

iPad Setup Guide

2026

iPad 10th Generation



The following guide will go through:

1. Unboxing and Securing the Device
2. Apple setup
3. Company Portal
4. Setting a passcode
5. Printing from your iPad
6. Connecting to Pupil Wi-Fi
7. Pupil Timetable & Mail App
8. Using a touch screen device for the first time



Step One: Unboxing and Securing the Device

1. Remove the iPad from its box and ensure you have the iPad, both parts of the charger and the USB charger cable (under the cardboard sleeve).
2. Remove the case from its packaging.
3. Locate the slip given alongside the iPad when collected, if you don't have one a cut-out slip can be found on our website [here](#).
4. Complete the slip and insert it face down at the bottom of the case so the writing is visible through the plastic window.

Step One: Unboxing and Securing the Device – Part 2

1. Insert the iPad into the case, making sure round 'home' button is at the bottom, with the case flap to the left. It is a snug fit so press it in very carefully until all the edges are surrounded by the case. **Please take care** to press at the edges of the iPad so as not to break the glass – this damage is NOT covered by our insurance.
2. (See [here](#) for tips on using an iPad for the first time.)

Step Two: Apple Setup

1. Power on the device by pressing the power button on the top-right edge of the iPad – hold your finger on the button until the Apple logo appears.
2. Slide up on the screen when you see the 'Hello' message.

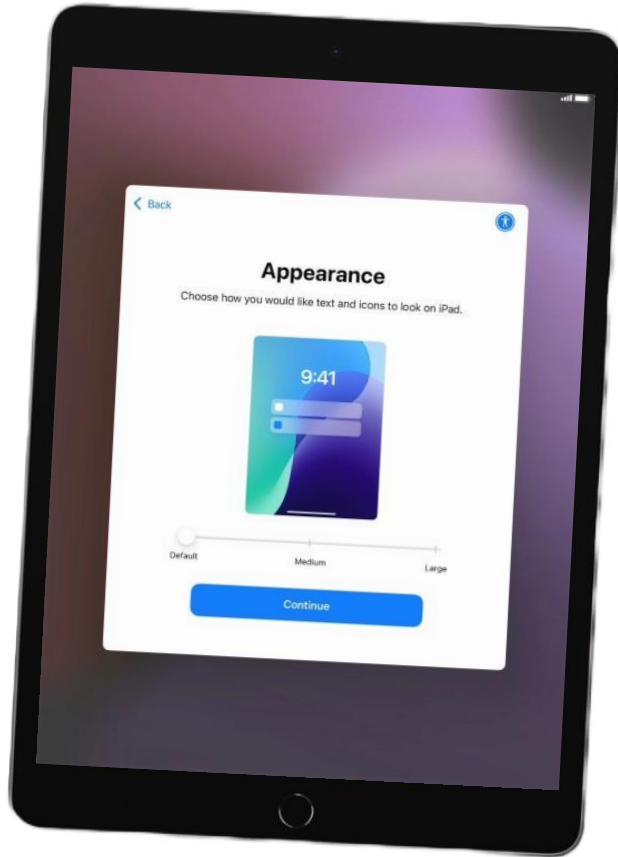


Step Two: Apple Setup

3. Press 'English' followed by 'United Kingdom'.



Step Two: Apple Setup

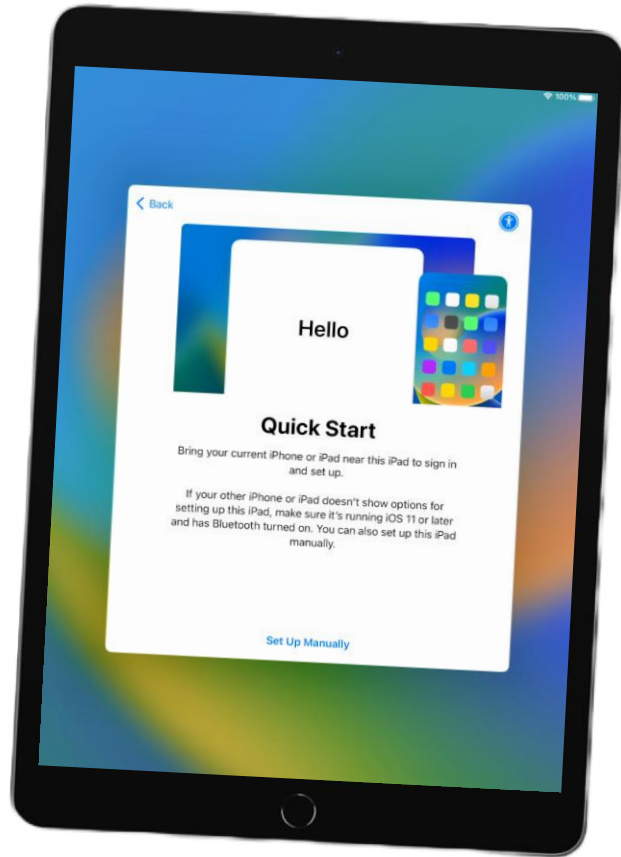


4. You will be asked to select which appearance you would like to use – this determines the size of text and icons when you use your iPad

(this can be changed via the settings App if required in the future)

Step Two: Apple Setup

5. Tap 'Set Up Without Another Device'. Or 'Set up Manually'

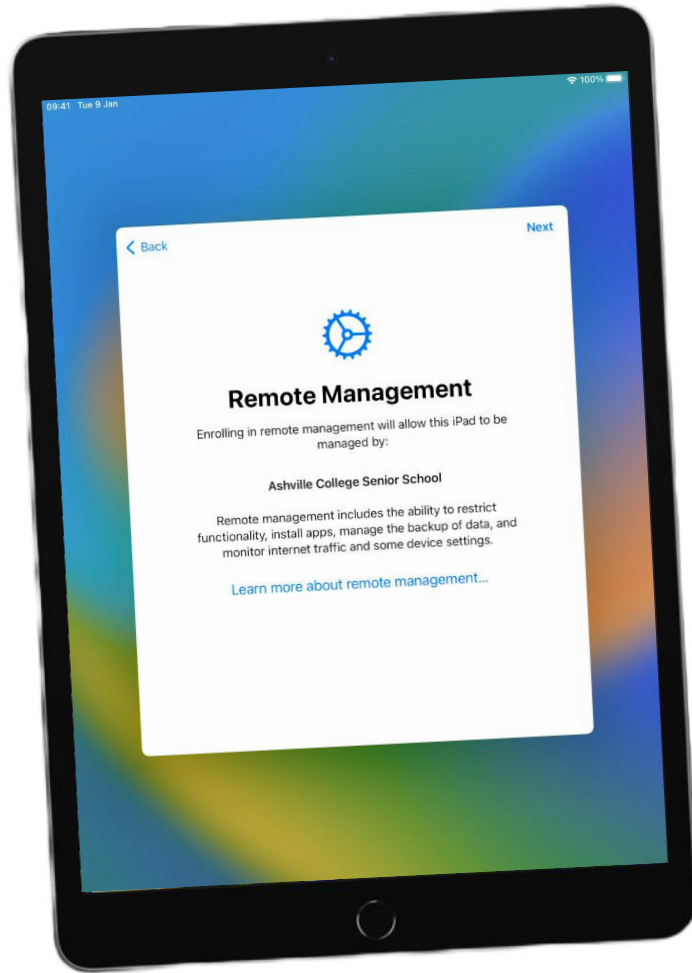


6. You will now be asked to connect to Wi-Fi. Tap on the name of your home network and enter the password and click 'Join'.

(If you don't know the details for your wireless network, they are often pre-printed on the base of your internet router.)



Step Two: Apple Setup



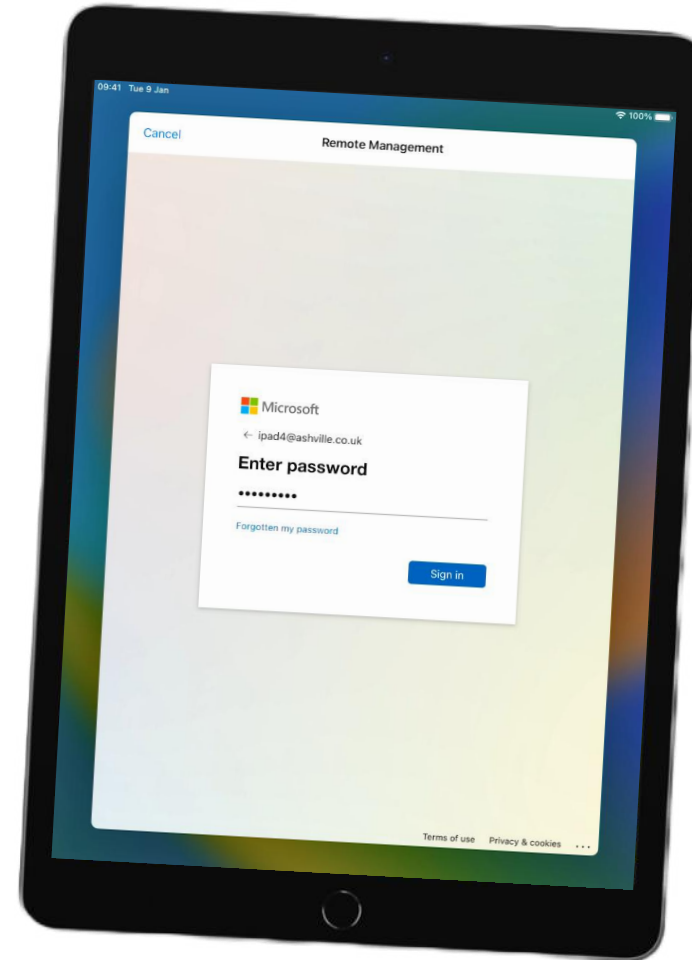
7. You will now be informed that Ashville College Senior School will remotely manage your iPad. Press **'Next'** in the top right corner or **'Enrol this iPad'** at the bottom.

(Please note: The same page is also displayed for Prep-School iPads.)

Step Two: Apple Setup

8. You will be prompted to enter your **Ashville** email and password. These are the same details used to log onto a school computer. Yours can be found on the new starter document. Enter the whole email, press '**Next**' followed by your password and press '**Next**' to continue.

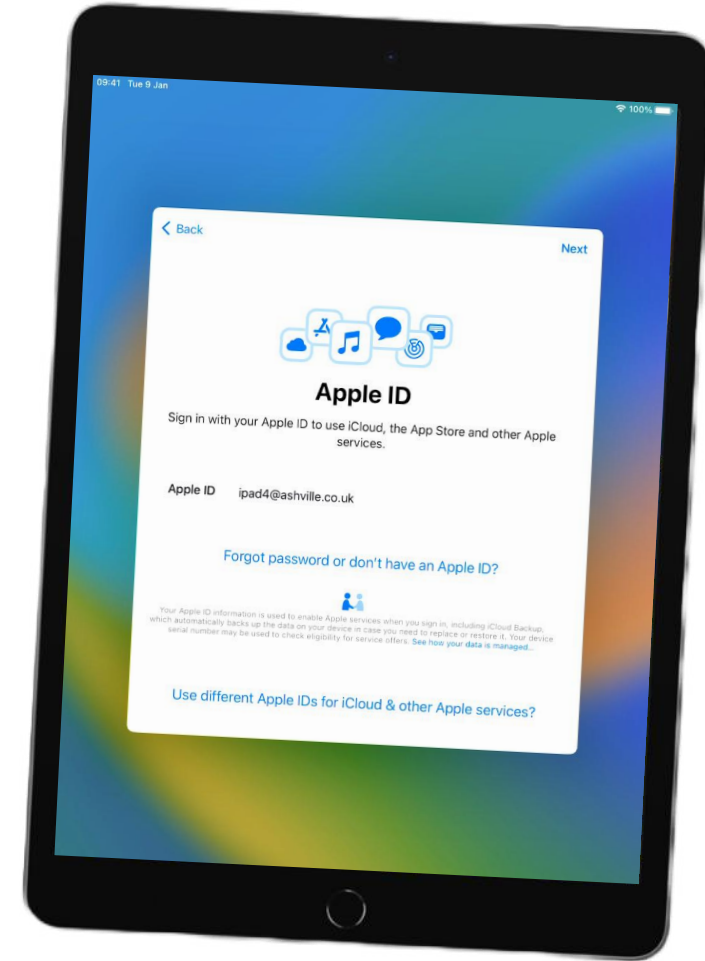
The iPad will then configure for a few minutes.



Step Two: Apple ID Setup

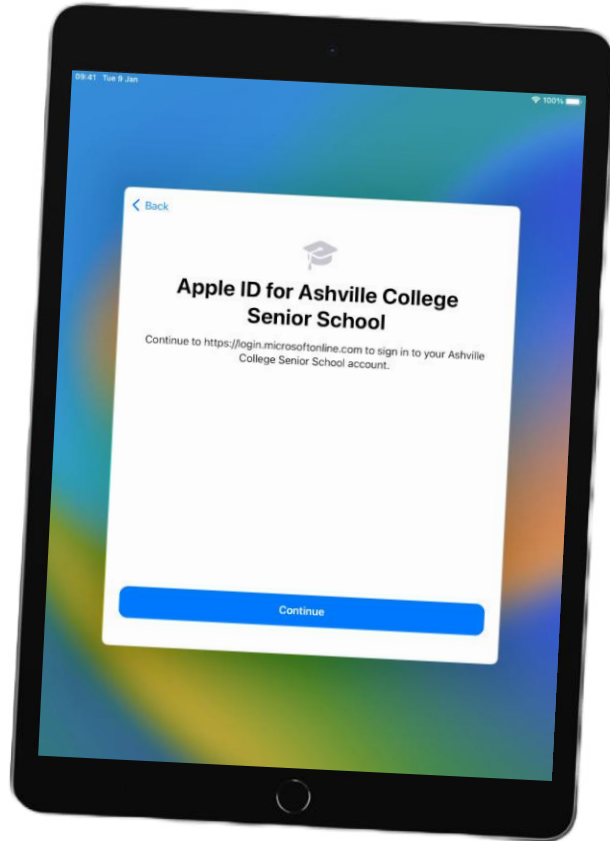
9. You will now be asked to sign in with your Ashville Apple ID, this is the same email address & password you entered in the previous step.

Enter your Ashville email address and click '**Next**' in the top right corner or '**Continue**' at the bottom.

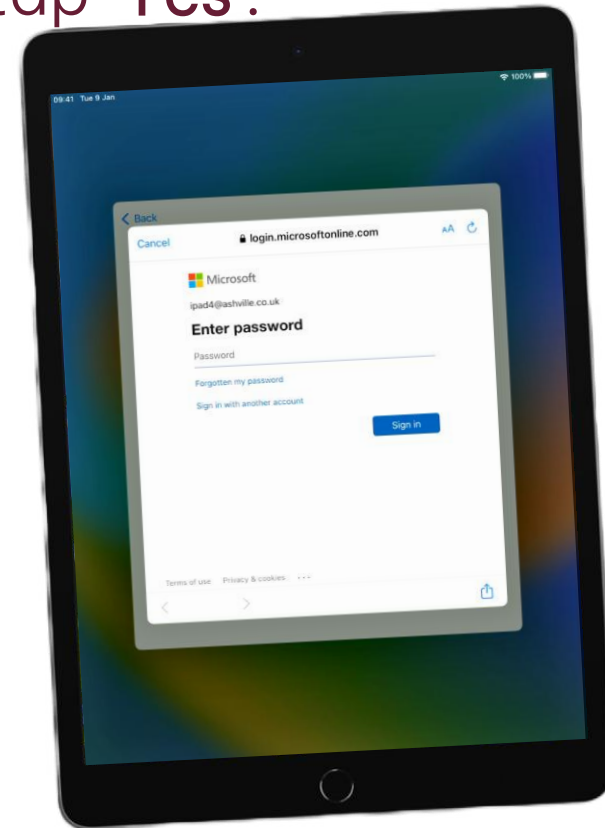


Step Two: Apple Setup

10. Tap 'Continue'

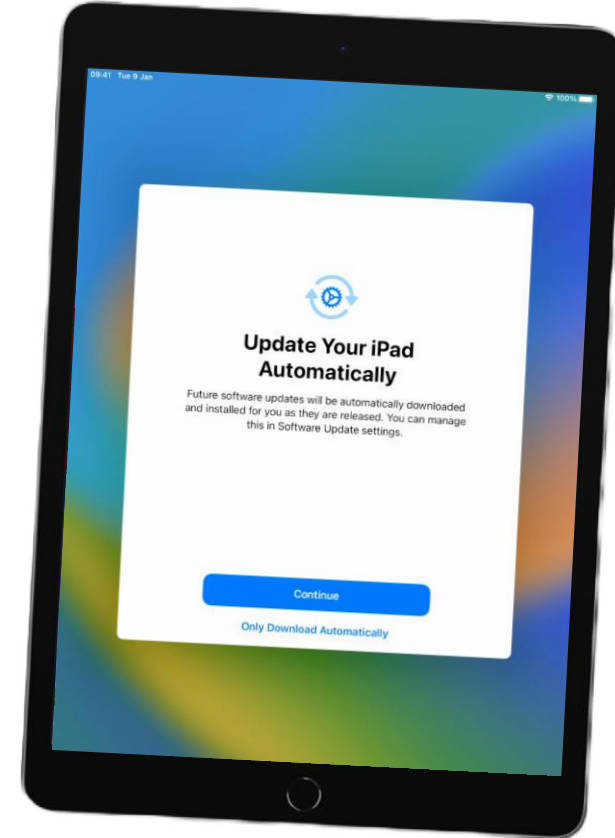
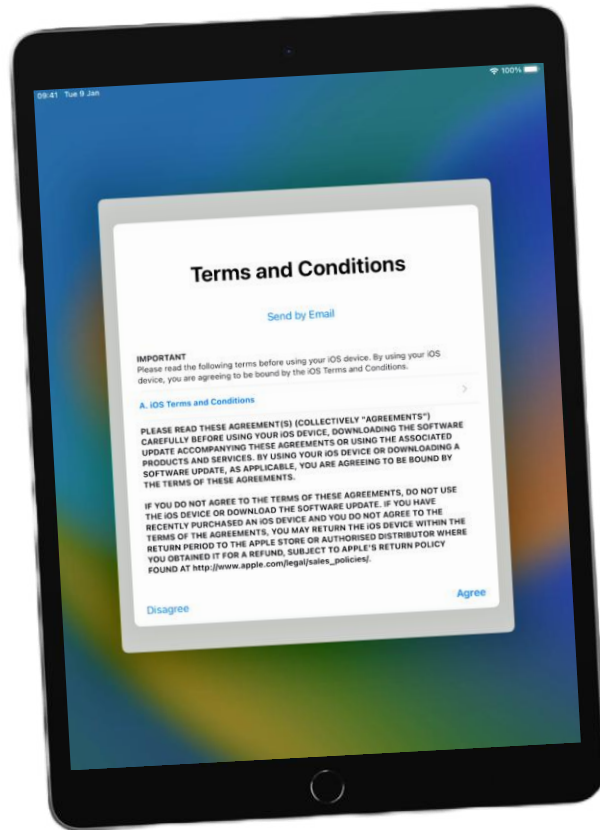


11. A window will then pop up for you to enter your Ashville **password** again for Microsoft. Tap 'Sign In', when asked 'Stay Signed In?' tap 'Yes'.



Step Two: Apple Setup

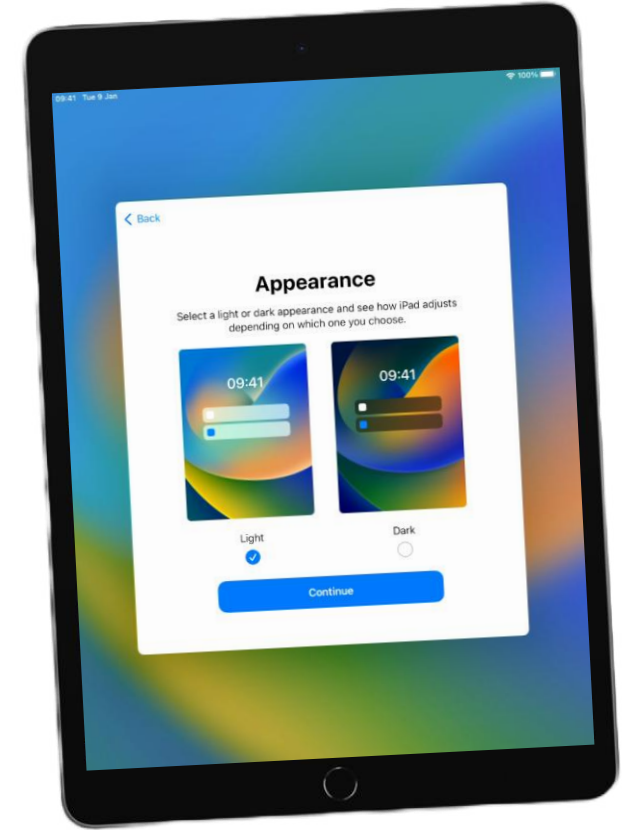
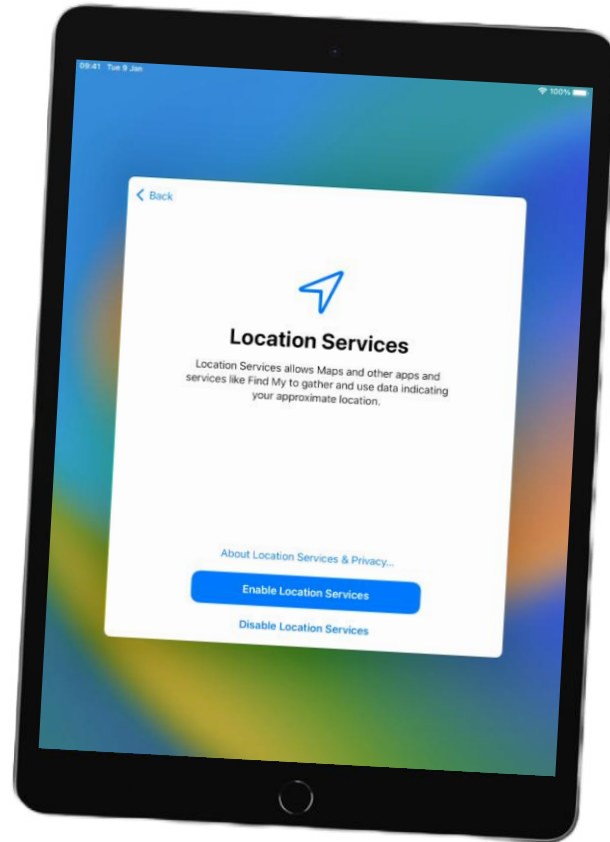
12. Tap 'Agree' to the Terms and Conditions.



13. Tap 'Continue'.

Step Two: Apple Setup

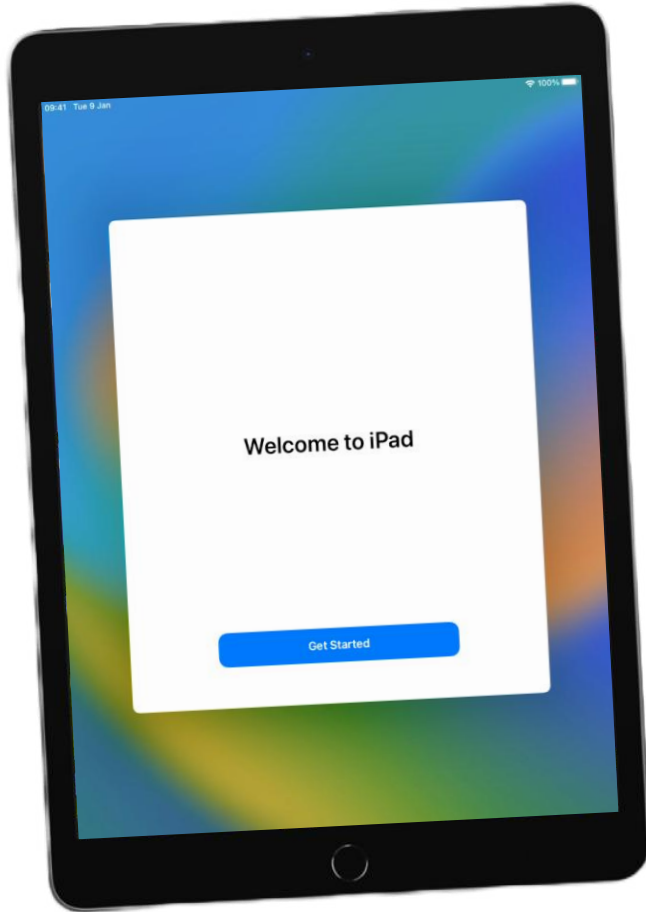
14. Tap 'Turn On Location Services'.



15. Choose Either 'Light', 'Dark' or 'Auto' and click 'Continue'.

Step Two: Apple Setup

16. Click 'Get Started'.

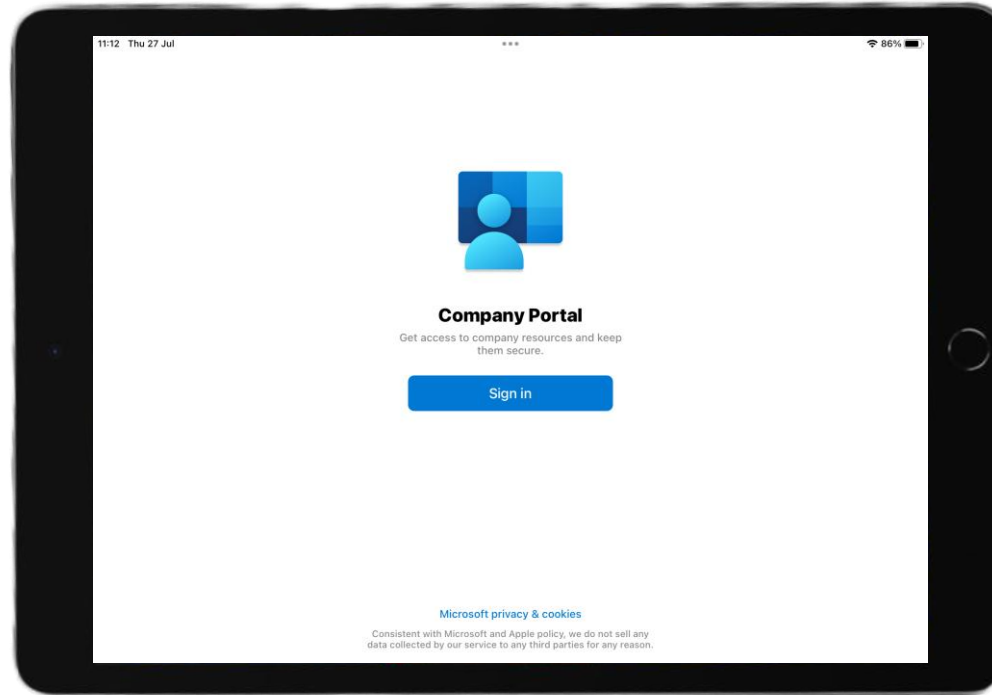


WELL DONE!

Your iPad is now enrolled, the next steps will go through how to download applications and other key features when using your iPad at Ashville.

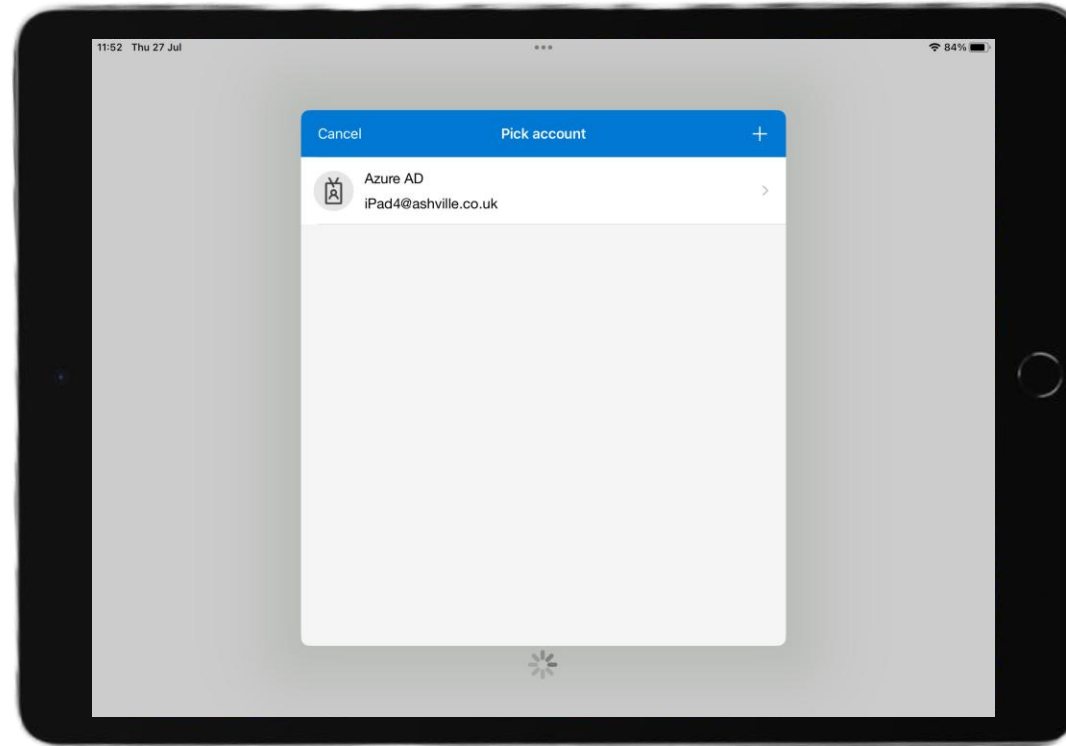
Step Three: Company Portal

It is important you set up the Company Portal App as it is where you will find any extra applications you may need for lessons.



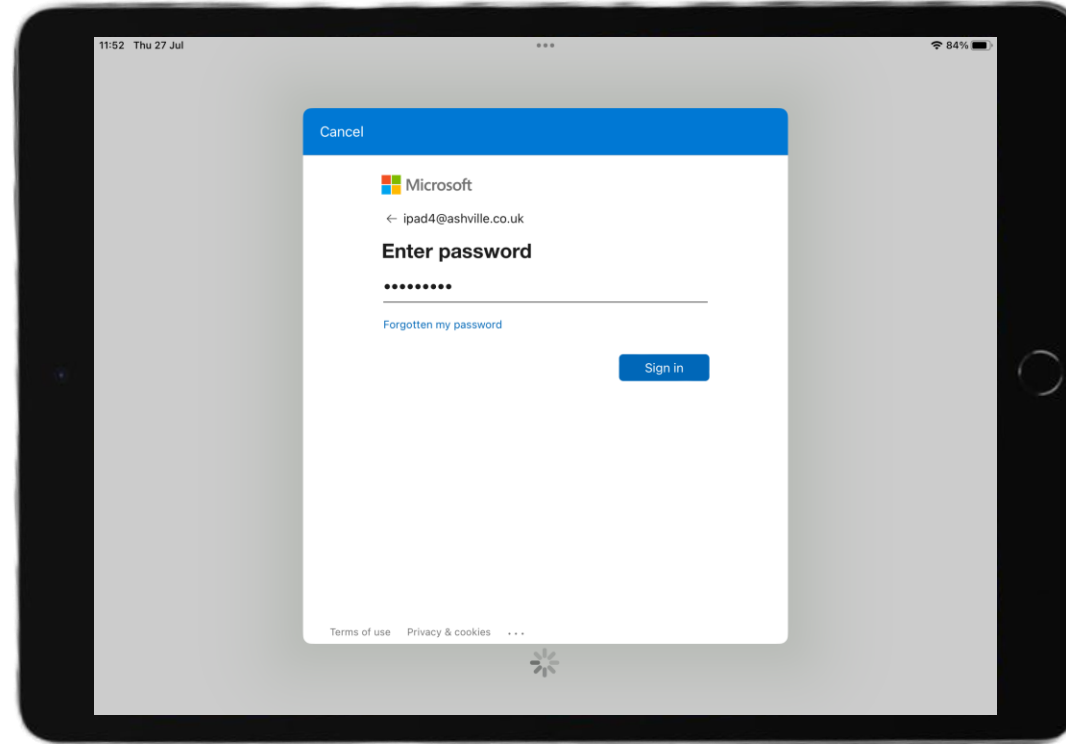
1. Click on the app icon 'Comp Portal'.

Step Three: Company Portal



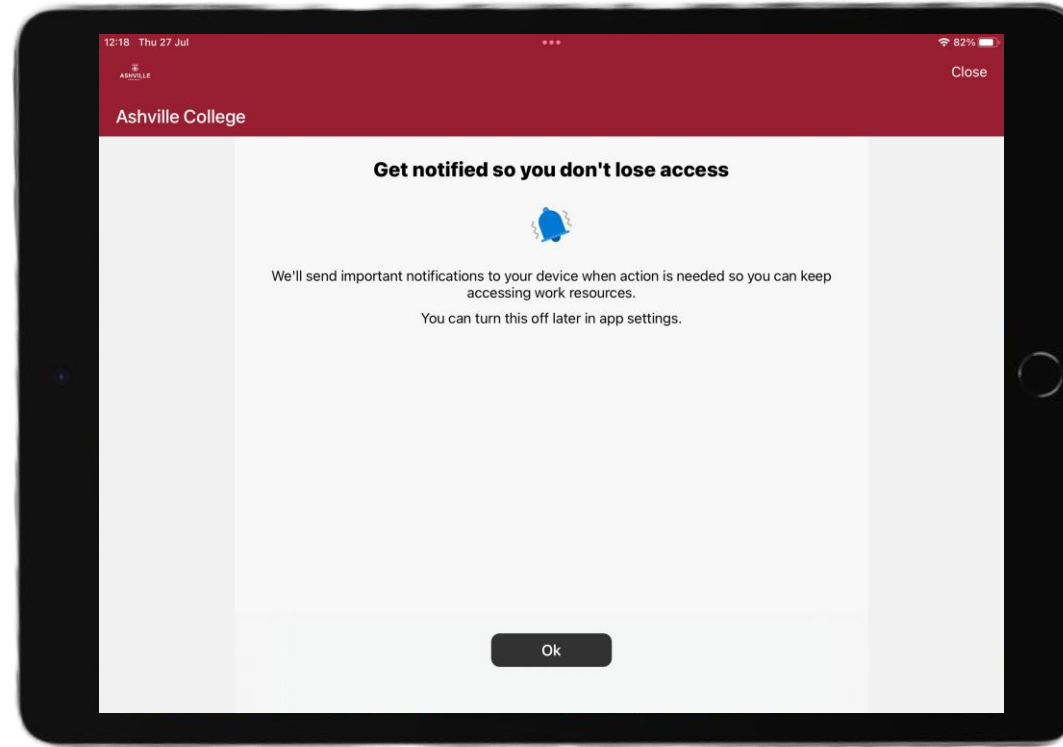
2. It should automatically recognise your account. Click on your Ashville email address. If not enter the same email as before.

Step Three: Company Portal



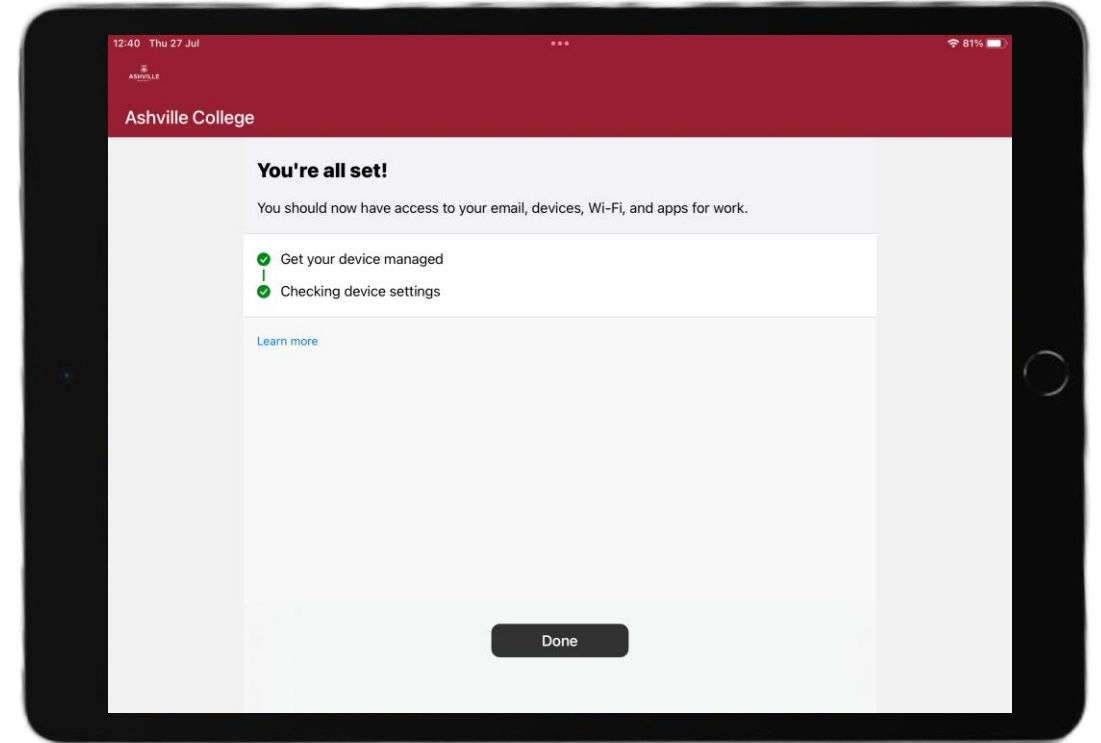
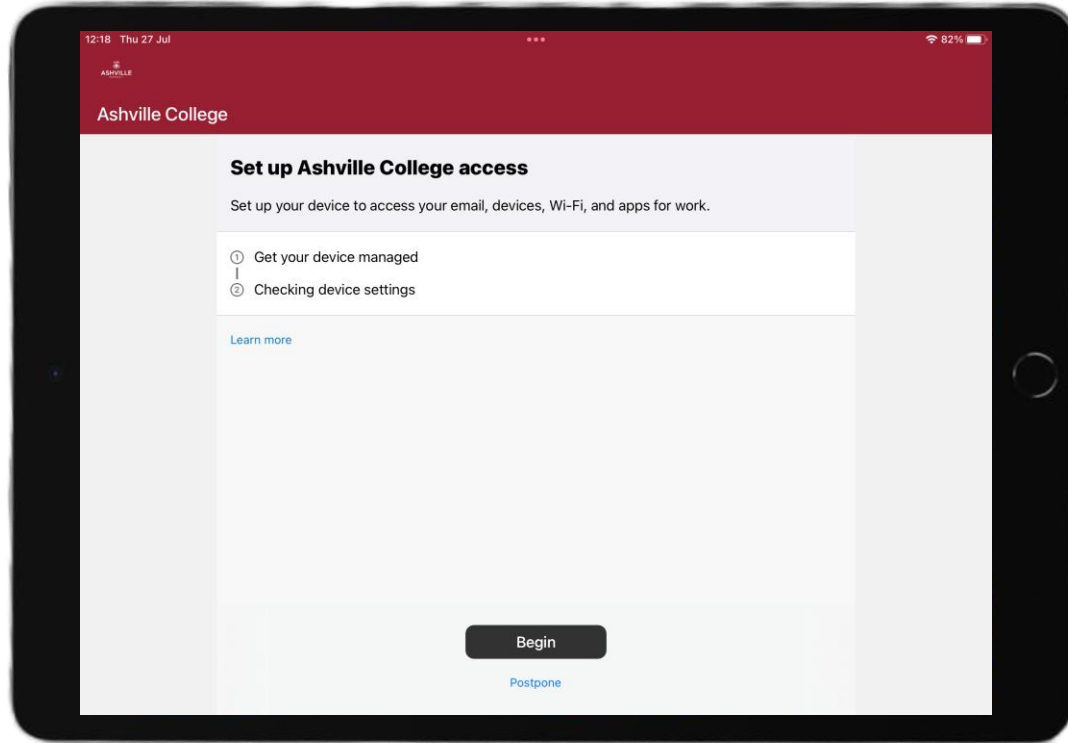
3. Enter your password and click 'Sign In'.

Step Three: Company Portal



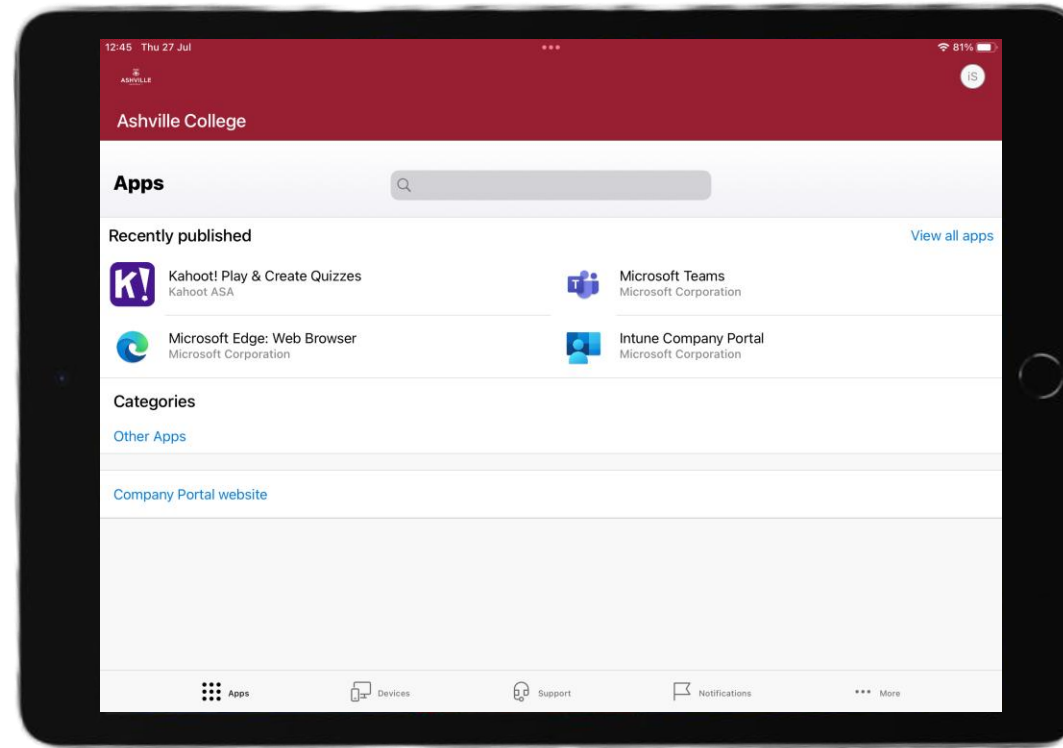
4. Click 'Ok'.

Step Three: Company Portal



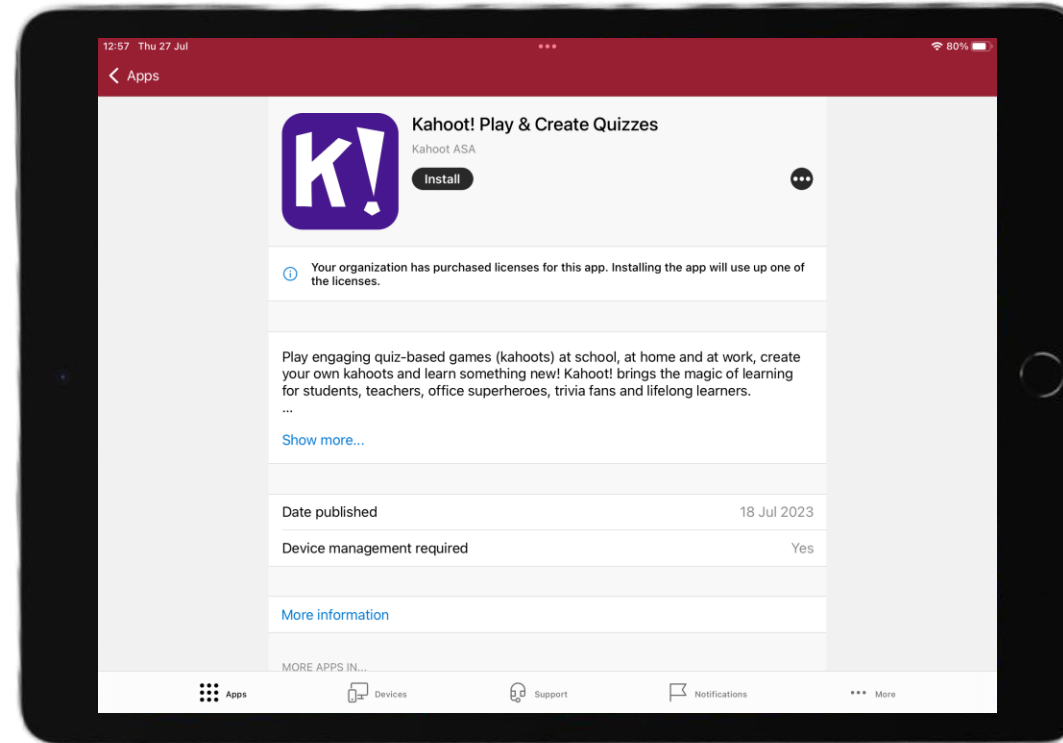
5. Click 'Begin'. Wait for both bullet points to show a green tick, click 'Done'.

Step Three: Company Portal



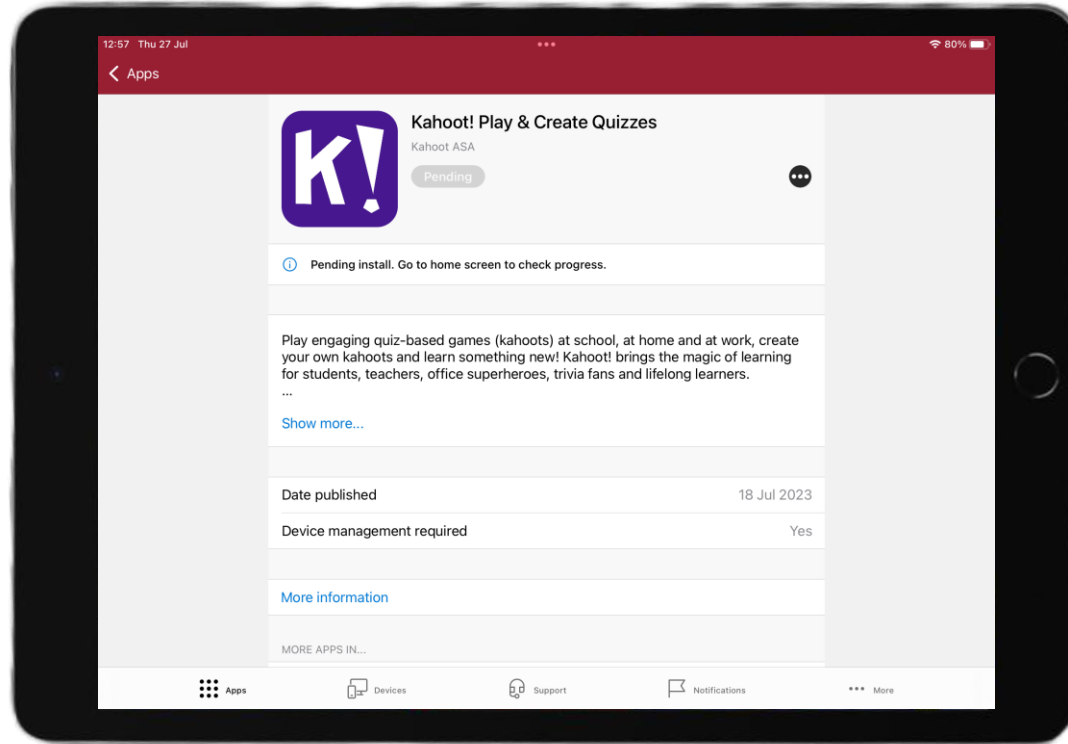
7. You will then be shown this page, here you can search for certain apps you may need for different classes.

Step Three: Company Portal



8. To install an application, click on the desired icon.

Step Three: Company Portal



9. Tap 'Install' and your app will begin to install and appear on your home page.

Step Four: Setting a passcode



1. Once you have set up company portal, you should see this notification, click 'Change Now'.

Step Four: Setting a passcode



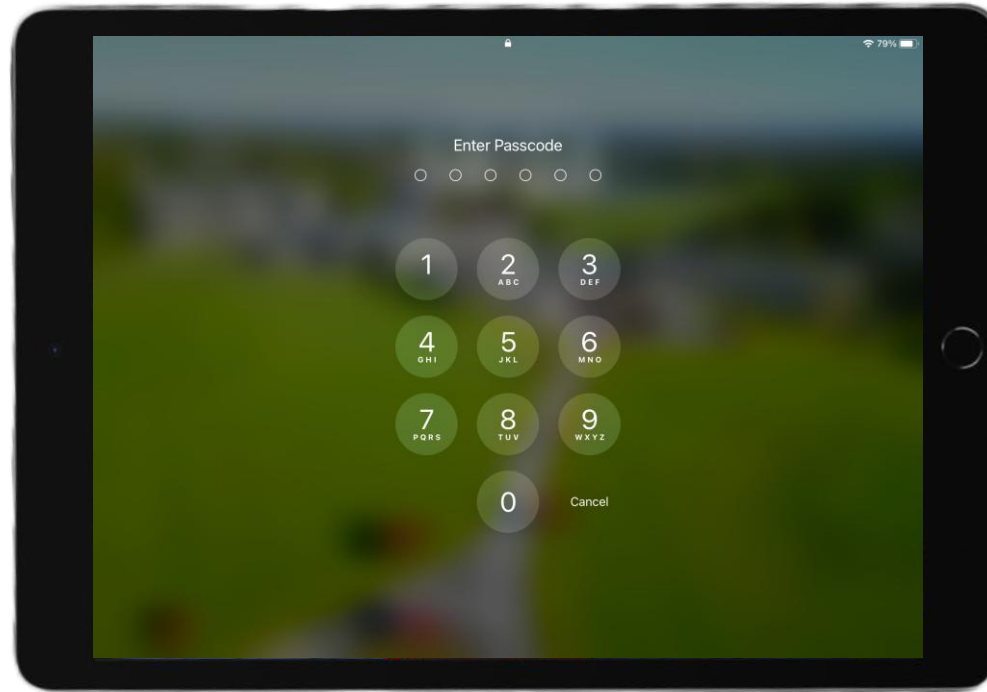
2. Enter a six digit passcode and tap 'Continue'.

Step Four: Setting a passcode



2. Re-enter your six digit passcode and tap 'Set Passcode'.

Step Four: Setting a passcode

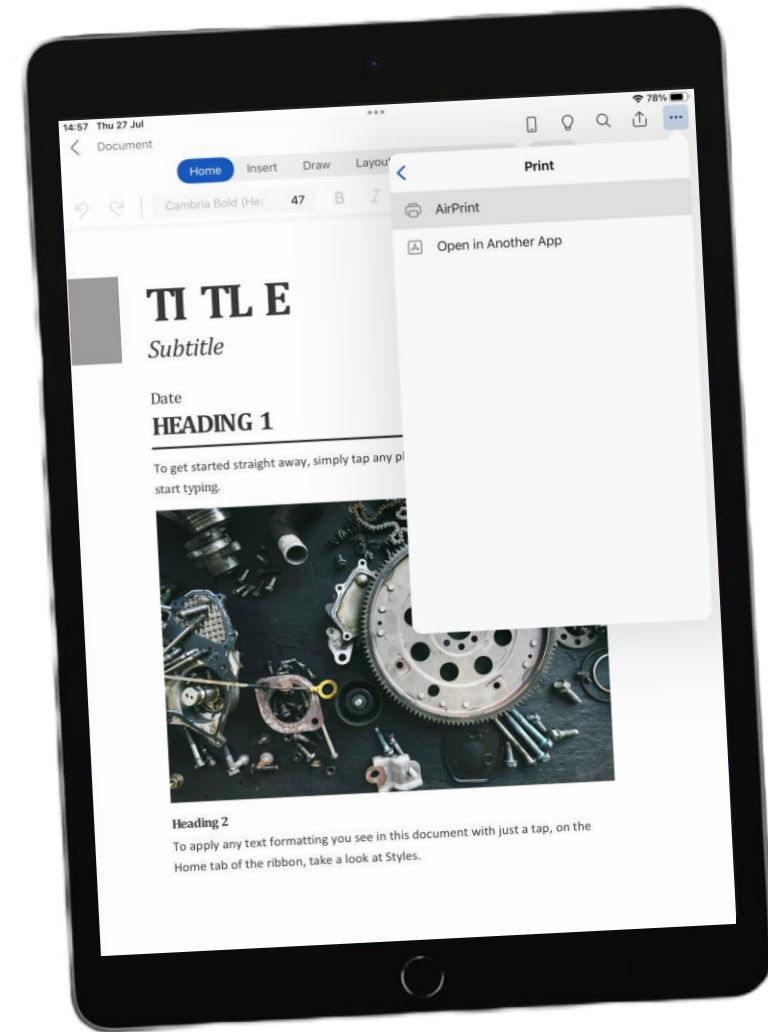
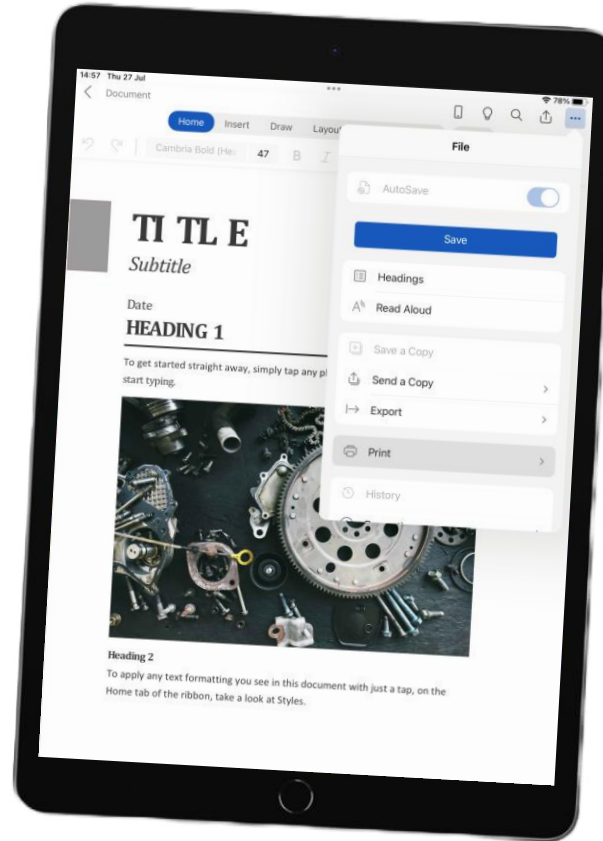


From now on to unlock your device you will need to enter the 6 digit passcode.

Please note: If you forget your passcode, don't worry, Ashville's IT department are able to unlock devices and reset passwords if needed.

Step Five: Printing from your iPad

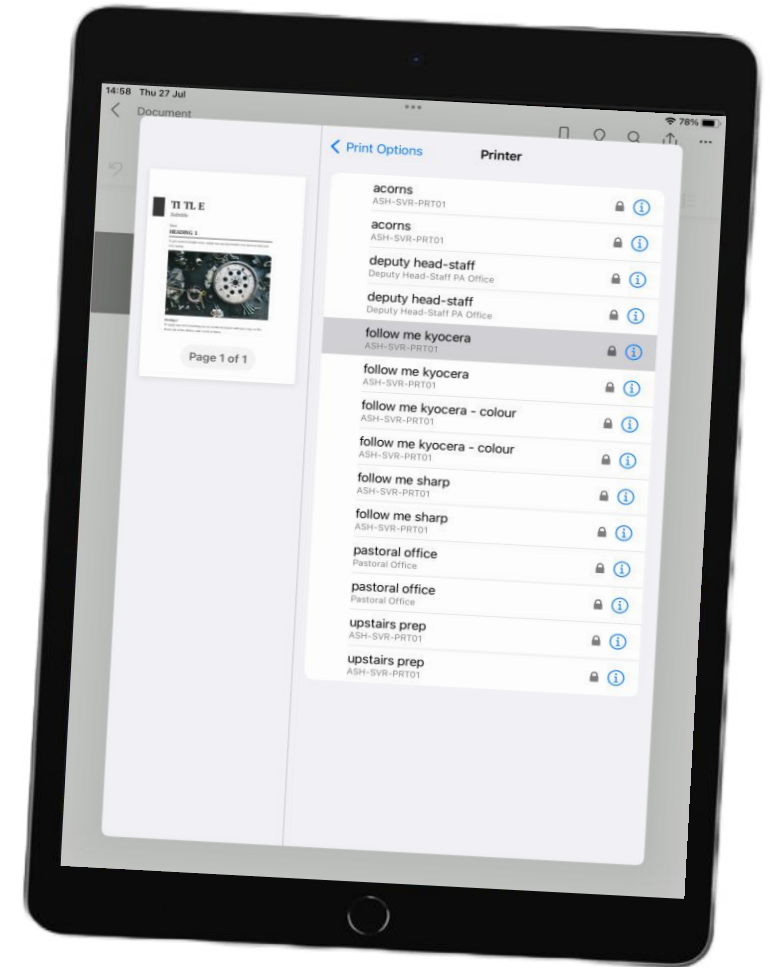
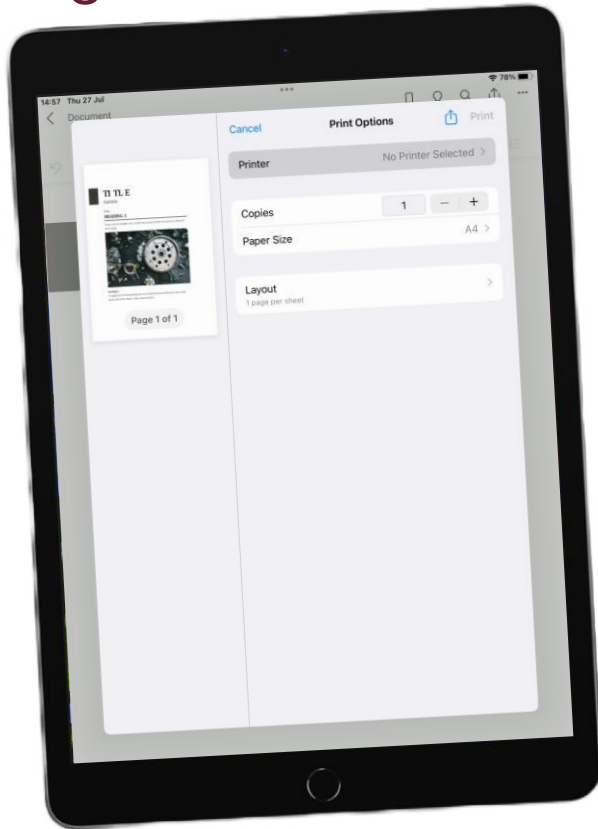
1. Depending on your document either press on the ... or the share icon and select 'Print'.



2. Click on 'Airprint'.

Step Five: Printing from your iPad

3. Click on 'Printer' to select one from the following list.

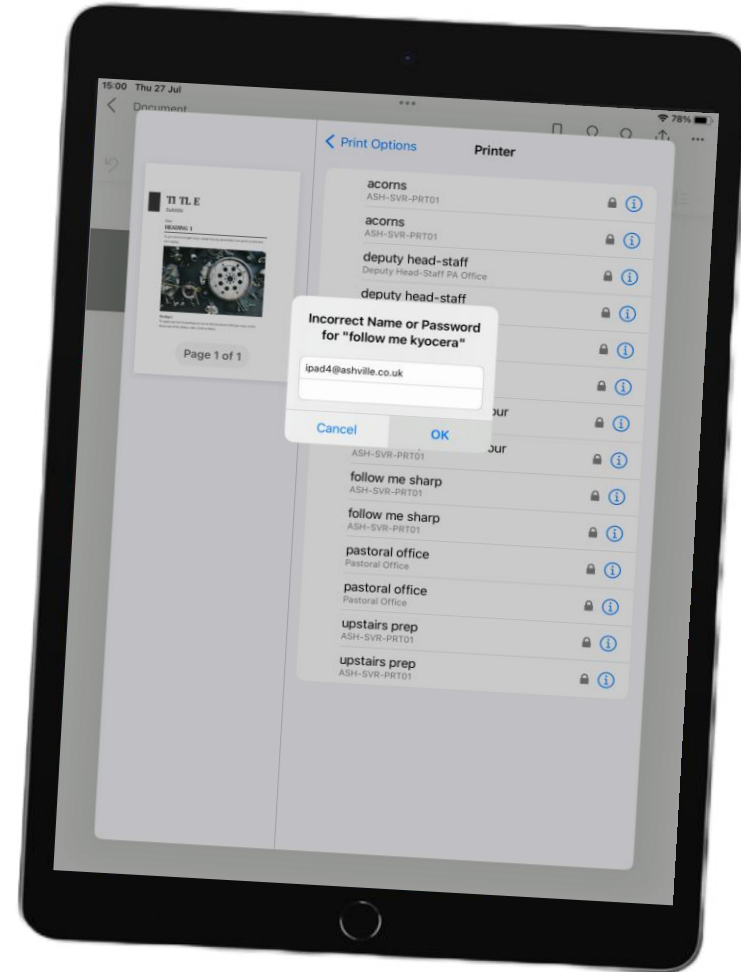


4. Either choose 'follow me kyocera' or the colour version if printing with colour.

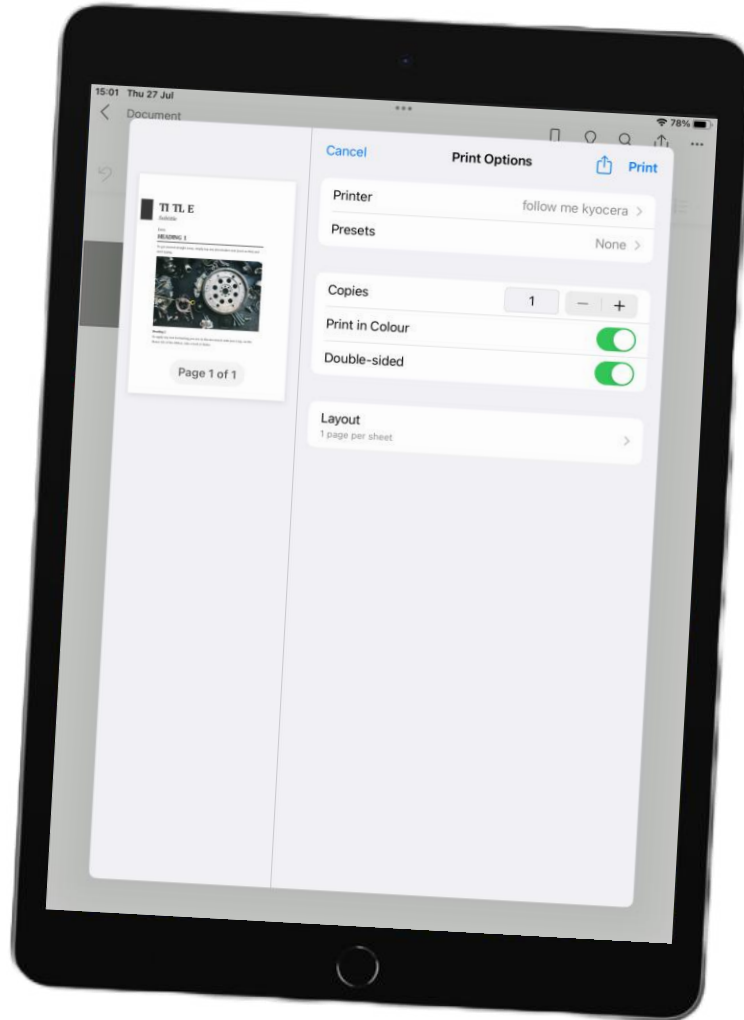
Step Five: Printing from your iPad

5. Enter your Ashville email and password into the required fields and click 'OK'.

The previous page should now show the name of that printer in the 'Printer' field.



Step Five: Printing from your iPad



7. Press 'Print' in the top right corner.

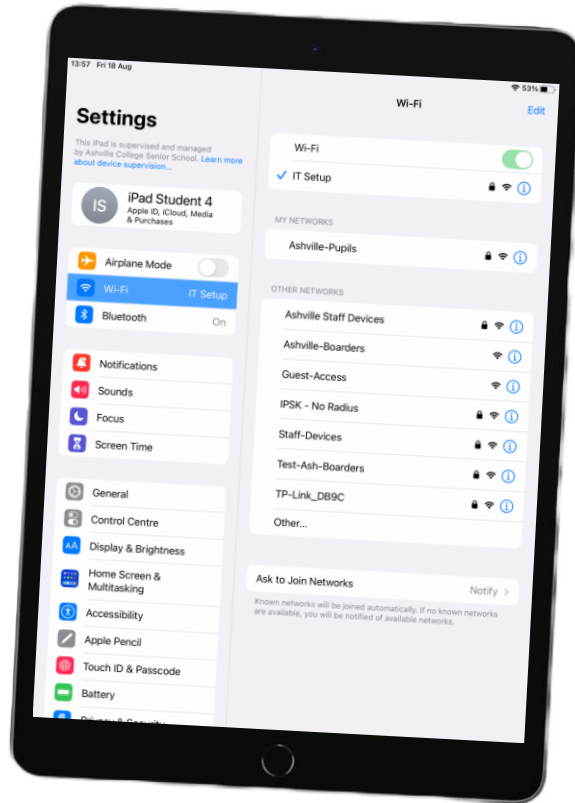
Your documents will now be ready for you to release at any of our follow me printers around the site.

To release them, simply enter your username and password and hit 'print'.

(Please note, the displayed printers will only appear whilst on site.)

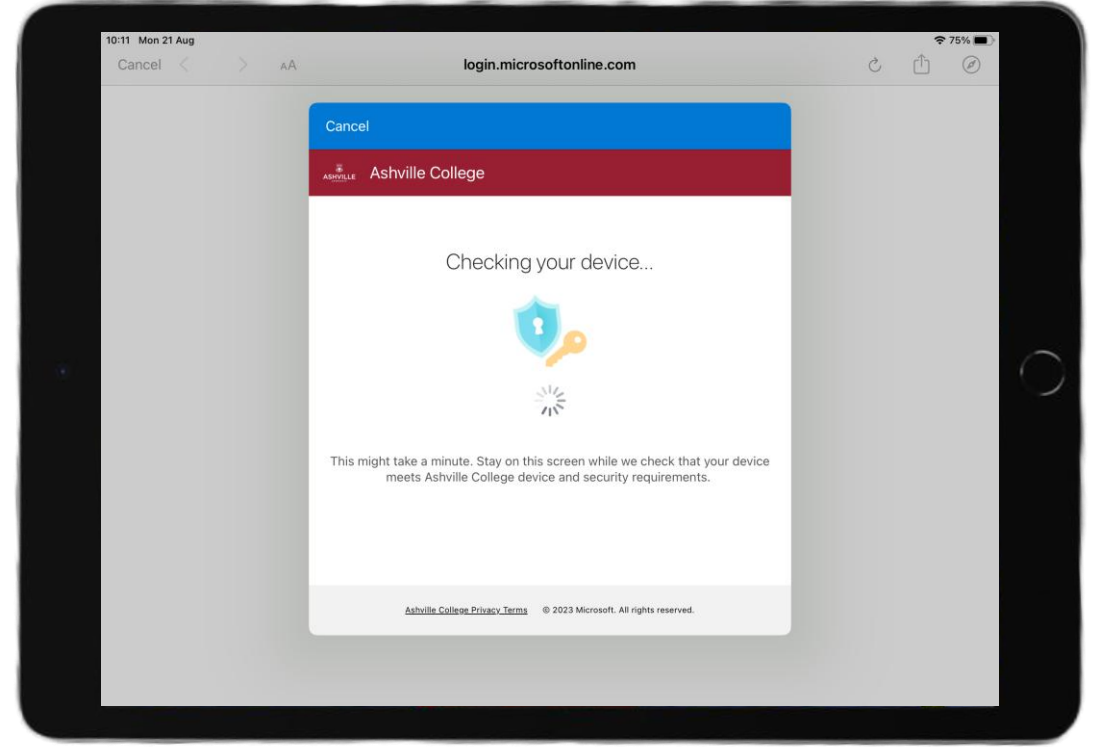
Step Six: Connecting to the Wi-Fi in school

1. Once you have enrolled your iPad and set up Company Portal, the 'Ashville-Wi-Fi' Wi-Fi will appear under 'MY NETWORKS' in the Wi-Fi Settings.



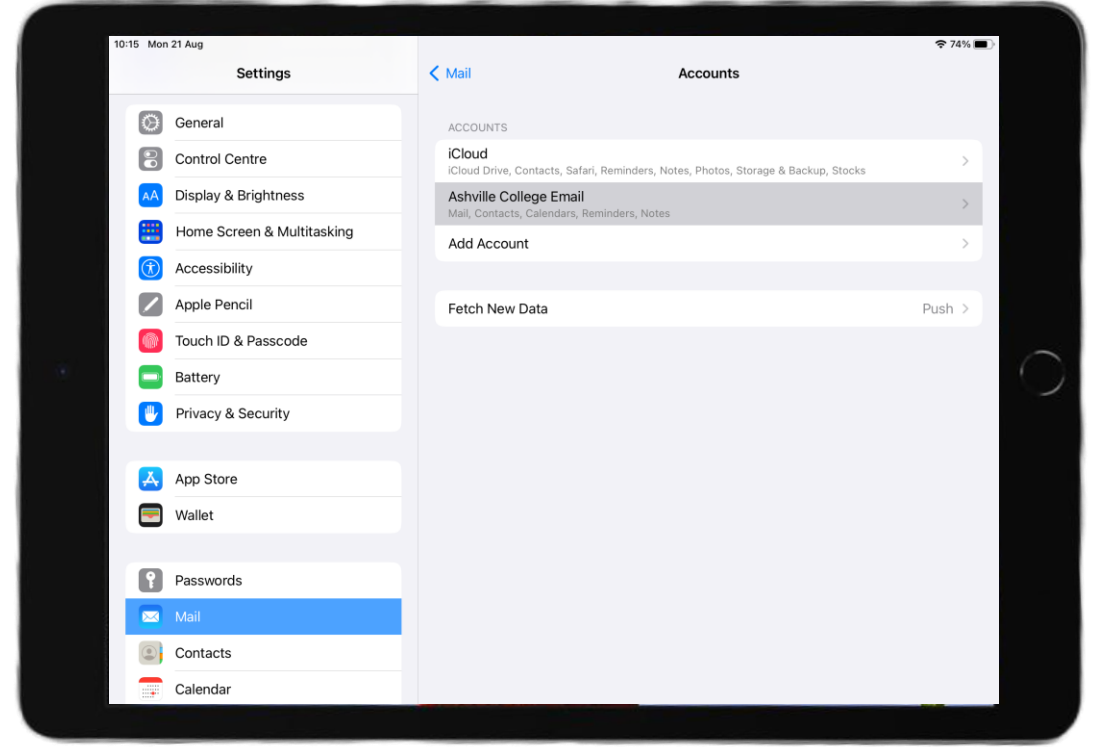
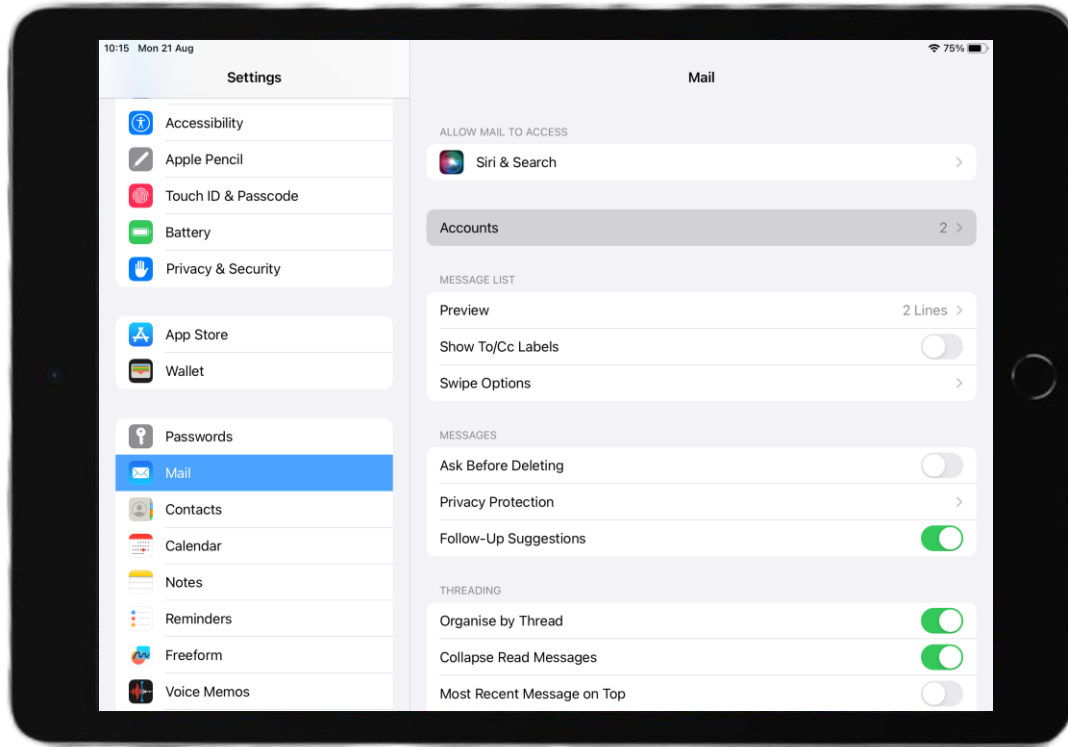
2. To connect, tap on 'Ashville-Wi-Fi'. Your Username should be automatically filled in. Enter your college password and tap 'Join'.

Step Seven: Pupil Timetable & Mail App



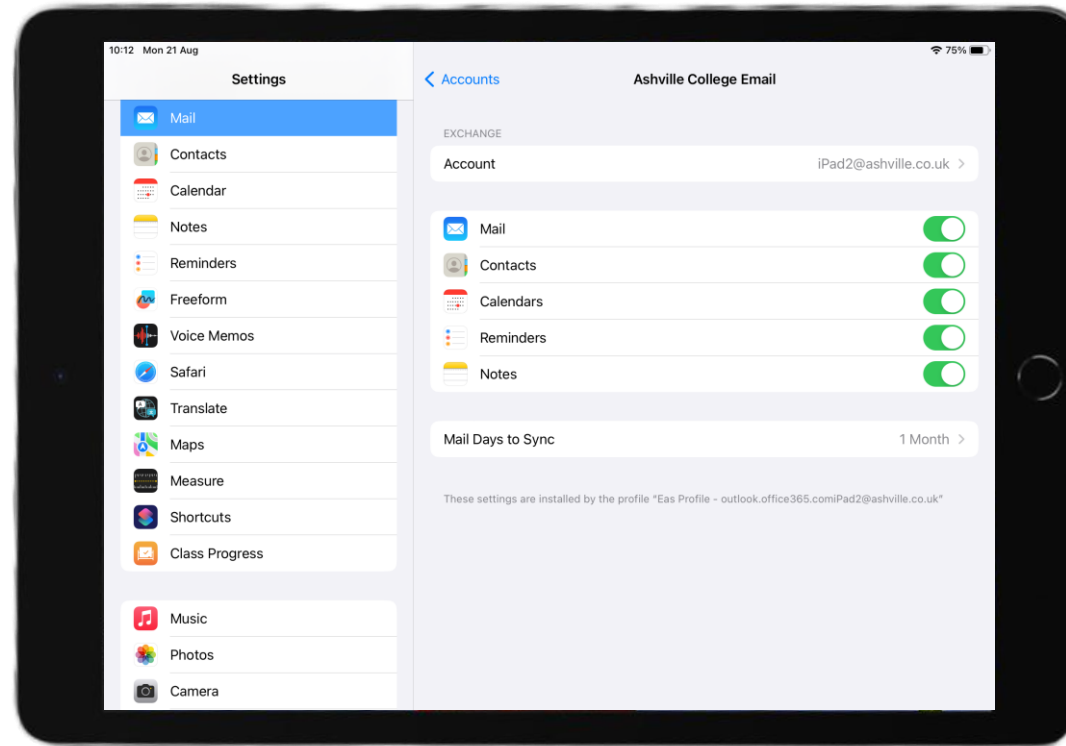
1. During the setup of your iPad, this box may appear. Tap 'Edit Settings' and you will be taken to a page that says 'Checking your device'.

Step Seven: Pupil Timetable & Mail App



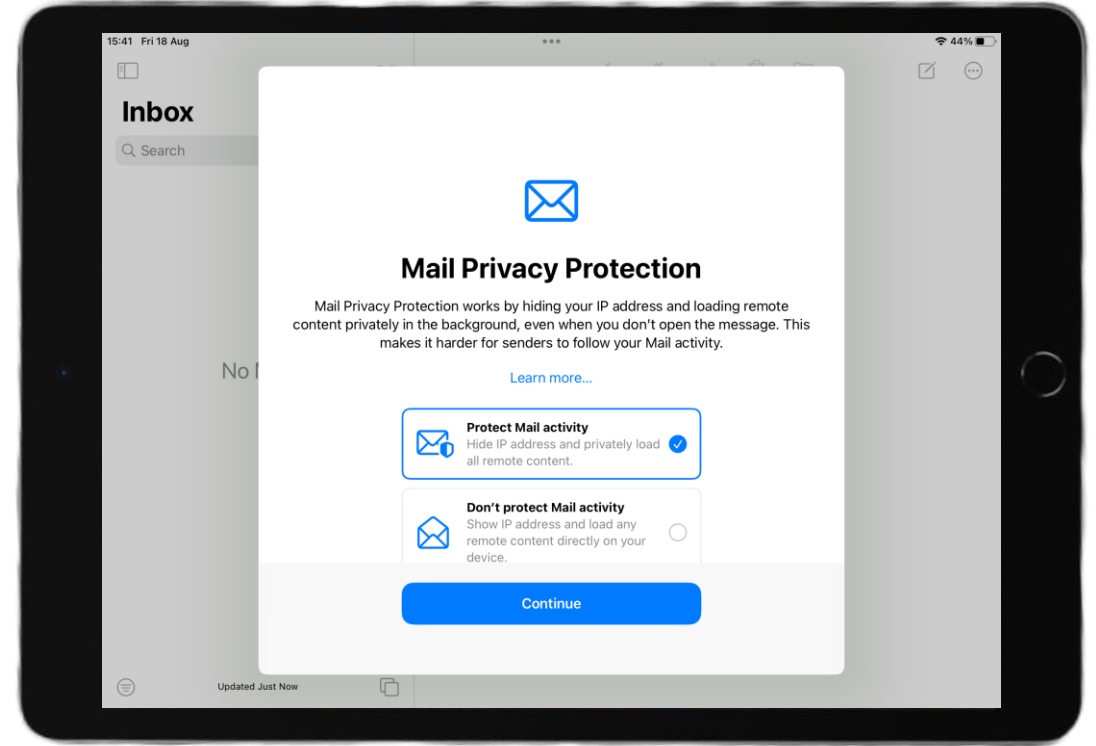
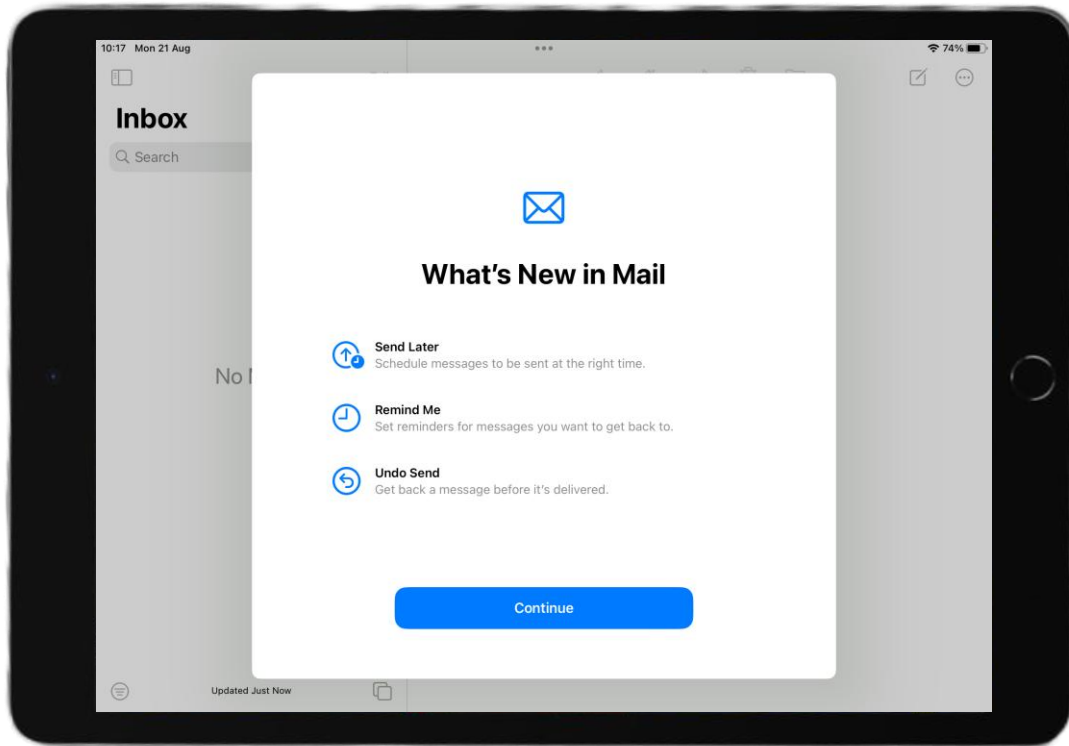
2. If the box on the previous page doesn't appear or you clicked 'cancel', simply go to Settings > Apps > Mail > Accounts > 'Ashville College Email'. Tap 'Re-enter Password'.

Step Seven: Pupil Timetable & Mail App



3. Once the iPad has finished checking, you should be shown this screen and your Ashville email address will be shown next to 'Account'.

Step Seven: Pupil Timetable & Mail App



4. Head to the Mail app, Tap 'Continue' on each of these windows. Your emails will now appear in the app and any lessons will synchronize with the Calendar on your iPad.

The setup is now complete.

If you need any further
assistance, email
ipads@ashville.co.uk or call
01423 724880

If you are not accustomed to using an iPad or other touch-screen device, the following may help:

- Most iPad interaction is done by lightly pressing with your finger on the screen, either on buttons or in text boxes, or by swiping the screen in various directions.
- Whenever you need to enter text, you usually need to press on the box where the text is going to go – an onscreen keyboard will appear for you to type on.
- On the keyboard, the ‘shift’ key is the up arrow on both sides. Double-pressing the shift key will put it into the equivalent of ‘Caps Lock’ mode on your PC. Press it again to release Caps Lock mode.

- On the keyboard pressing the 123 button will give you access to the numeric and punctuation keys such as @ and £. From there, press the #+ = key to get even more punctuation keys.
- To hide the keyboard if you don't want to type on it, press the bottom-right-hand key.
- Apps are launched by clicking on them on the home-screen. Once the first screen is full, you can swipe right/left to get to further screens.