

## Senior Buyout – Resetting Your MacBook

A video of these directions is available on our website.

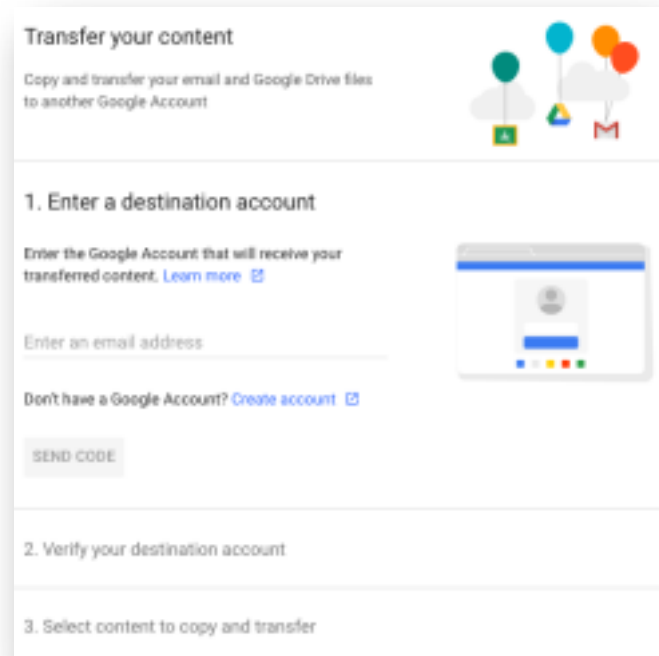
The following instructions apply only to the graduating high school seniors who have paid Los Lunas Schools the buyout cost for their MacBooks. The Technology Department will receive a list of these from each high school, and work as quickly as possible to accomplish what we need to do on our end. This includes communicating to Apple that we have released ownership of these devices; however, we suggest you keep a copy of your buyout receipt as the new proof-of-ownership, in the event you ever need direct hardware support from Apple.

**The final step of releasing these devices (initiated by you) completely erases the MacBook and reinstalls the default version of macOS. It is essential that this is done, otherwise your MacBook will remain tethered to our systems, software and web restrictions will remain in place, and you will not have a fully functioning macOS user account.** We suggest that students take time beforehand to backup any data they are interested in keeping, as the reset process is irreversible. Copy pictures, music, videos, and files to a standard USB storage device, or upload to a personal cloud storage location. In addition to backing up these local files, do not forget that district-issued Google accounts and Managed Apple IDs will also be suspended and deleted within 30 days of semester's end, so any files which you want to keep will need to be copied outside of those online accounts.

### Migrating Your Online Data

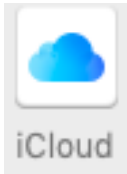
**Google Takeout** is a service from Google allowing you to download data associated with your Google Account.

1. Create a new Gmail Account before you begin.
2. Login to your School Account at <https://takeout.google.com/transfer>
3. Enter the email address of the destination account you will transfer your data to.
4. A code will be sent to your new account. Login to email (<http://mail.google.com>) at your new account to find your code.
5. Enter the verification code into the box provided.
6. Select the content you want to transfer.
  - a. Google Drive
  - b. Other Google Apps & Services
7. Click Start Transfer.



The screenshot shows the 'Transfer your content' page on Google Takeout. The page title is 'Transfer your content' with a subtitle 'Copy and transfer your email and Google Drive files to another Google Account'. There are three steps listed: 1. Enter a destination account, 2. Verify your destination account, and 3. Select content to copy and transfer. Step 1 is currently active, showing a form to 'Enter the Google Account that will receive your transferred content.' with a 'Learn more' link, an 'Enter an email address' input field, and a 'SEND CODE' button. A 'Don't have a Google Account? Create account' link is also present. To the right of the form is a small thumbnail image of a Gmail login screen.

The transfer process may take up to a week. Check your new account regularly to see if the process has been completed.



## Managed Apple ID – iCloud Data

Downloading and backing up your iCloud data from a Managed Apple ID should be done from your MacBook. Go to System Preferences, then iCloud, and begin by turning the individual iCloud services, listed below, off one at a time and do not sign out of the account until all services have been turned off and dealt with. Have your USB storage device

plugged into your MacBook and use it to backup the files retrieved from iCloud. **iCloud Drive** - Save data from your iCloud Drive to your USB storage before turning off this service. You can use the Finder on a Mac, or through [iCloud.com](https://www.icloud.com), to select and copy files to your USB storage. **Photos** - Make sure you download and keep originals when prompted when you turn iCloud photo library off, you want existing photos to remain on your device so you can then copy them to your USB storage.

If you use photo stream be aware that there may be more photos on your device than there are in the cloud, photo stream in the cloud only keeps up to 1,000 photos for 30 days, if you have older photos or more than 1,000 on your device you may want to copy them to the MacBook before turning photo stream off.

If you have created any shared albums you will need to create them again using a personal Apple ID.

**Contacts/Calendars/Reminders** - There should not be anything in this one unless you connected a personal email account, and that should all be available elsewhere, so feel free to turn these iCloud services off.

**Safari/News/Stocks** - You will be given the opportunity to save this app data to your device when you disable this service, but the only way to re-use the data is to merge them when prompted by signing into a personal Apple ID and re-enabling the services.

**Notes** - You cannot save notes in bulk easily. On a Mac you can export them one by one by email or AirDrop to another device, and then drag them back once you have set up your new ID. Another option is to copy the contents of a note into a Pages file and save to your USB storage.



# Reset Your MacBook

## Use Disk Utility to erase your Intel-based Mac

How to erase (format) the built-in startup disk of an Intel-based Mac. Follow this link for Official Apple Tech Guides <https://support.apple.com/en-us/102639>

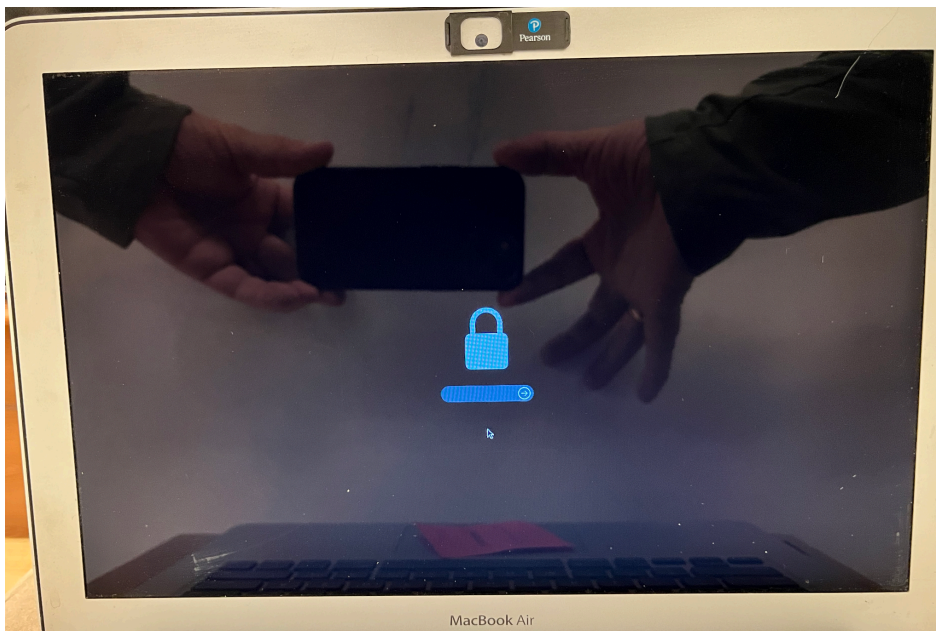
These steps do not apply to Mac computers with Apple silicon. If you're using a Mac with Apple silicon, follow the steps to erase a Mac with Apple silicon.

## Before erasing your Mac

1. Make a backup of any files that you want to keep. Erasing your Mac permanently deletes its files.
2. Connect you Macbook to a power source while performing the following tasks.

## Use Disk Utility to erase your Mac

1. Start up from macOS Recovery: Turn on your Mac, then immediately press and hold these two keys until you see an Apple logo or other image: Command (⌘) and R.
2. Other image: if you are prompted by the following image, STOP. Please contact Los Lunas Schools Technology @ 505-866-8300 for assistance.



3. From the utilities window, select Disk Utility and click Continue.



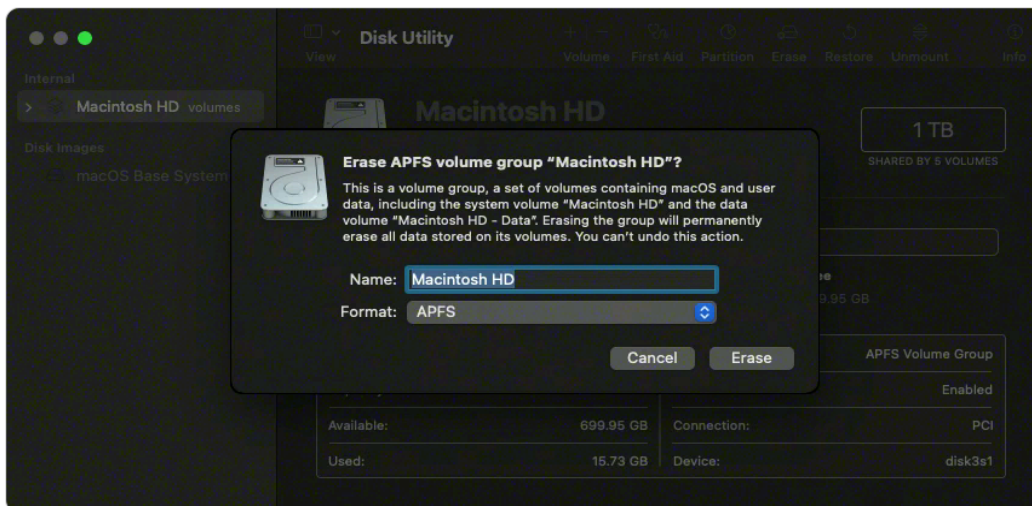
4. Select Macintosh HD in the sidebar of Disk Utility.

5. Click the Erase button in the toolbar, then enter the requested details:

Name: Macintosh HD

Format: APFS or Mac OS Extended (Journaled), as recommended by Disk Utility

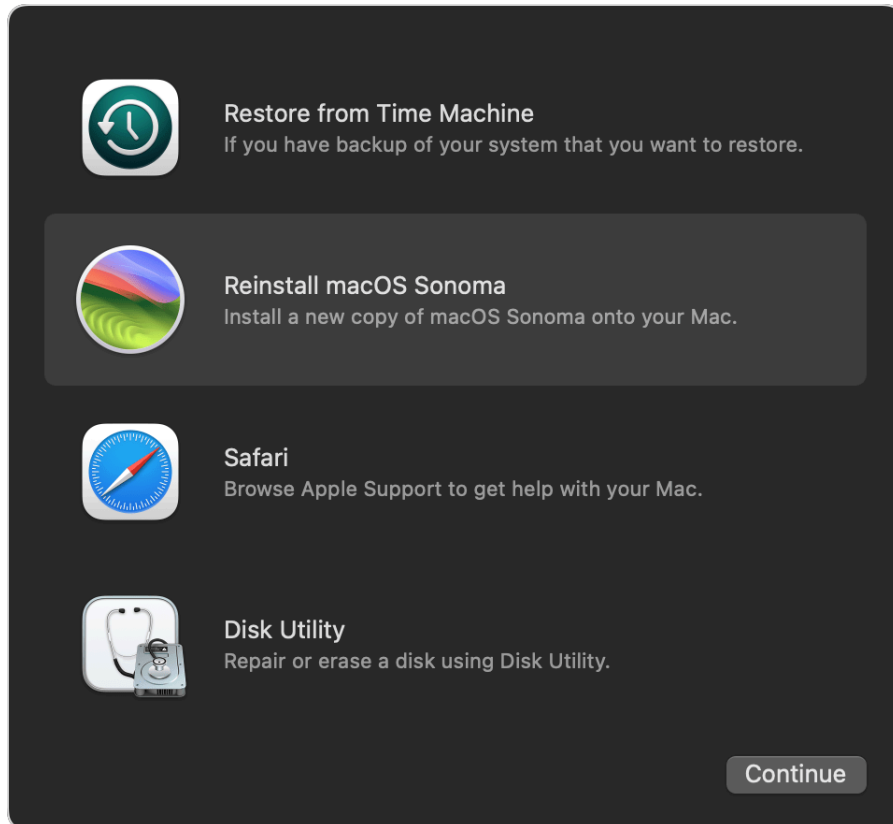
6. Click Erase Volume Group. If this button isn't shown, click Erase instead.



7. When done, quit Disk Utility to return to the utilities window.

## Reinstall macOS from macOS Recovery

1. Select the option to reinstall macOS. (Your macbook may display a different operating system)



2. Click Continue, then follow the onscreen instructions.
3. Allow installation to complete without putting your Mac to sleep or closing its lid. Your Mac might restart and show a progress bar several times, and the screen might be empty for minutes at a time.
4. When installation is complete, your Mac might start up to a setup assistant. Follow the steps in the setup assistant.

If this process does not complete successfully please contact Los Luans Schools Technology @ 505-866-8300 for assistance.