iPad:

- 1 Go to **Settings > iCloud**
- 2 Tap **Find My iPad**
- 3 Slide to **Off**
- 4 Enter Apple ID password and tap **Turn Off**



- 5 Go to **Settings > General > Reset**
- 6 Tap **Erase All Content and Settings**
- 7 Enter Passcode
- 8 Tap **Erase iPad**



Return Equipment

Turn in all of the following equipment:

- iPad
- Case (including top cover)
- USB Cable
- Charging Block



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