

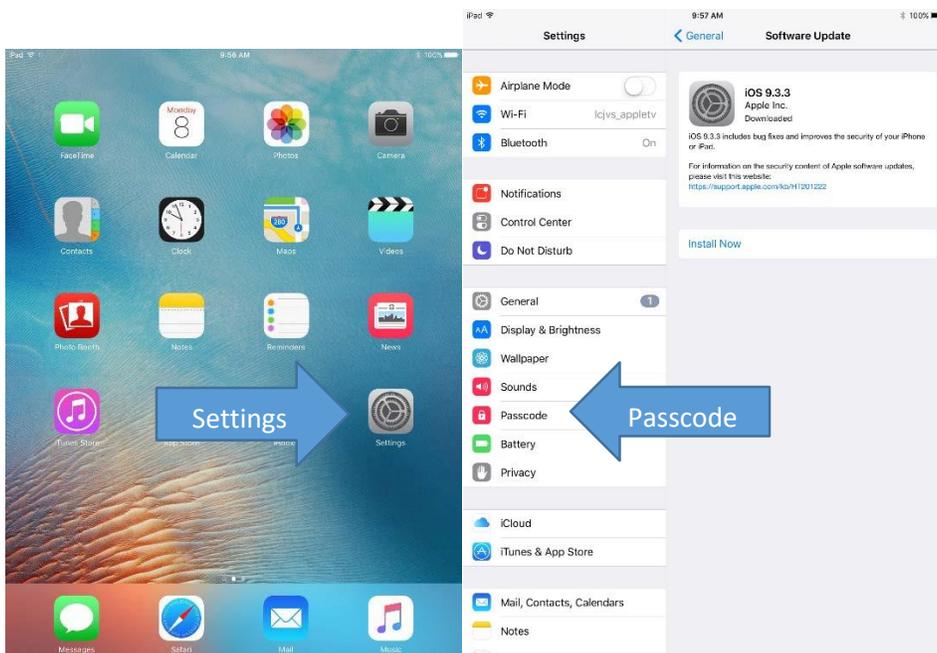


iPad Mini Setup Instructions

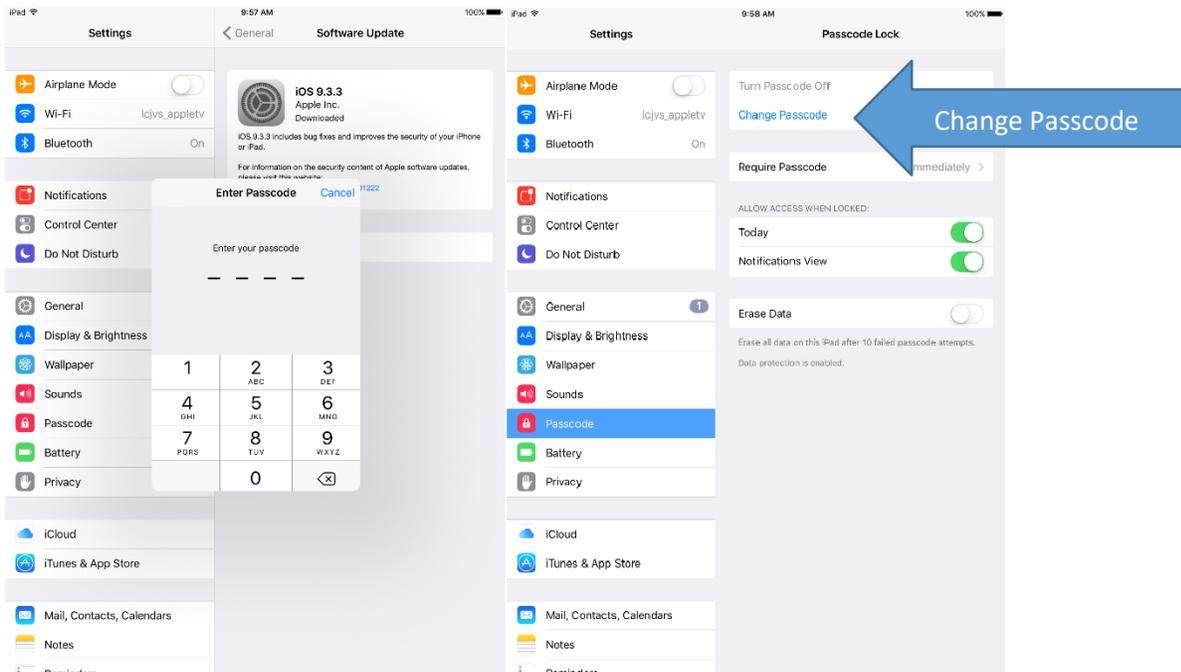
Changing the Lock Screen Passcode

The lock screen protects your data on your iPad from someone who shouldn't have access to it. We highly suggest not giving your lock screen code to other students. By default, your lock screen passcode is set to 0000. Here are steps to reset your lock screen code to something of your choice.

1. Click on the SETTINGS icon



2. Click on PASSCODE
3. Enter in the current passcode 0000
4. Click CHANGE PASSCODE



Connecting to LCJVS Wi-Fi

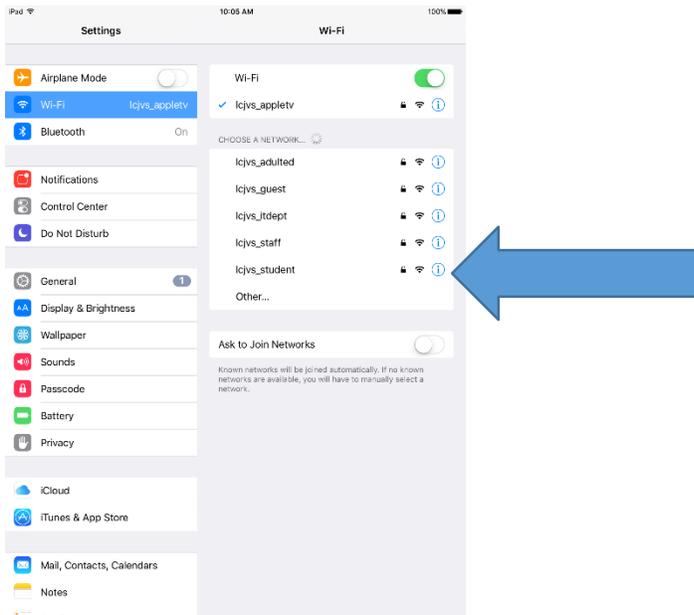
Connecting to the school's wireless network while here in the building will allow you to save documents online, use online apps and browse the internet.

1. Click SETTINGS icon

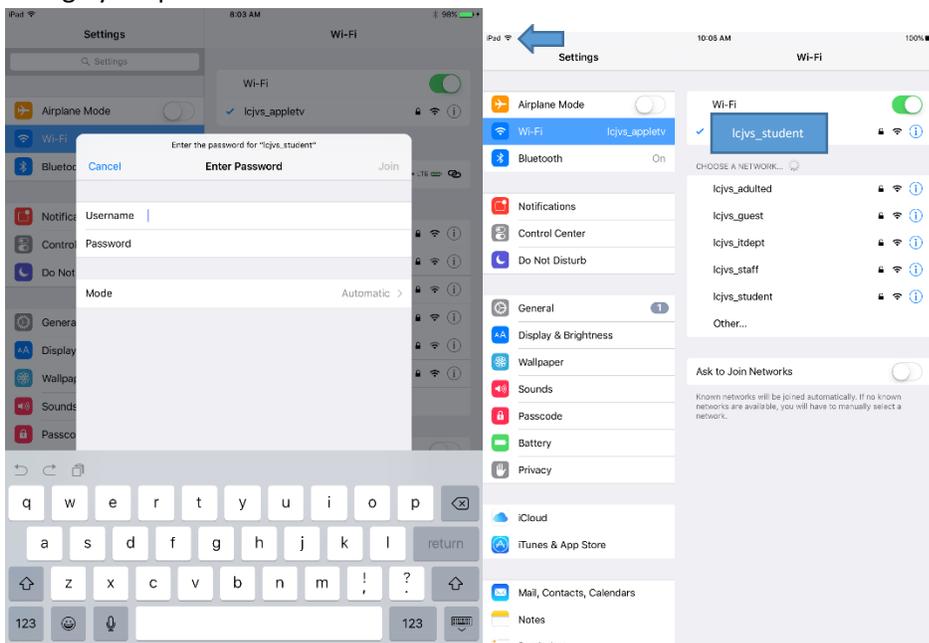
Click WI-FI



2. On the left, find LCJVS_STUDENT and click on it



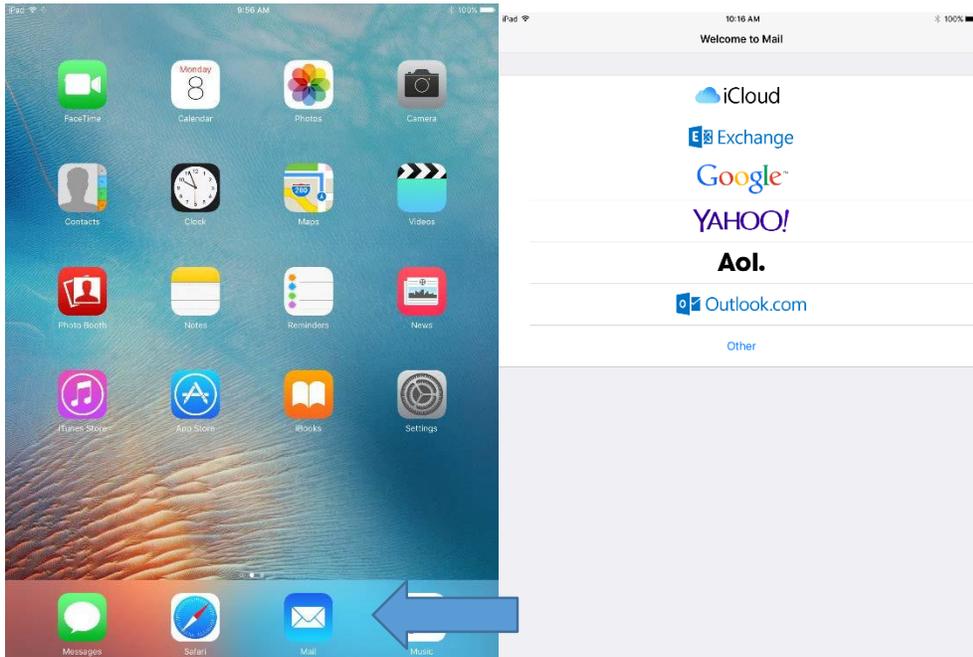
- Your username will be firstname.lastname@lcjvs.net (john.smith@lcjvs.net). If you logged in last year, your password will be the same as last year. If you are just now using your account, your password will be welcome2017. If you wish to change your password, go to the website <https://passwordreset.lcjvs.net> and change your password.



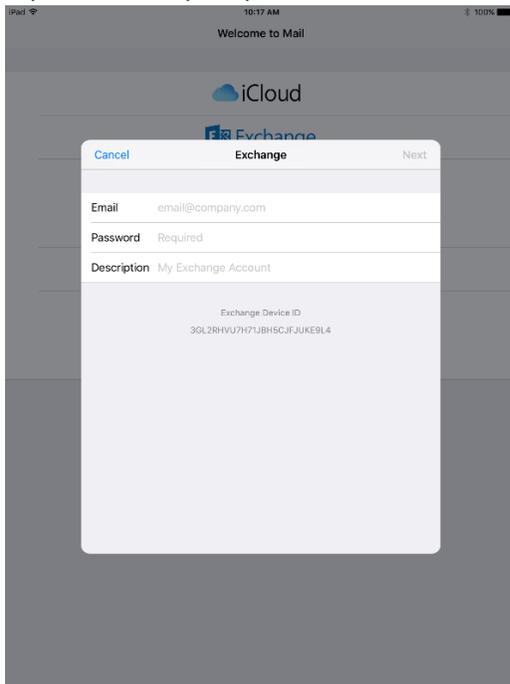
- Once you have logged into `lcjvs_student` a checkmark will appear next to `lcjvs_student` and you will see the curved lines next to iPad at the top left of the screen.

LCJVS E-mail Setup

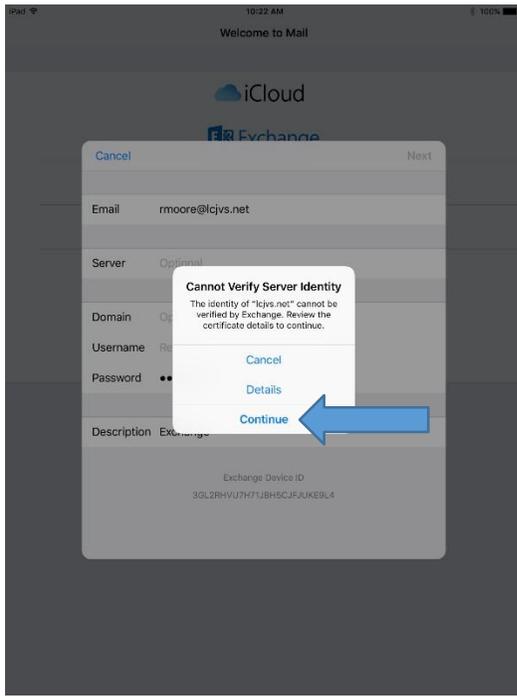
- Click on the EMAIL icon
- Click EXCHANGE



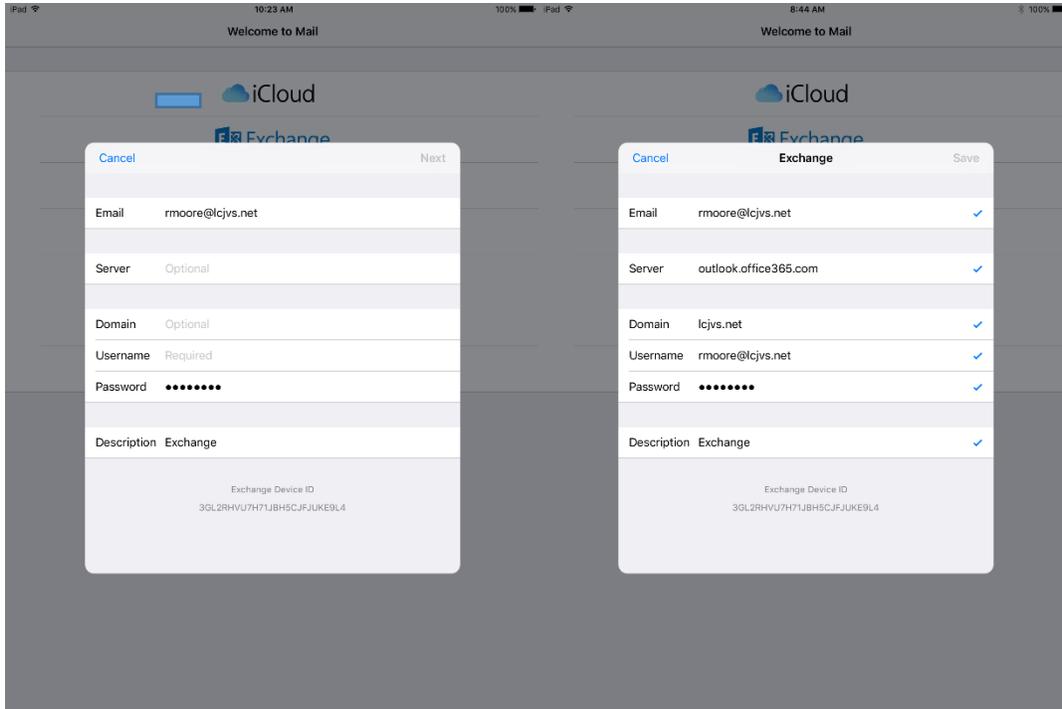
3. Your email will be the same as the Wi-Fi connection. firstname.lastname@lcjvs.net
4. If you are new your password will be welcome2017 until you reset your password



5. Click NEXT
6. On the “cannot verify server identity” screen click CONTINUE



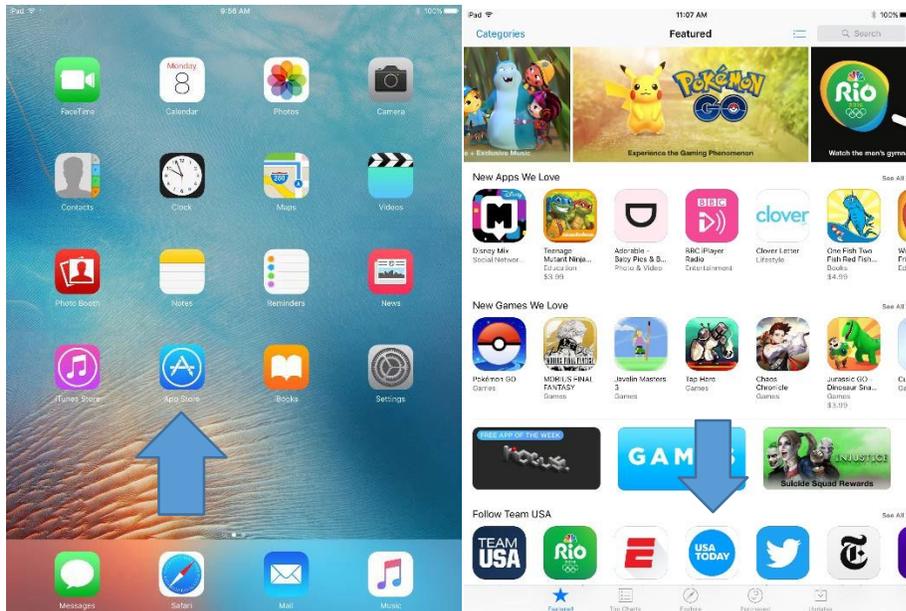
7. The email will be firstname.lastname@lcjvs.net
8. The server is outlook.office365.com
9. The domain is lcjvs.net
10. Username is firstname.lastname@lcjvs.net
11. Click DONE
12. You should have all checkmarks. Hit the home button to get back to the home screen. Click on the Email Icon once again. Here is where you will check and compose email messages.



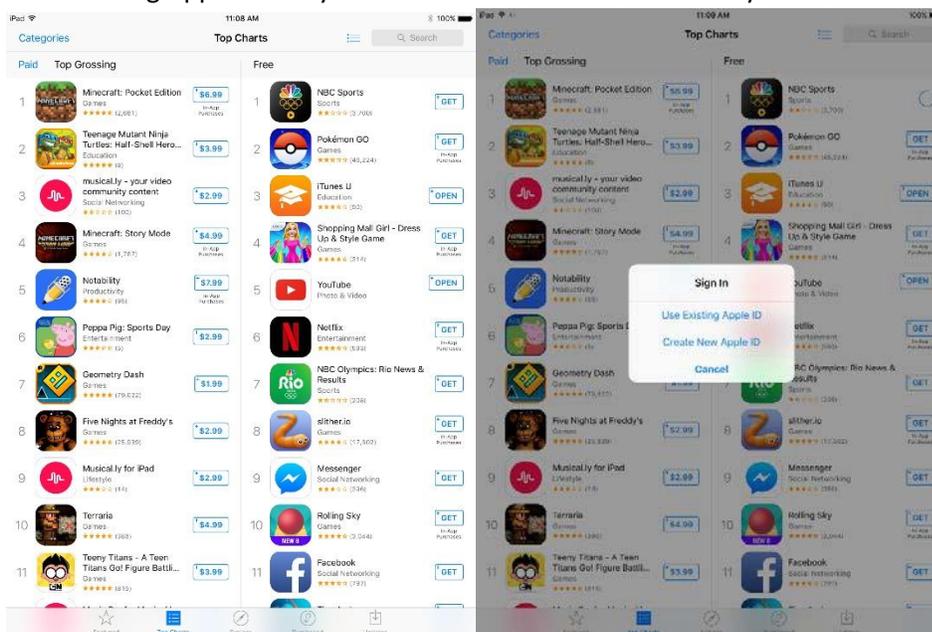
Creating your Apple ID

Creating an Apple ID will allow you to download apps, and locate your iPad if it is lost. Follow these steps carefully.

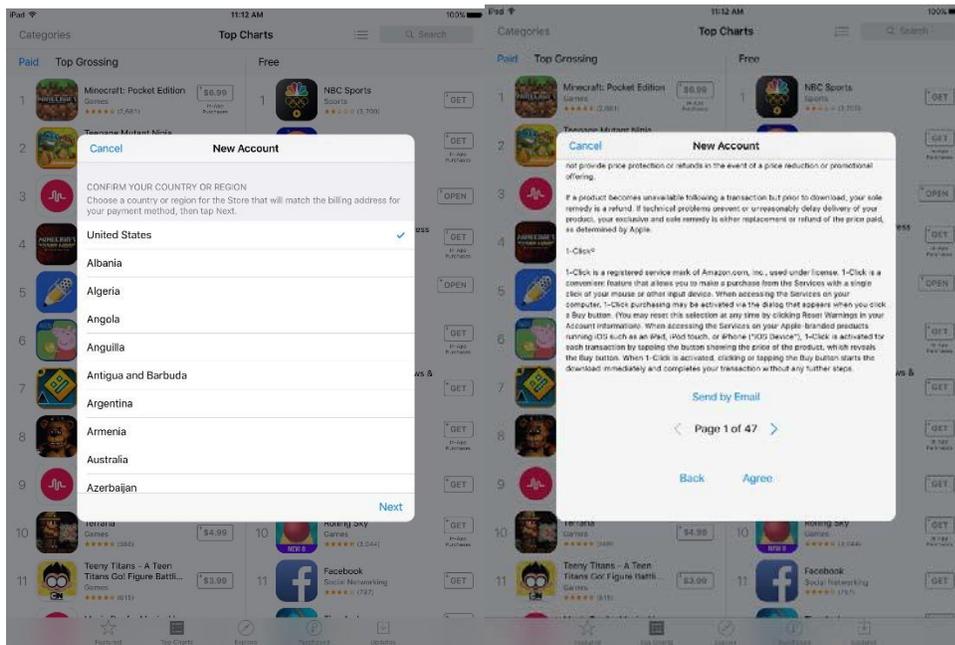
1. Click on the APPS Icon
2. At the bottom of the screen click TOP CHARTS



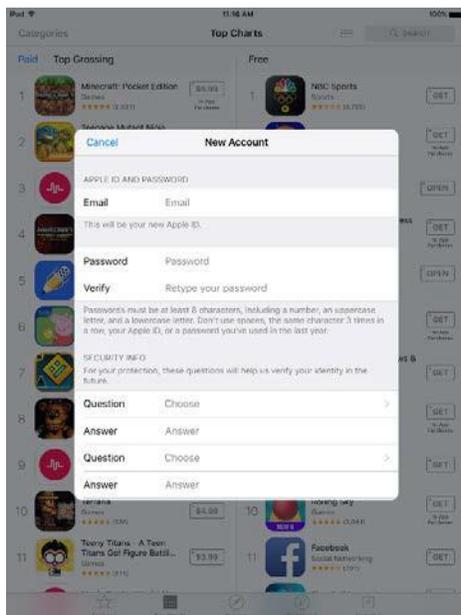
3. On the right hand side of the screen select a school appropriate free app. Click GET next to the app. Then click INSTALL
4. A small sign in screen will appear. If you already have an Apple ID account with your LCJVS email you may select "Use Existing Apple ID". If you need to create an account with your LCJVS email select "Create New Apple ID".



5. Select United States
6. Scroll to the bottom of the note and click AGREE



7. Click AGREE once again
8. Your email will be firstname.lastname@lcjvs.net
9. Select your Apple ID password. If possible, try to match it to your LCJVS password. REMEMBER YOUR PASSWORD THAT YOU SELECTED. Type it again in the VERIFY SECTION
10. Choose three security questions and answers. REMEMBER YOUR ANSWERS
11. The optional rescue email is optional. You can add another email address that you can use to recover your Apple ID password if it is lost.
12. Enter your birth date.
13. Turn off SUBSCRIBE in both places
14. Click Next



15. After the signup is completed Apple will send you an email to verify you are who you are.
16. Open the Email App
17. Find the email from apple
18. Click on the link to verify
19. Sign in with your Apple ID
20. Once you are verified you can use your Apple ID

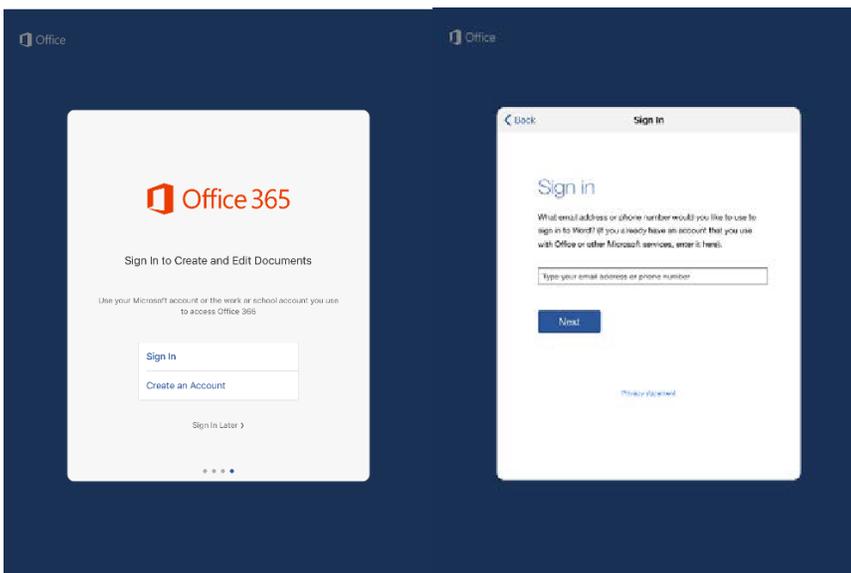
Setting up your Office 365 Suite

Office 365 is the Microsoft Office Suite that students can use to create and edit documents on any computer with internet access or on mobile devices including their LCJVS iPad Mini. You will need to login in with your Lorain County JVS school account order to use Microsoft Office, Microsoft Excel, Microsoft PowerPoint and Microsoft OneDrive

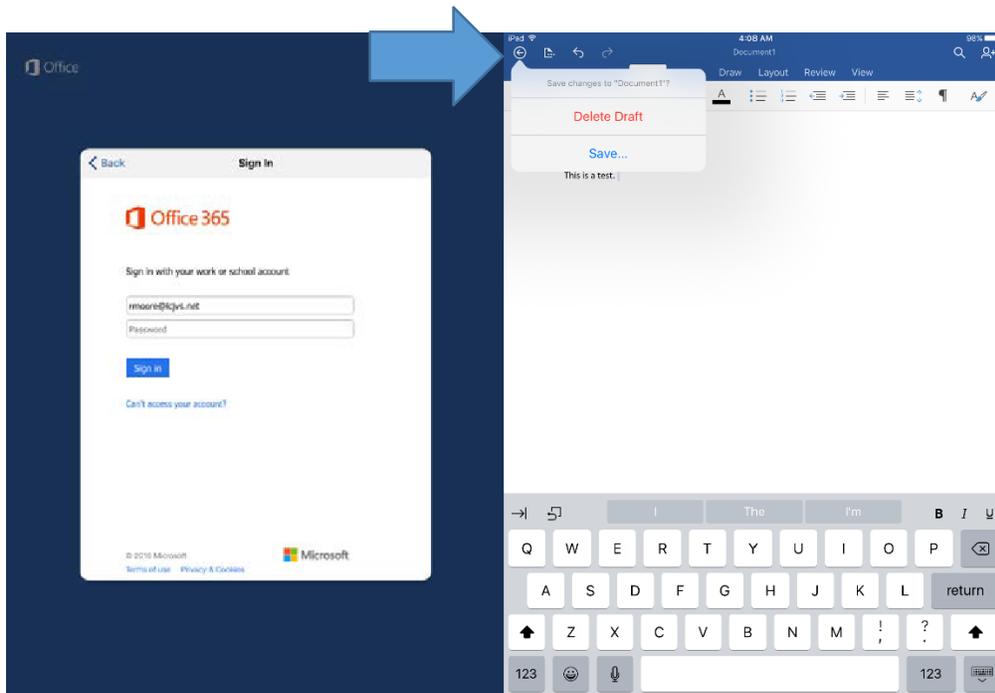
1. Click on the Microsoft Office App you wish to use
2. On the welcome screen swipe from right to left



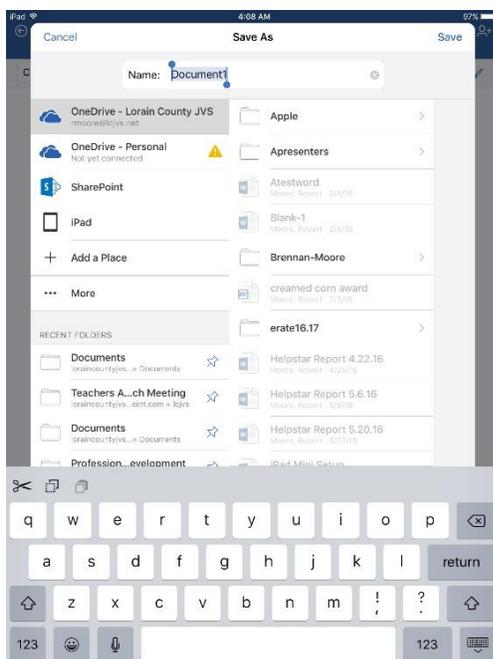
3. On the last screen, it will ask you to login. Select SIGN IN
4. Enter your LCJVS email (firstname.lastname@lcjvs.net)



5. On the next screen, enter your LCJVS password.
6. After logging in, you are ready to use the app.
7. When creating a new document, remember to initially save it. After you initially save the document it will auto save to your OneDrive where you can access it from anywhere. Click on the arrow inside the circle at the top left of the screen.



8. Click SAVE
9. Give the document a name.
10. Select ONEDRIVE – LORAIN COUNTY JVS to save to your OneDrive



Find My iPhone

Find My iPhone could assist in the recovery of your iPad Mini if it is lost or stolen.

1. Click on SETTINGS
2. On the left, select ICLOUD
3. Login into iCloud on the left. (Use your Apple ID and Password)



4. On the right, make sure FIND MY IPAD is turned ON, if it is off complete steps 5 and 6.
5. Select FIND MY IPAD
6. Toggle FIND MY IPAD to ON and SEND LAST LOCATION to ON

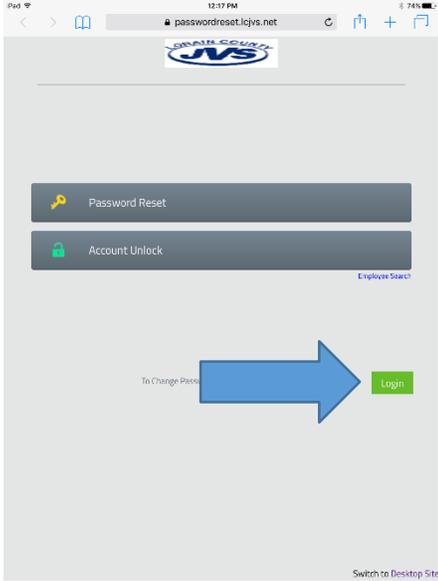


Password Reset Portal

The Password Reset Portal will allow you to reset your password whenever you might have forgotten your password or just simply want to change it.

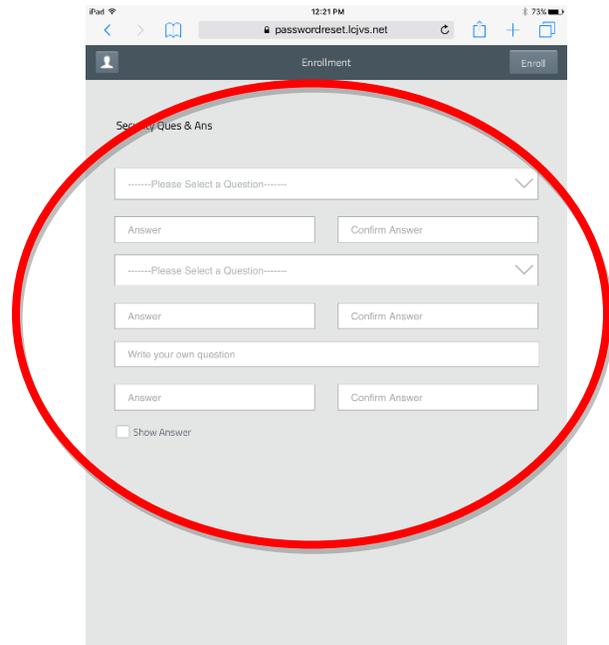


1. Click on Password Reset Icon

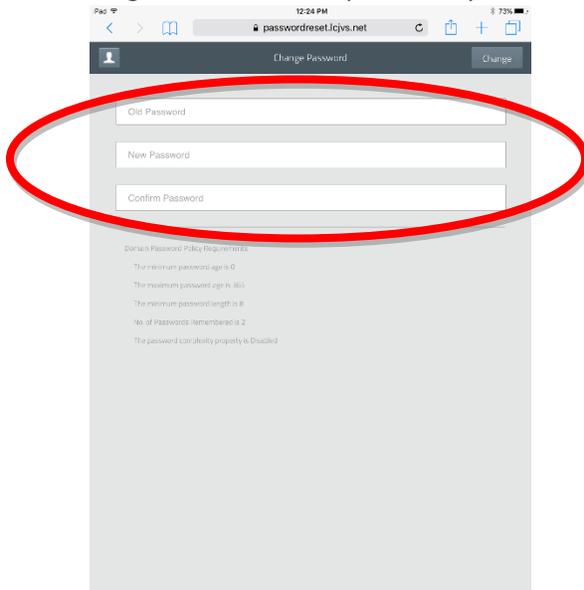


2. On the site click LOGIN

- 3. Type in your Username and password. Your Username is FirstName.LastName. Your password should be welcome2017 assuming you haven't changed it yet.
- 4. Fill in the Secret Questions and Answers



5. Now Type in your password again, and the new password you would like to change it to.



Need Help?

The Lorain County JVS Technology Department is here to help. A teacher can call Mr. Gongloff at the Technology Center to assist you or a teacher can call the technology help desk at 21234 to get someone to assist you.