

Senior Buyout – Resetting Your MacBook

The following instructions apply to graduating high school seniors who have satisfied the Senior Buy Agreement. The LLS Technology Department will receive a list, from each school, of qualified seniors who have completed the buy out process. The tech department will release senior MacBooks from LLS control 1 week after the official Last Day of School. Do not start this process until after that date! Los Lunas Schools, suggests you keep a copy of your buyout receipt as the new proof-of-ownership, in the event you need hardware support from Apple.

The final step of releasing your MacBook from LLS control is initiated by you the Graduate. This process will completely erase the MacBook and reinstall the default version of macOS. It is essential this step is done! Otherwise your MacBook will continue to have LLS restrictions in place, and you will not have a fully functioning macOS user account.

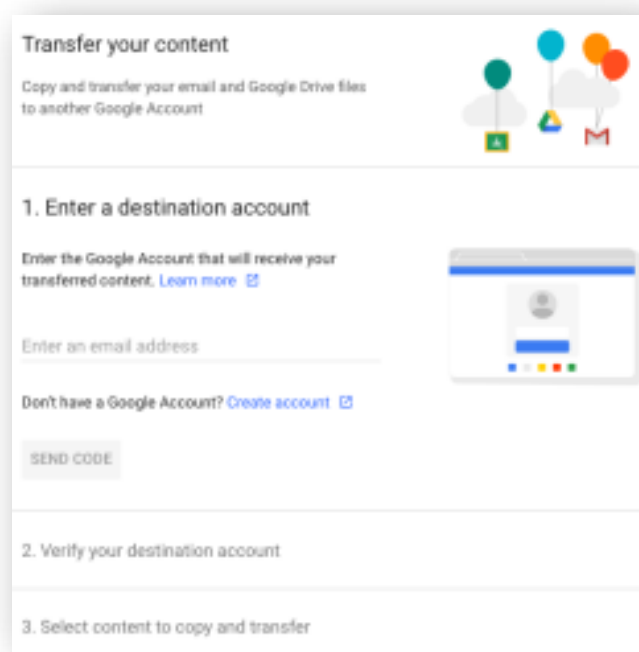
LLS Technology suggests students take time beforehand and backup any data they want to keep, the reset process is irreversible! Copy files, music, videos, and pictures to a standard USB storage device, or upload to a personal cloud storage location. In addition to backing up local files, Google accounts and Managed Apple IDs will also be suspended and deleted within 30 days of semester's end. Any files within these applications, you want to keep, will also need to be copied to a personal save location.

Migrating Your Online Data

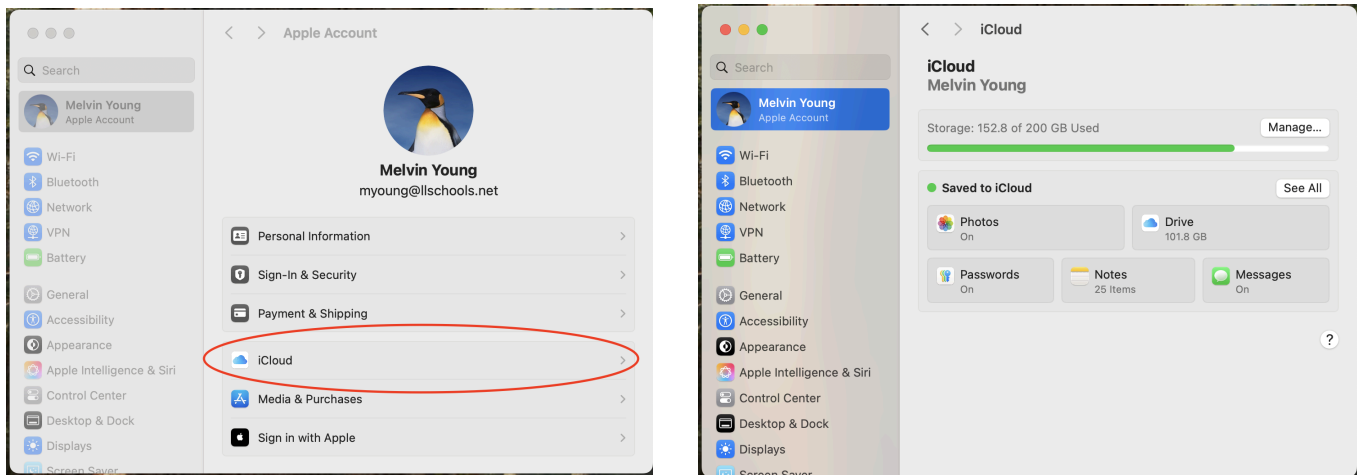
Google – Takeout is a service from Google allowing you to download data associated with your Google Account.

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 into your new account (Gmail) 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 transfer process may take up to a week, you may want to verify the process has completed successfully.

The image is a screenshot of the Google Takeout 'Transfer your content' page. At the top, it says 'Transfer your content' and 'Copy and transfer your email and Google Drive files to another Google Account'. Below this, there are three steps: 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. Below the form is a 'SEND CODE' button. To the right of the form is a small illustration of a person's head with a cloud and a mail icon. The background is white with a light gray border.

Managed Apple ID – iCloud Data



Downloading and backing up your iCloud data from a Managed Apple ID should be done from your MacBook.

1. Go to System Settings, navigate to the top left corner of the MacBook, click on the Apple Icon, then click on your name at the top of the list, then iCloud.
 2. Turn the individual iCloud services off one at a time (See list Below) 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

Apple recommends using the Disk Utility tool within the macOS recovery option to completely erase your MacBook and reset it to factory settings. Remember this process will not work until Los Lunas Schools Technology has released control of your MacBook. This should be 1 week after your official last day of school.

Before erasing your Mac

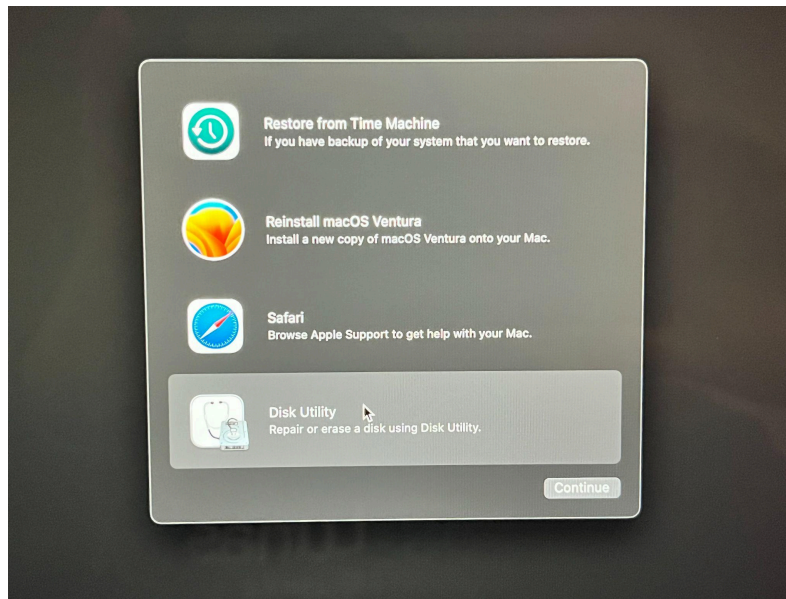
1. Backup any files you want to keep. This reset procedure will permanently delete all files.
2. Connect your Macbook to a power source while performing the reset procedure.

Here's how to do it: [\(Watch the Video Here\)](#)

1. **Boot into macOS Recovery:**
 - Shut Down your Macbook Air.
 - Press the power button for 1sec and let go, then immediately press and hold the power button until the MacBook screen reads “Loading startup options...”

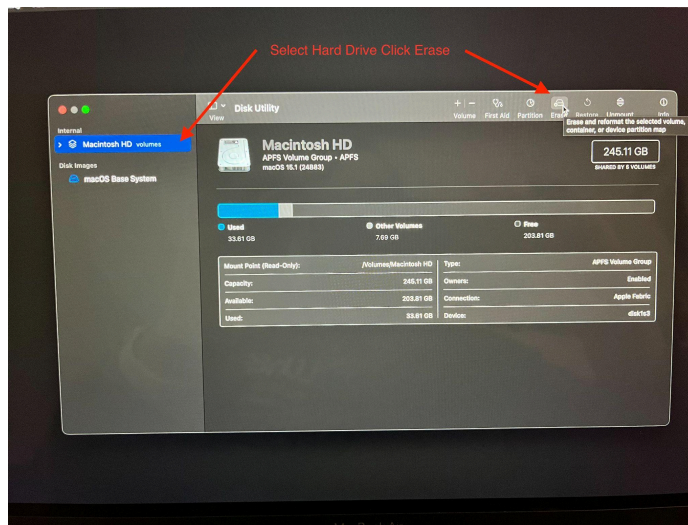


2. **Select Options from the Menu to continue.**
3. **From the Options menu click on Disk Utility.**

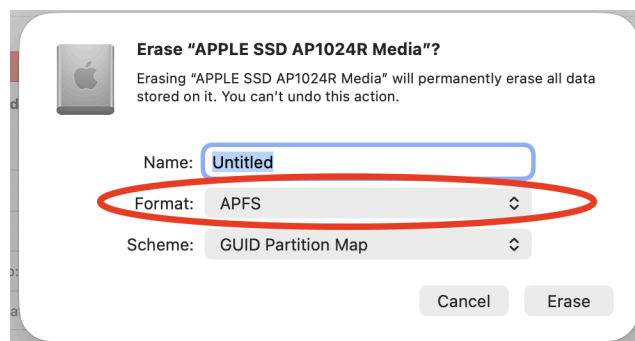


4. Erase the Hard Drive:

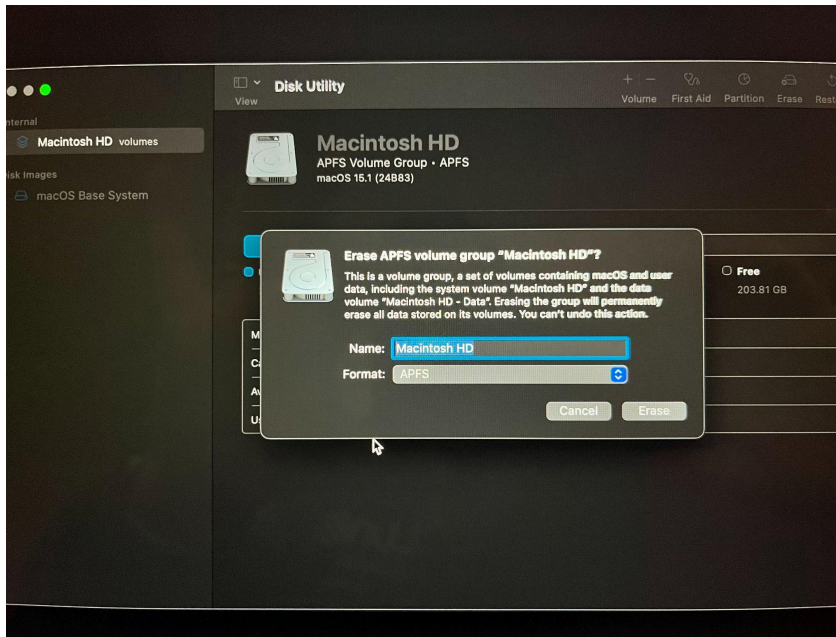
- Within Disk Utility, select "Macintosh HD" (or the name of your internal drive) in the sidebar.
- Click then click the "Erase" button.



- Choose APFS as the format.



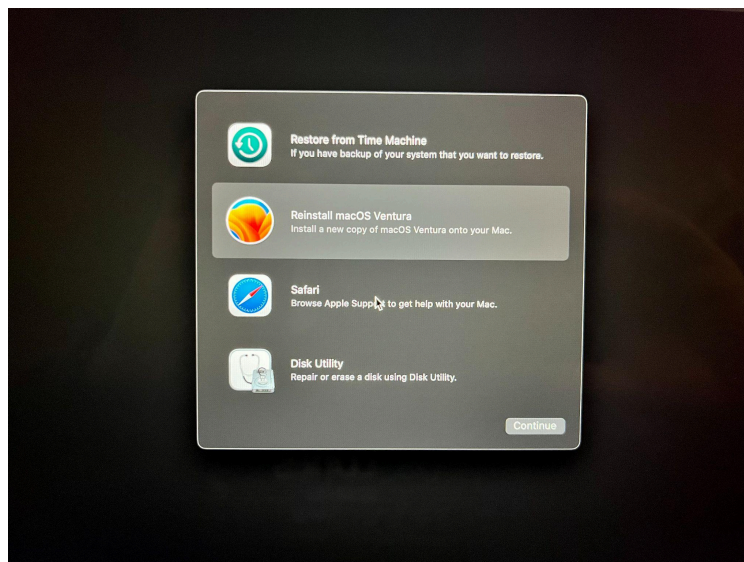
- Enter a name for the volume (e.g., "Macintosh HD").



- Click "Erase" or "Erase Volume Group".
- Once the erase process is complete, click "Done".
- Your computer may restart at this point - if so, it should reboot to the options screen. Otherwise quit the disk utility program.

5. Reinstall macOS:

- From the Options window, click "Reinstall macOS"
(Your macOS version may be different than what's listed below.)



- Follow the onscreen instructions to reinstall macOS. Once your MacBook restarts you can proceed through the steps to set up your new mac.

If you see the following screen while setting up your new mac. You will need to contact the High School you graduated from to ensure your MacBook has been properly processed and released from Los Lunas Schools Control. ***Remember to keep your LLS receipt as proof of ownership for your MacBook.***

