

Create an Apple ID

Faculty and staff are allowed to use an Apple Account on their MacBook. This will allow you to synchronize content such as:

- Safari favorites and passwords
- Photos/videos from the Photos app
- iCloud files
- Notes

We recommend creating a new Apple account for your work life if you choose to use an Apple account. **Please do not use your personal Apple account.**

To create a new Apple ID for your school issued device:

1. Visit <http://appleid.apple.com>
2. On the top right side of the web page, click "Create Your Apple Account"
3. Complete the registration form.
 - a. When asked for an e-mail address, you may use your district e-mail if you like. However, please remember you lose access that e-mail account when you leave the district. You may want to consider using a different e-mail address that you will still have access to when you retire or leave the district.
 - b. You may use your cell phone number for the account. At the time this guide was created, Apple will allow you to use the same phone number for different accounts.
 - c. Complete the form and any verification process Apple requires.
4. Once your account has been created, click on "System Settings" on your school issued MacBook.
5. In the left sidebar, you will see the option to sign in to your Apple Account. Once signed in, you can click the "iCloud" option to select the content that you want to sync/backup.