




RICHLAND ONE

Memorandum

To: Any District Staff That Has Created an Apple ID with District Email

From: Dr. Candice L. Coppock, Executive Director of Information Technology 

Date: May 28, 2025

Re: Apple Accounts and Richland One Email: **Update**

As a follow-up to our earlier communication regarding Apple Accounts associated with Richland One email addresses, we wanted to send out some additional information to explain what Apple Federation is, and how it will benefit Richland One moving forward.

This separation means your personal Apple ID remains untouched, and your work account is fully managed by your company for secure access to work-related Apple services.

The emails and notifications that you are going to be receiving as early as **May 28, 2025**, are to reclaim any Richland One emails that are being used as **personal** Apple ID's. As previously stated, you will have **30 days** to update your account.

Personal Accounts Using Non-Richland One Emails

If you have created a unique Apple account using a different email address, you will **not** receive an email to your Richland One account nor a notification to your district phone. This means you created a separate email just to create an Apple account to use your iPhone or iPad at work and you have no personal data tied to this account.

Personal Accounts Using Richland One Emails

If you have used your Richland One email as your personal Apple account, you will get an email to your Richland One account as well as a notification sent to both your personal and district phones. This means you have used your Richland One email address for your personal Apple ID and have saved personal data to that account.

- **Transfer to a Work Account**

- If you choose to transfer your account, the following also applies:
 - Any photos, keychain items (such as passwords), or other account data will also be accessible by your organization.
 - Apps or Books purchased in the App Store or Book Store will remain associated with your account. You will lose access to any iTunes Store purchases such as music, movies, and tv shows.
 - **Richland One will push down approved applications. The DRAPE process must be followed for any applications.**
 - Subscriptions will not be renewed after the end of the current billing cycle.
- Once this process is finalized, your log in for your Apple ID will be the same as your district login.



Keep as a personal account

- If you choose to keep your Apple Account as personal, you need to update the email address that you would like to use with that account. You'll use a personal email address to sign in to your Apple Account and Apple services like Apple Music and iCloud, etc. Please note that the password will remain what you currently have set as your password. **If you do not know what your password is, please perform a password reset before this process begins. IT cannot retrieve your password.**
 - When you update your email address, the following also applies:
 - People you share with will see the new account name in Messages and other Apple services.
 - You retain access to all data and purchases associated with your account.
 - The organization will not have access to your data.

Finally, if you don't transfer your account or update your email address within **30 days**, your Apple Account will be updated with a temporary username that includes @temporary.appleaccount.com (example: john.jenkins@temporary.appleaccount.com). Apple will notify you by email with the new temporary username.