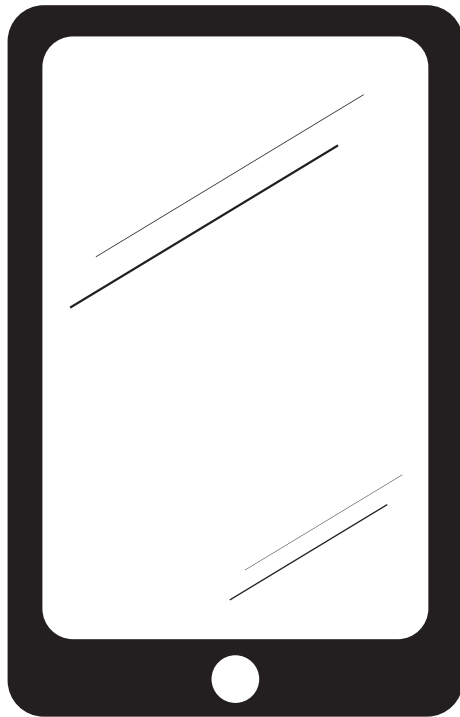




IPAD SETUP & CONFIGURATION

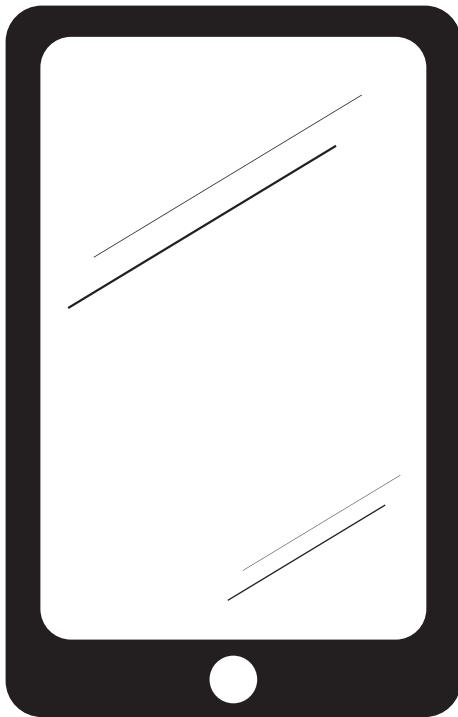


PARKHURST INFORMATION TECHNOLOGY

V 1.1



ISSUES DURING SETUP?



If you or your student encounter issues at any point in the setup process:

Please stop the setup process and turn off the device.

Generate a support ticket by emailing itsupport@parkhurst.org with a brief description of your issue.

Bring your iPad to school and the IT support specialist will troubleshoot each case as soon as possible.

Thank you for your cooperation! -
Parkhurst Information Technology



PROFILE MANAGEMENT CONFIGURATION



Step 1

Press the physical **home button** to begin iPad setup.

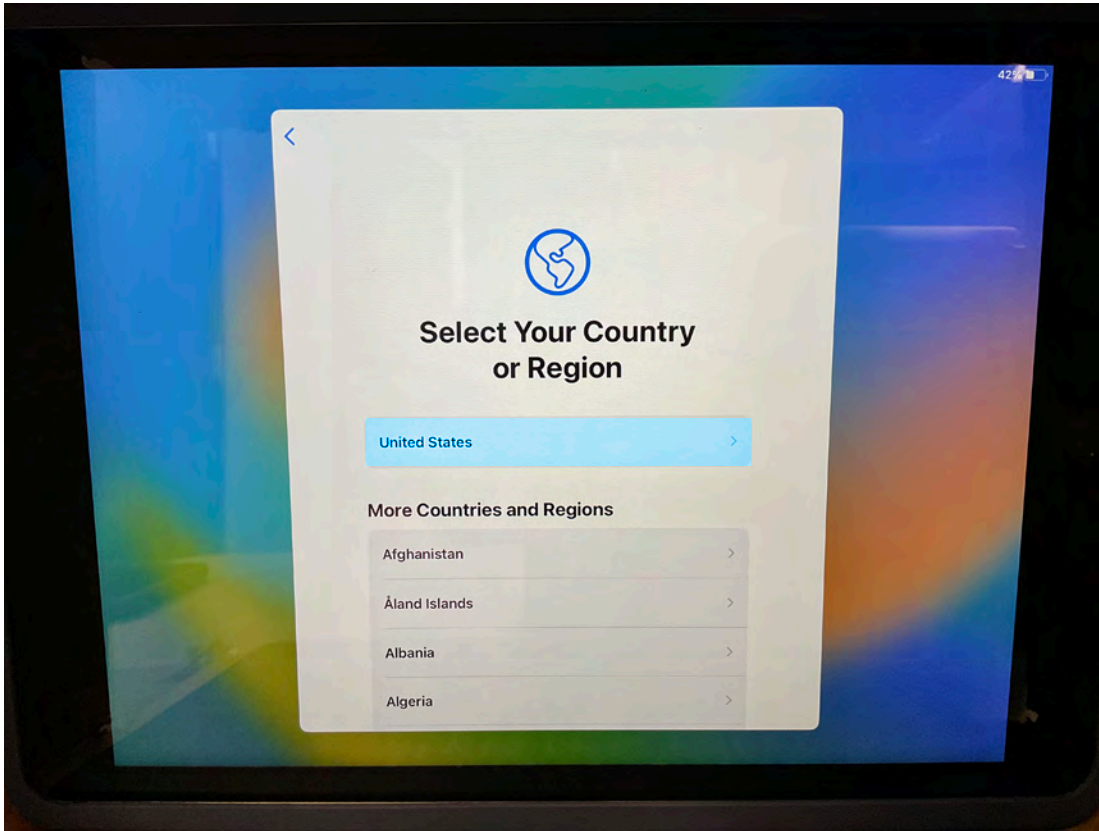


Step 2

Select **language**.

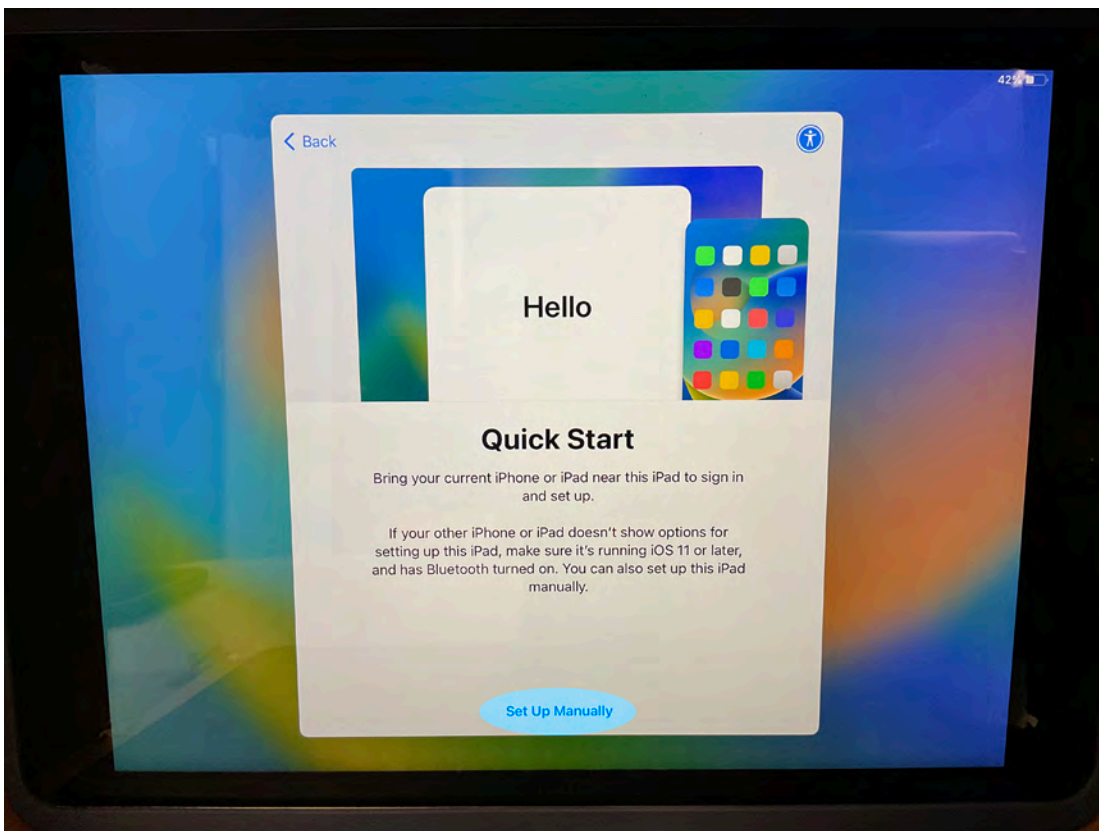


PROFILE MANAGEMENT CONFIGURATION



Step 3

Select **country**.

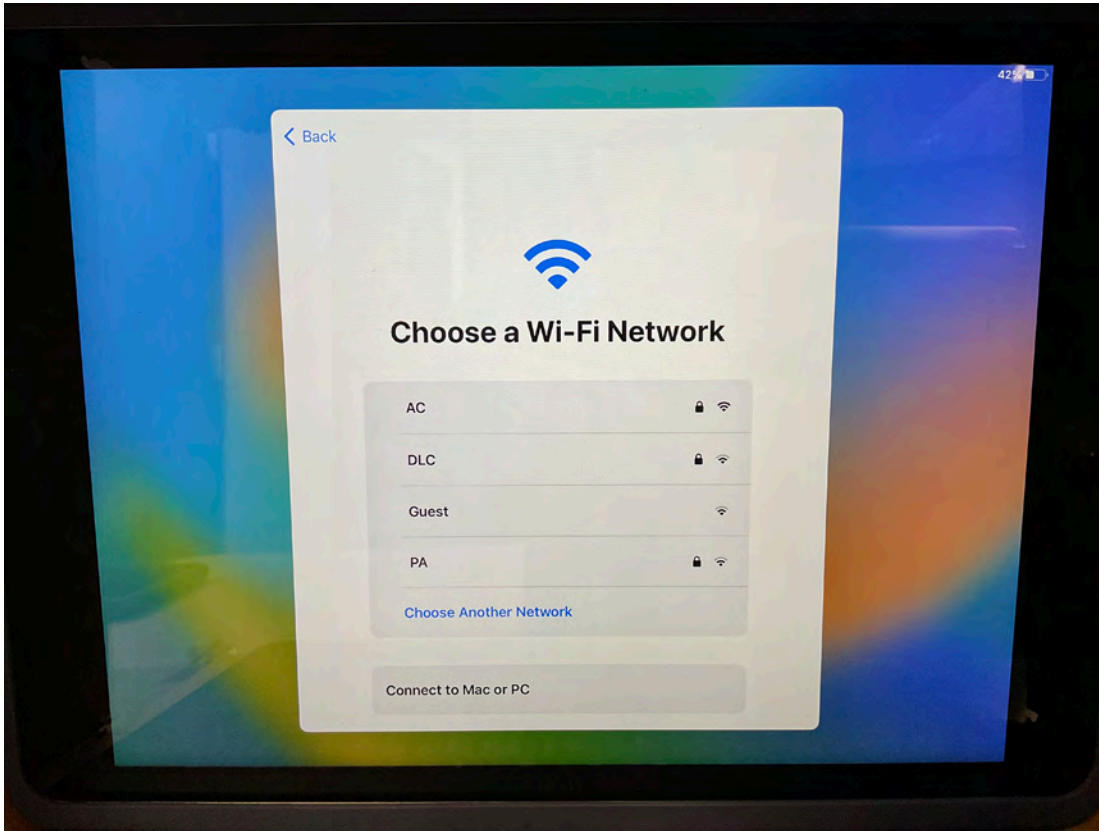


Step 4

Select **“Set Up Manually”**.

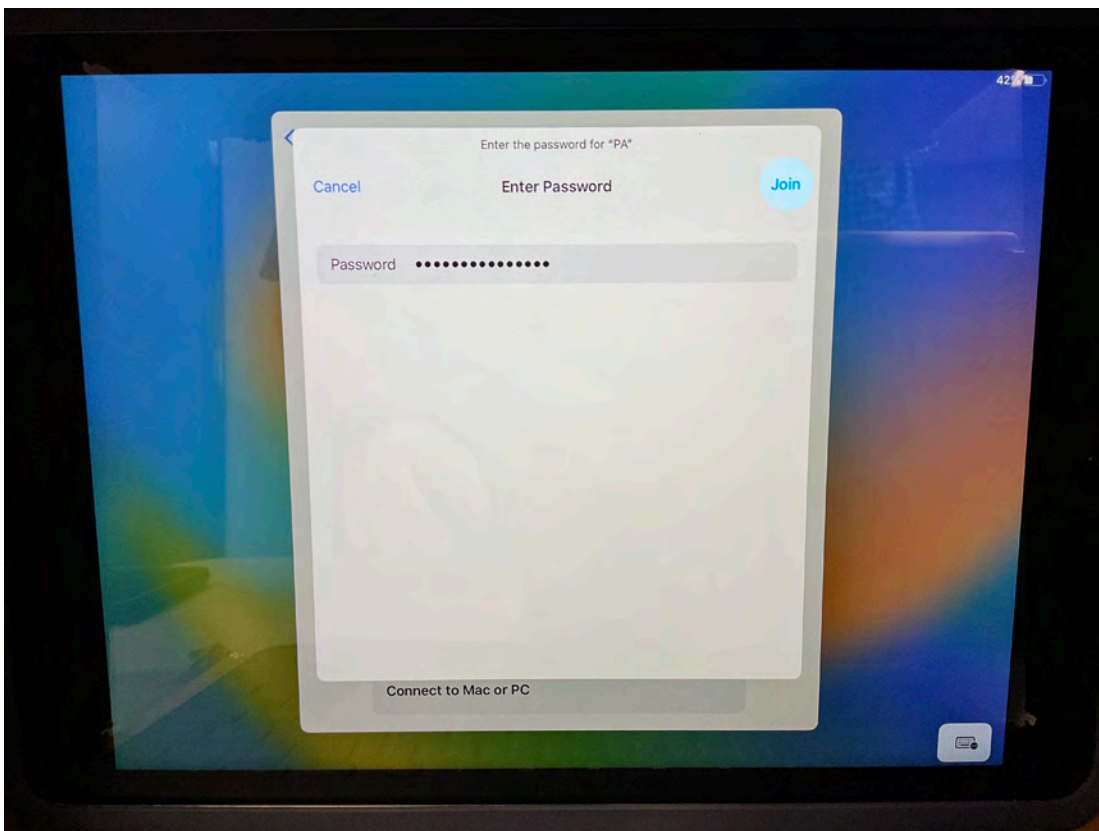


PROFILE MANAGEMENT CONFIGURATION



Step 5

Choose your Wi-Fi network to connect.

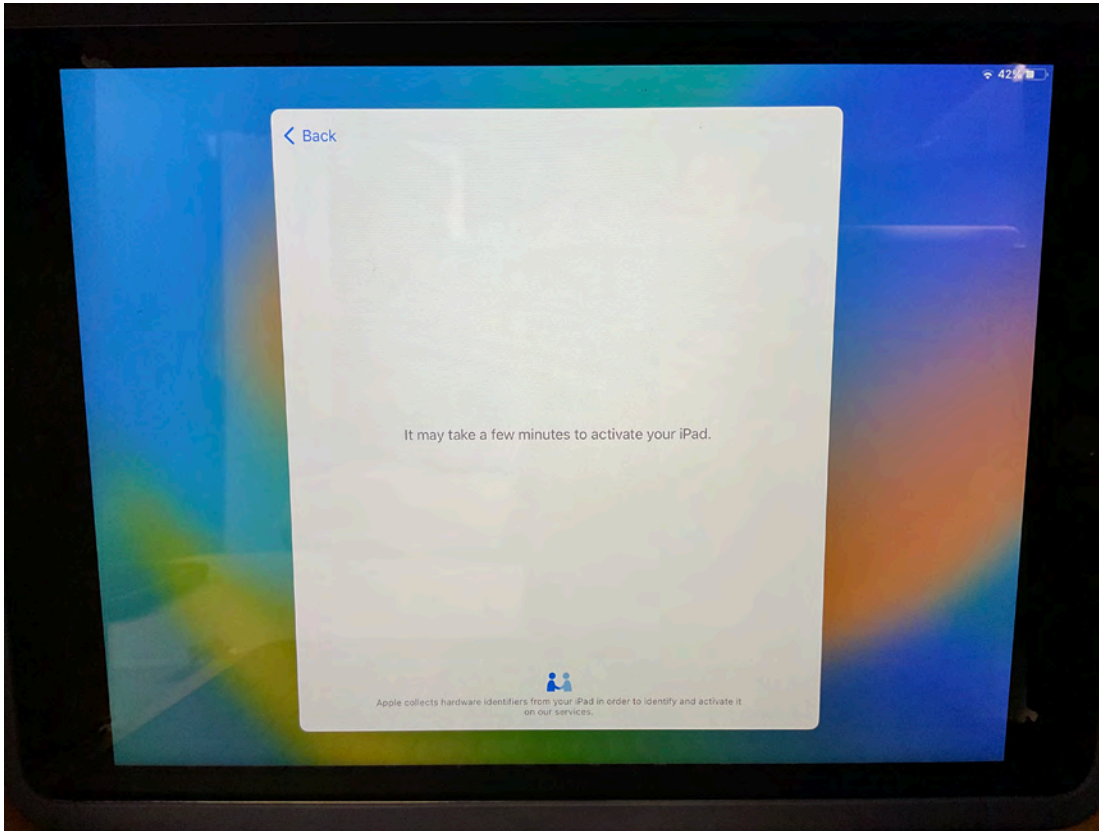


Step 6

Enter the Wi-Fi password and then select "Join".

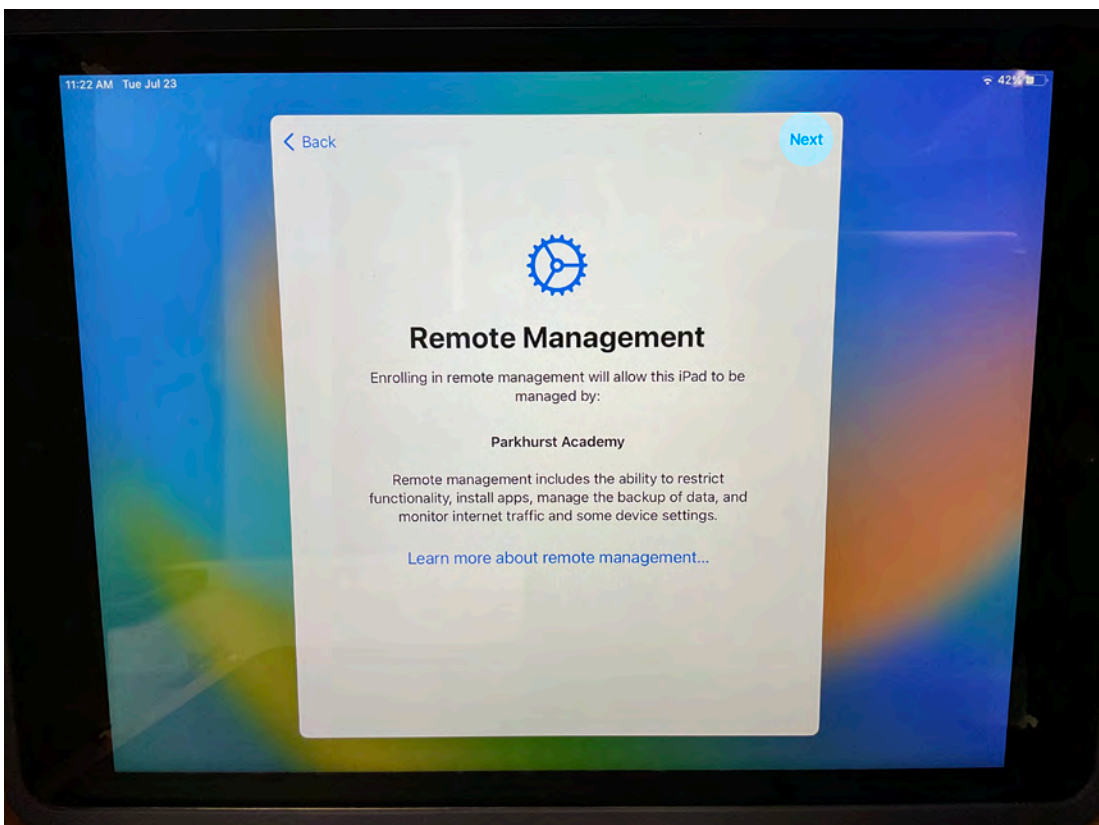


PROFILE MANAGEMENT CONFIGURATION



Step 7

The iPad will now attempt activation via connection with the Mosyle management server.

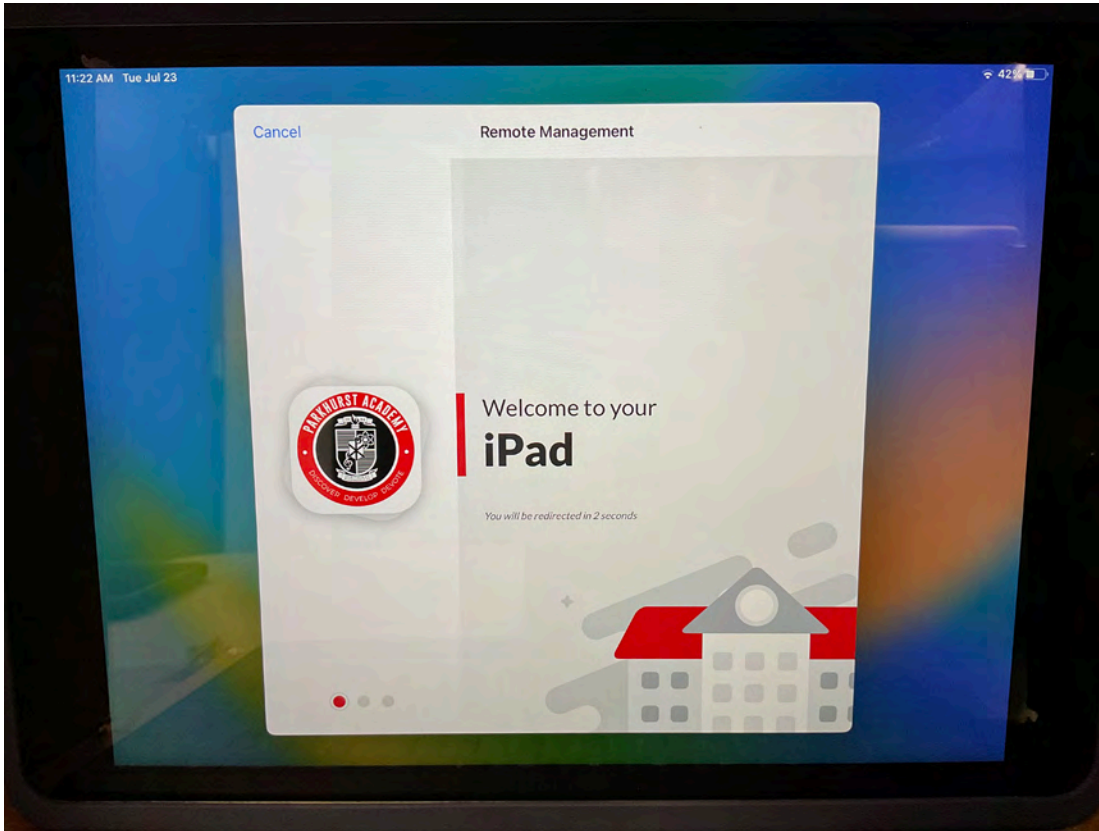


Step 8

Select “**Next**” to begin remote management enrollment.

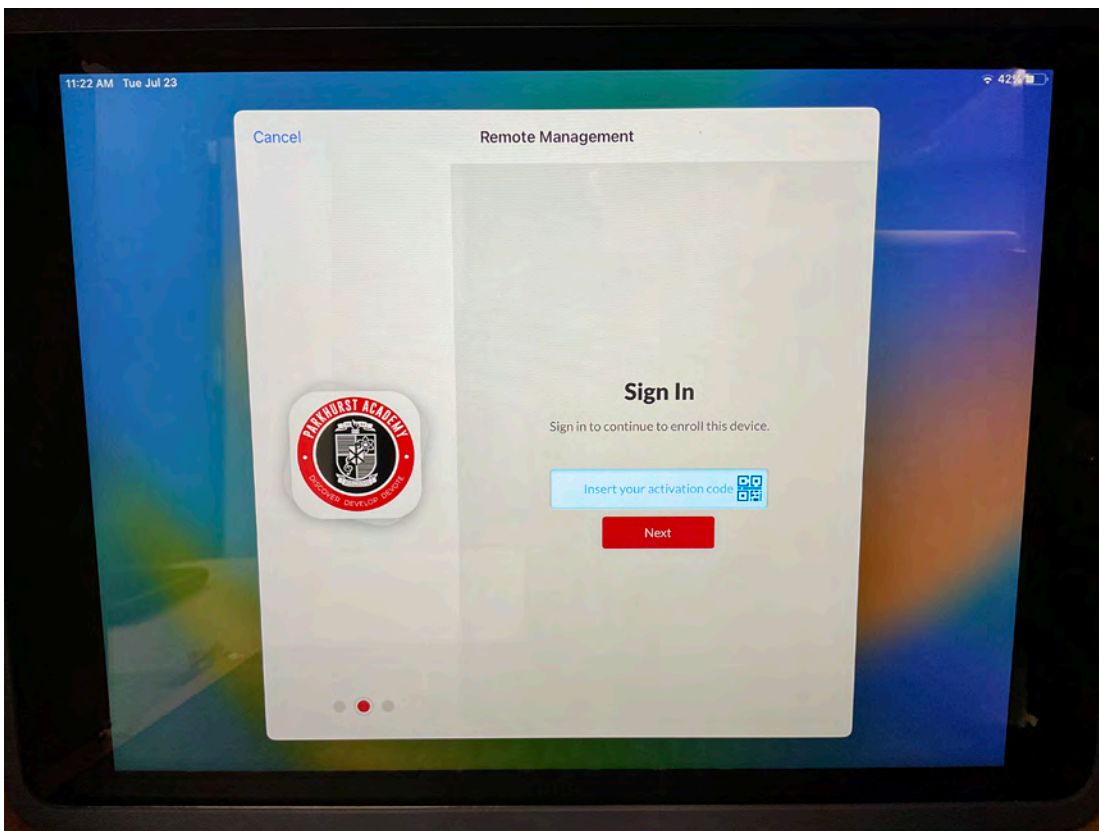


PROFILE MANAGEMENT CONFIGURATION



Step 9

The iPad should now connect to the Parkhurst profile on the Mosyle server.

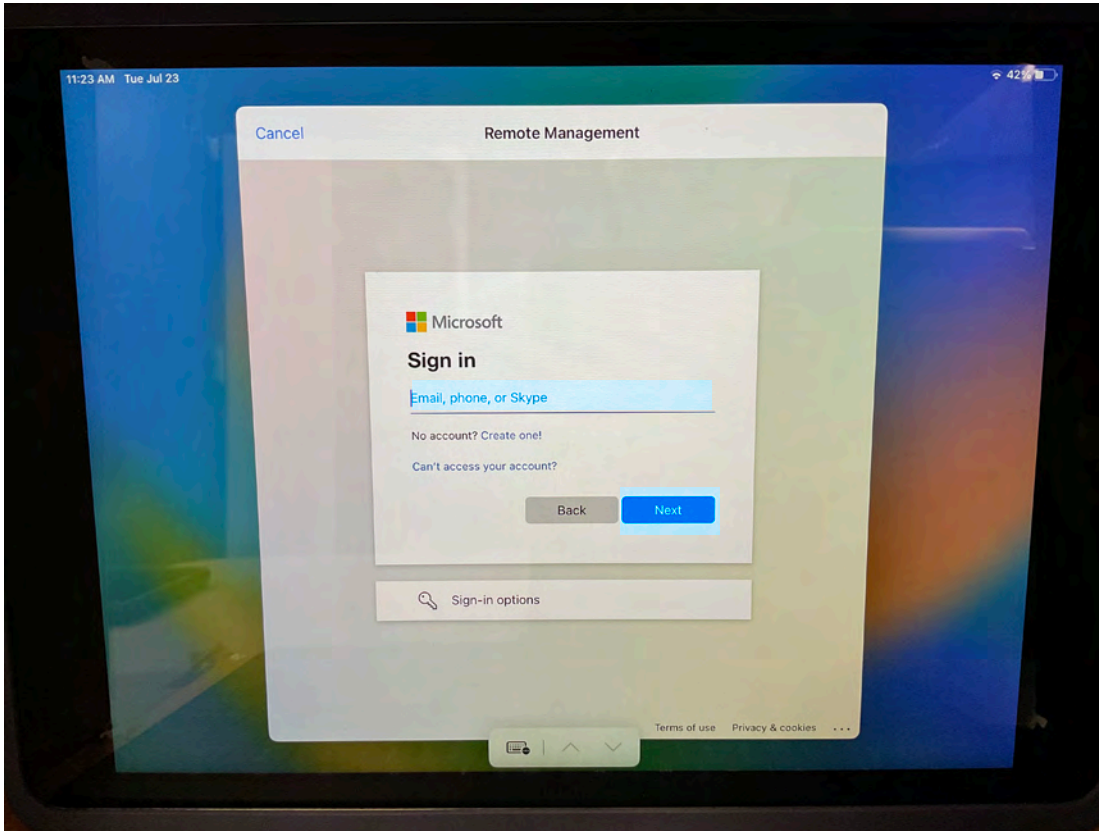


Step 10

Type in or tap the QR code symbol to scan the activation code you were provided, to link your profile.



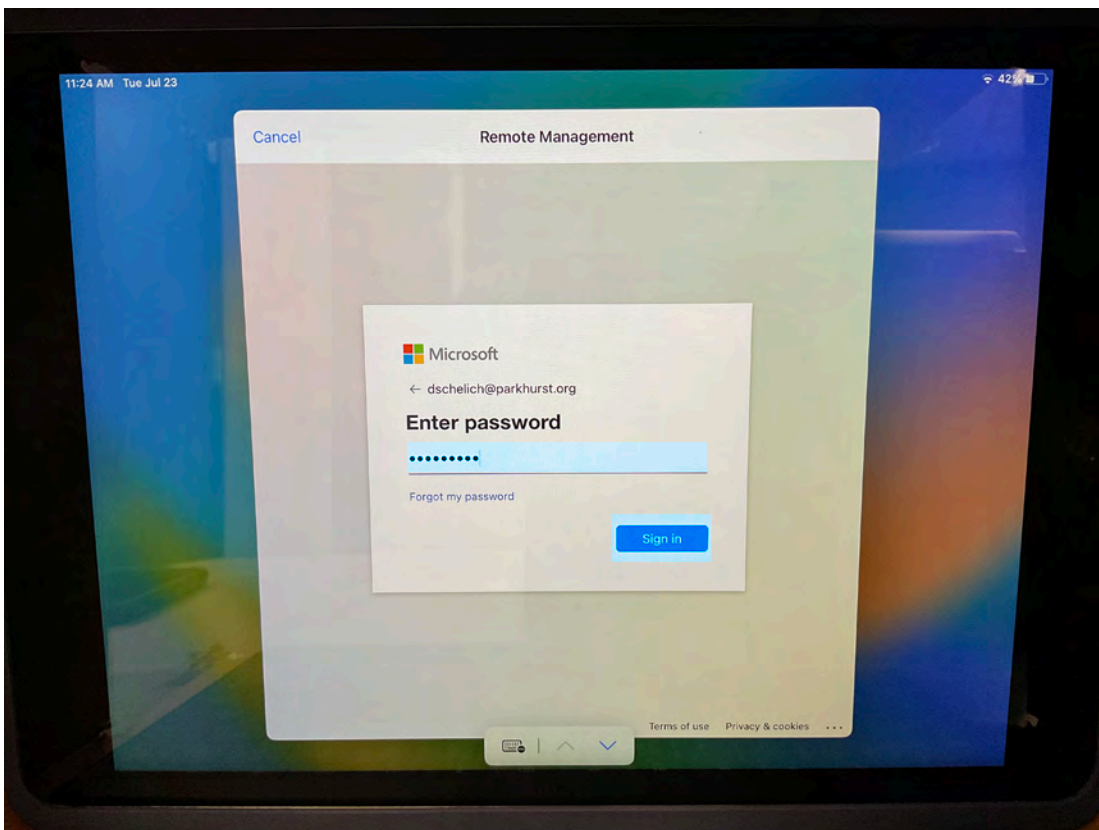
PROFILE MANAGEMENT CONFIGURATION



Step 11

Mosyle uses your school Microsoft Account for sign-in.

Enter your **Parkhurst email** address and select **“Next”**.

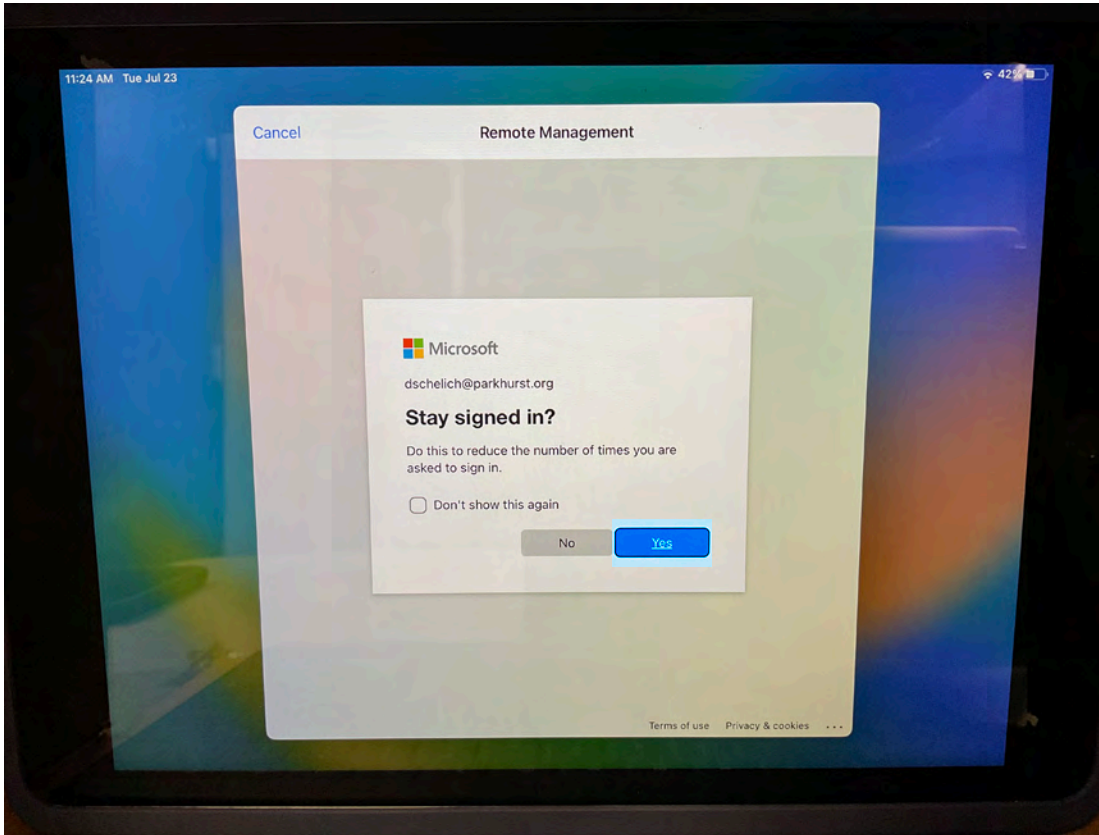


Step 12

Type in your **Microsoft Account password** and select **“Sign In”**.

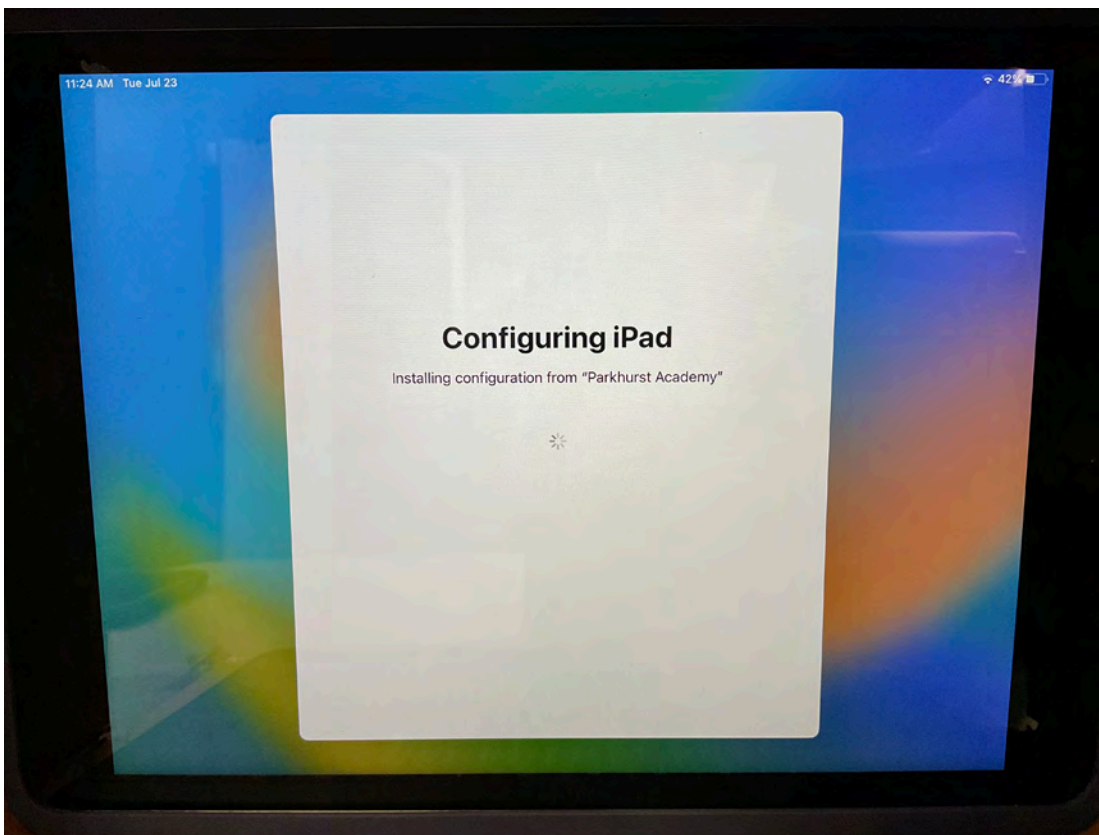


PROFILE MANAGEMENT CONFIGURATION



Step 13

Select **“Yes”** to keep your profile signed into your iPad.

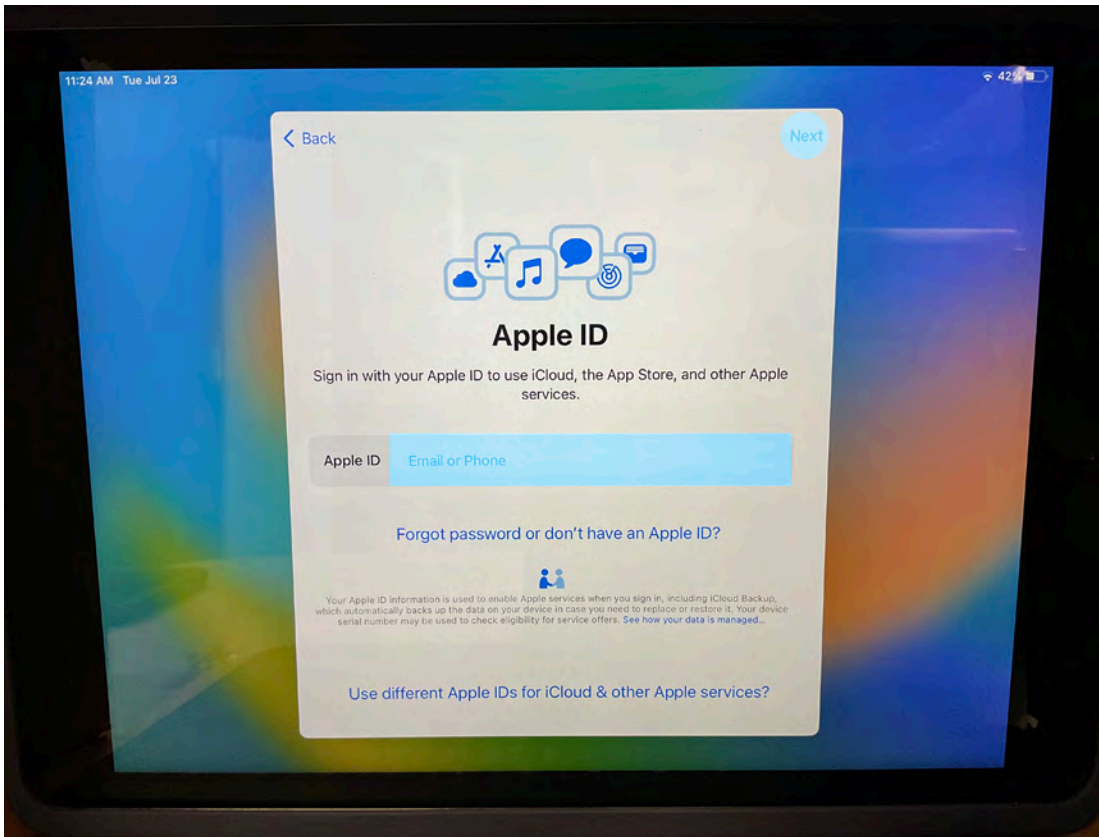


Step 14

Your Mosyle profile should now begin configuration.



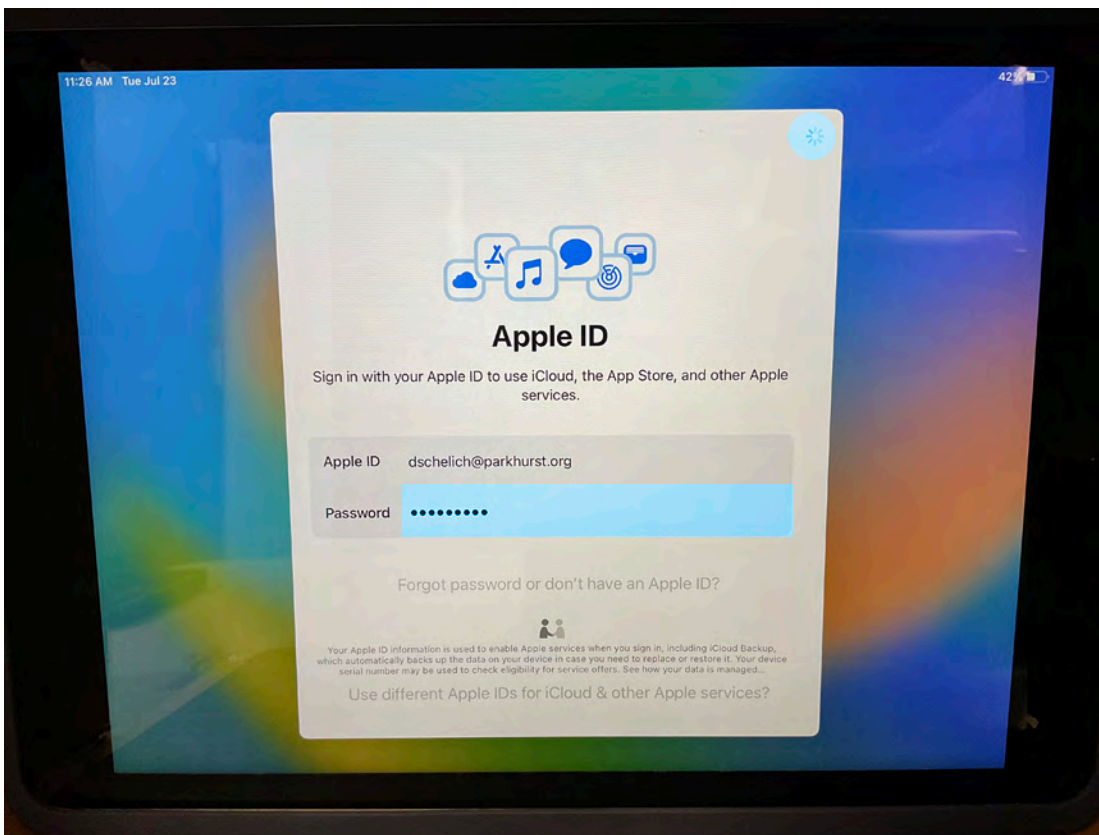
PROFILE MANAGEMENT CONFIGURATION



Step 15

Next, enter your Apple ID. Your Apple credentials are the same as your Microsoft Account.

Enter your Parkhurst email address and then select **“Next”**.

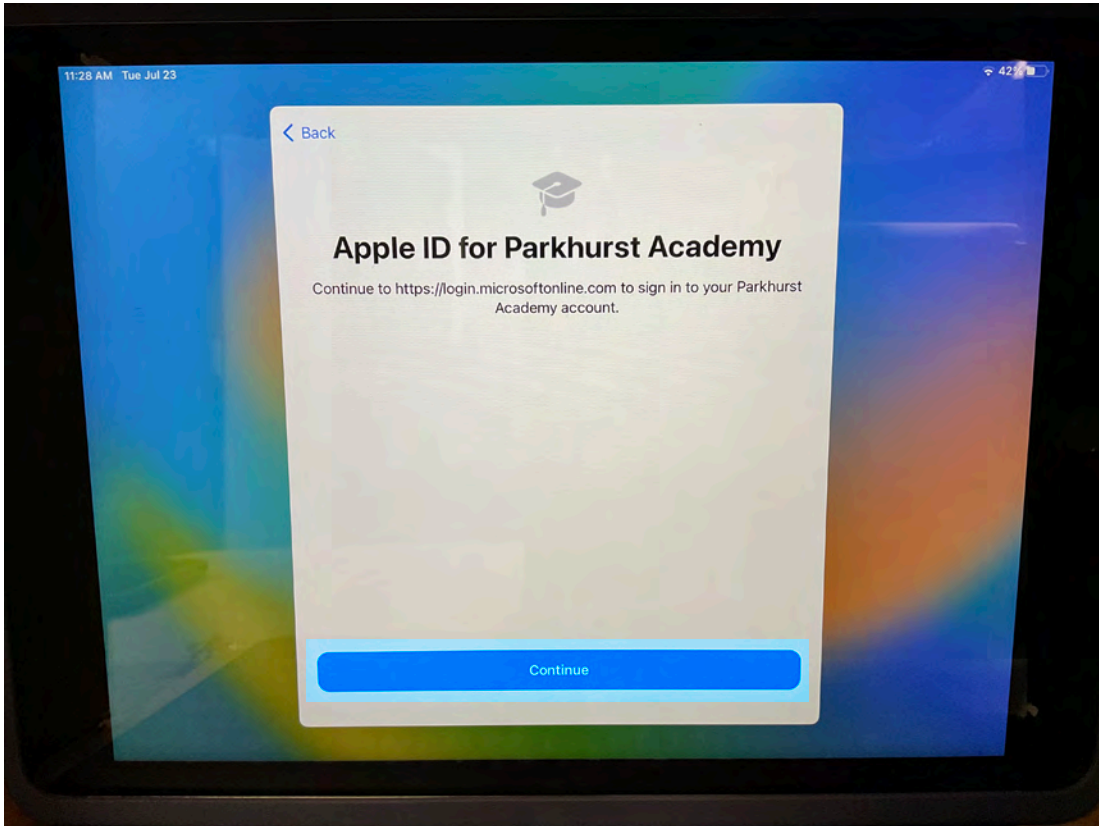


Step 16

Enter the same password you use for your Microsoft Account and select “Next” to continue.

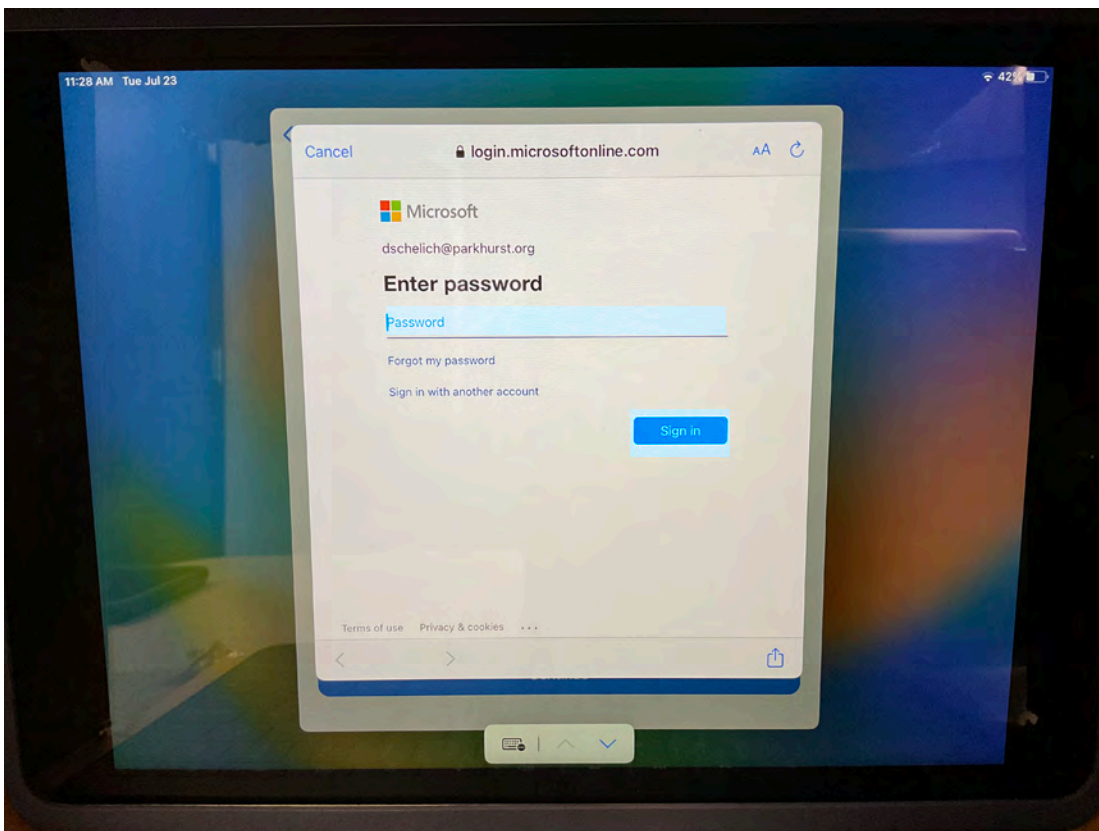


PROFILE MANAGEMENT CONFIGURATION



Step 17

Select **“Continue”** to link your Apple ID to Microsoft.

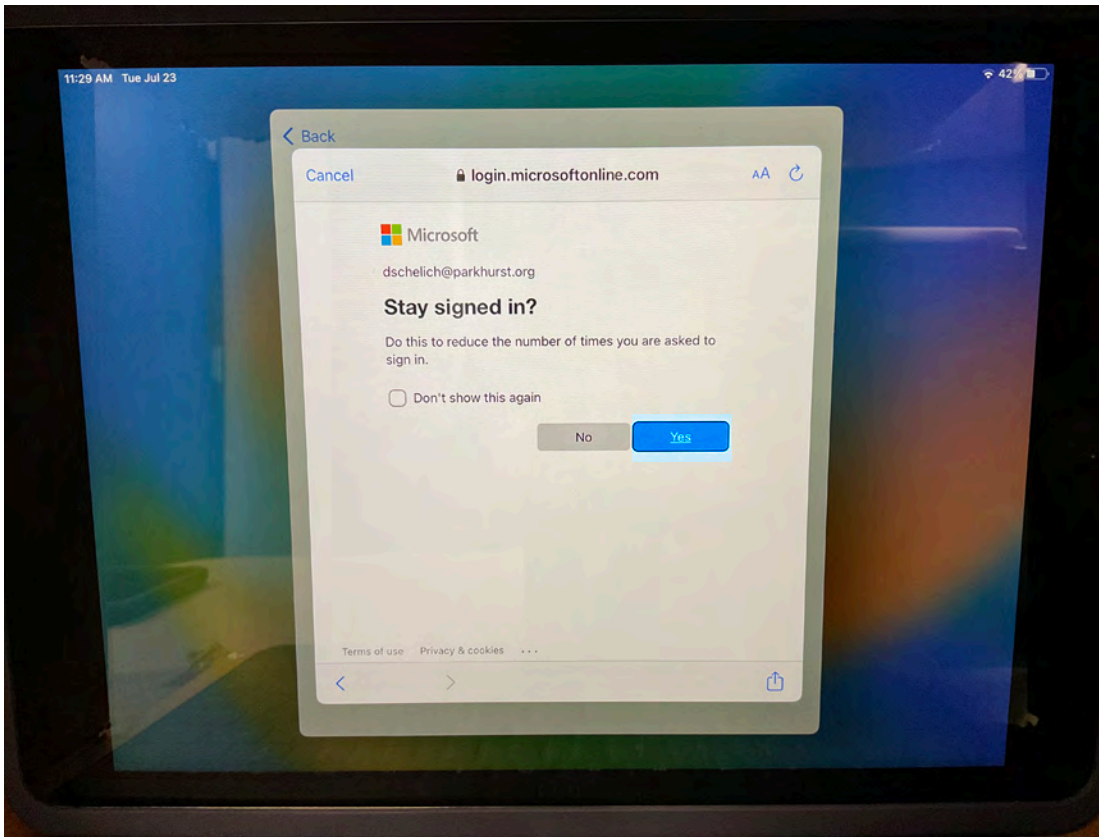


Step 18

Enter your **Microsoft password** and select **“Sign In”**.

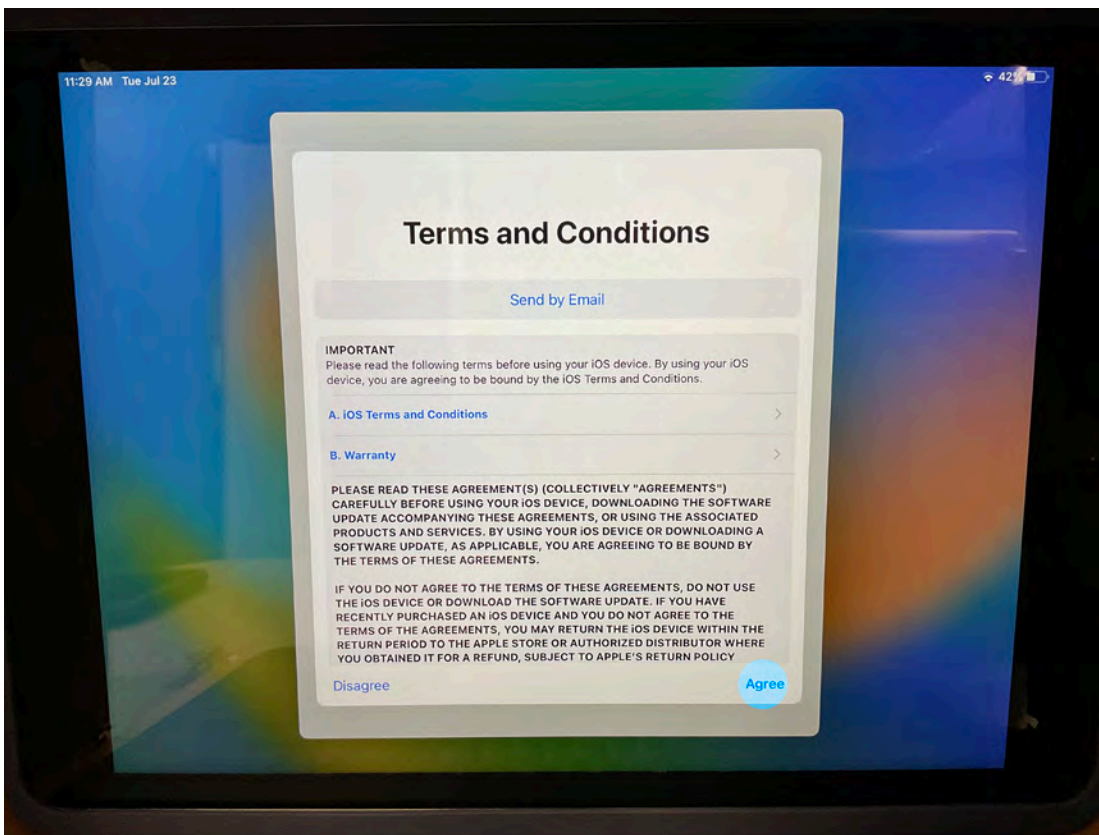


PROFILE MANAGEMENT CONFIGURATION



Step 19

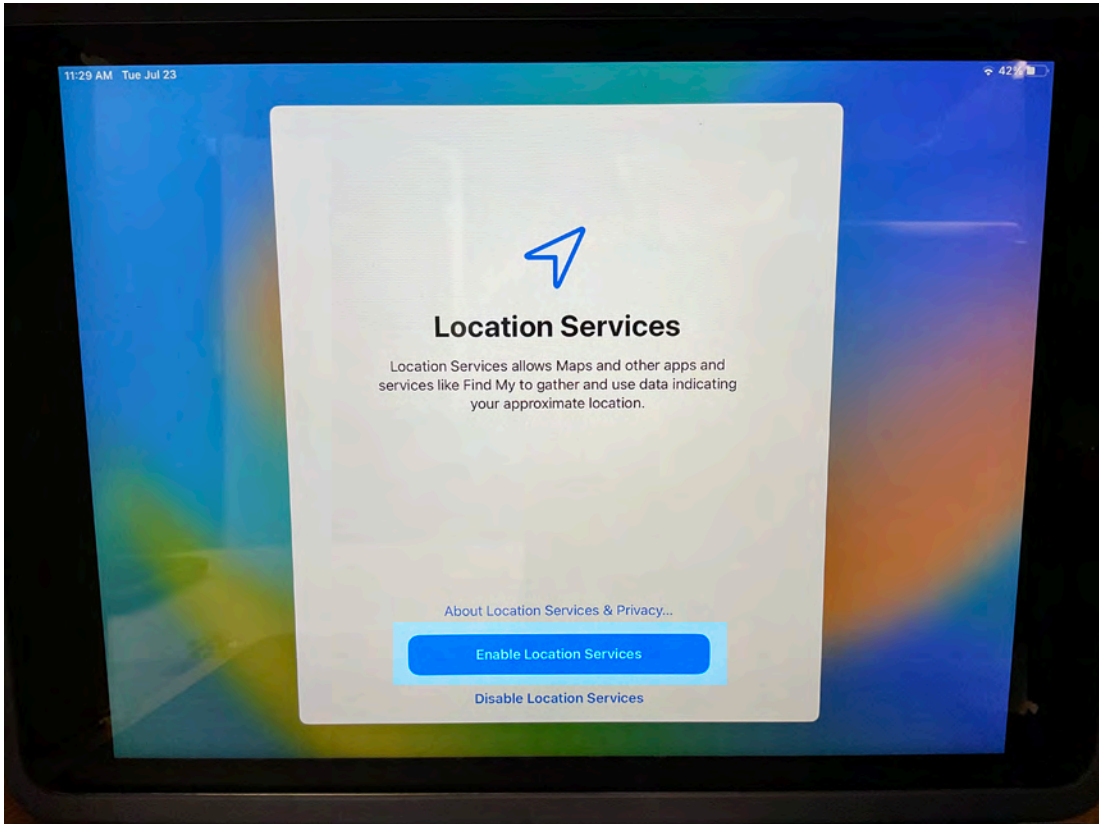
Select **“Yes”** to keep your profile signed into your iPad.



Step 20

Select **“Agree”** to the Apple terms and conditions to continue.





Step 21

Select “**Enable Location Services**”.



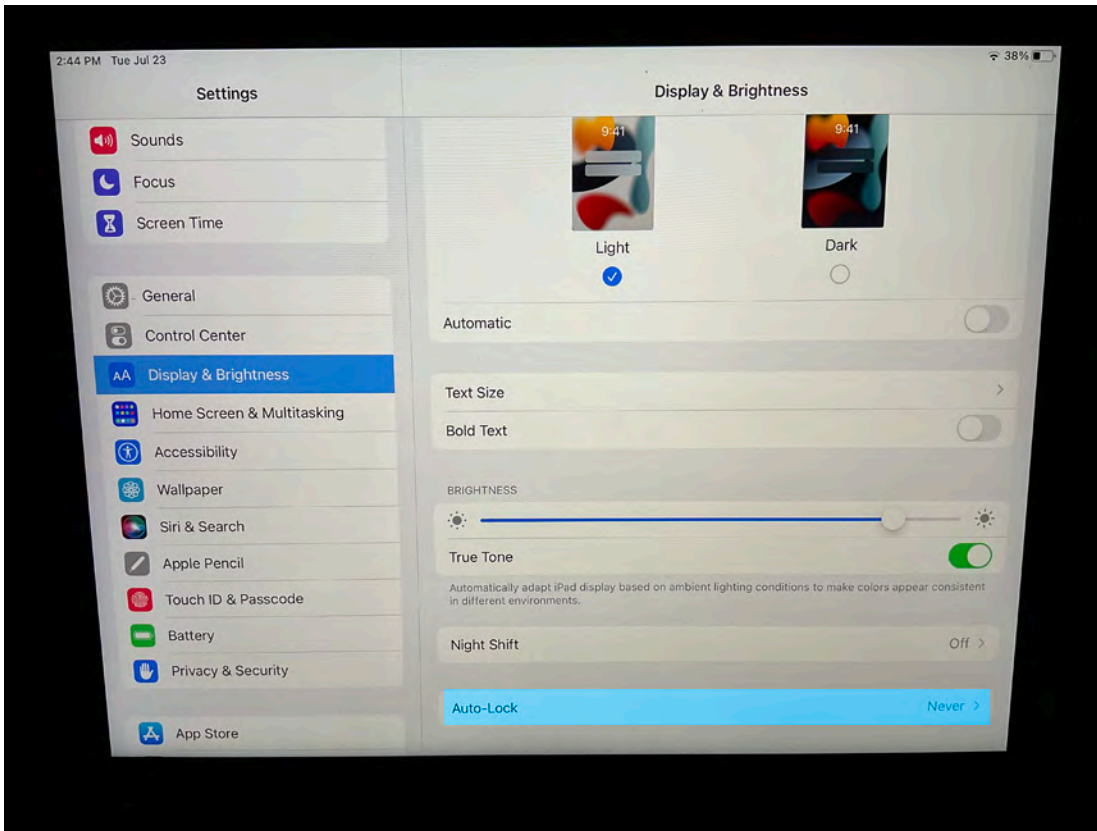
Step 22

Your iPad should navigate to the homescreen and begin installing your App profile.

Note: App profiles will differ in look and selection of apps based on role and / or grade level.

Select the “**Settings**” folder and App.

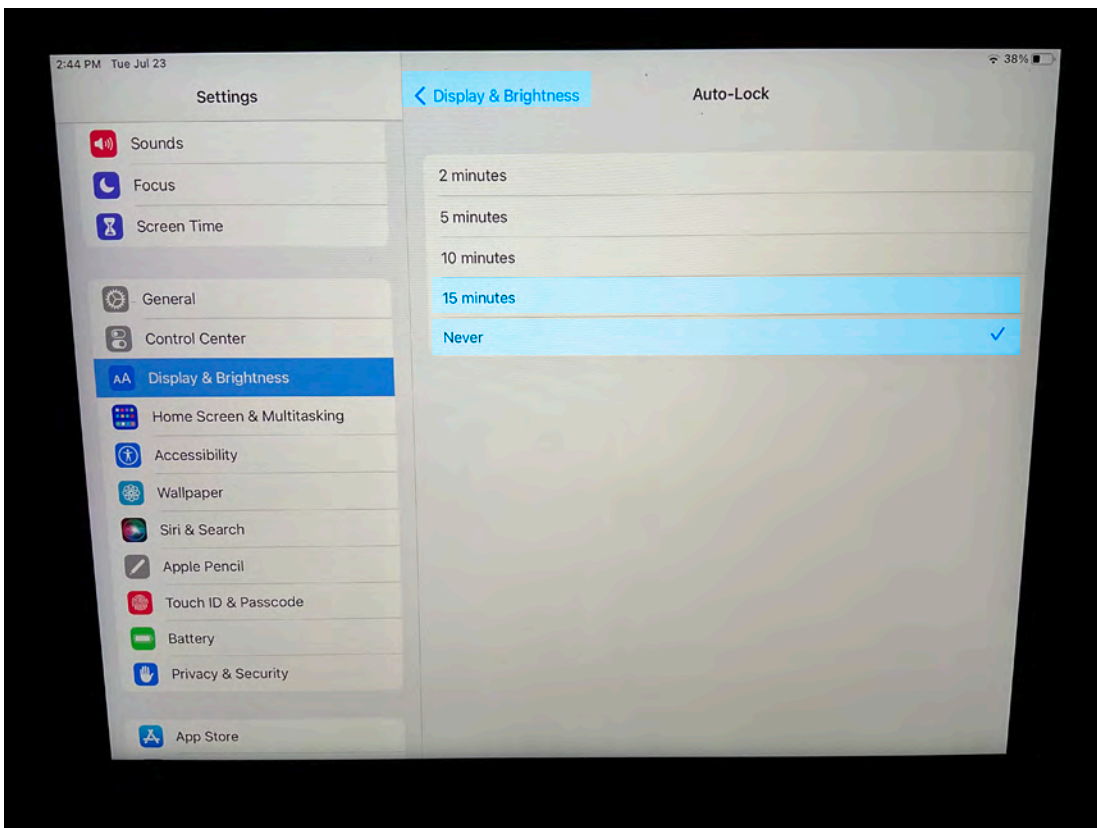




Step 23

App downloads and updates only occur when the iPad is unlocked.

Within the settings App, select Display & Brightness from the left side menu and then select “**Auto-Lock**” at the bottom.



Step 24

Select a screen timeout setting. **Either 15 minutes or Never is recommended for initial setup.**

After choosing, select “**Display & Brightness**” at the top to save the chosen setting.





Step 25

Faculty devices will be prompted to enter a passcode unlock their device. Select **“Change Now”** and choose a 4 digit passcode.



SYSTEM SETTINGS

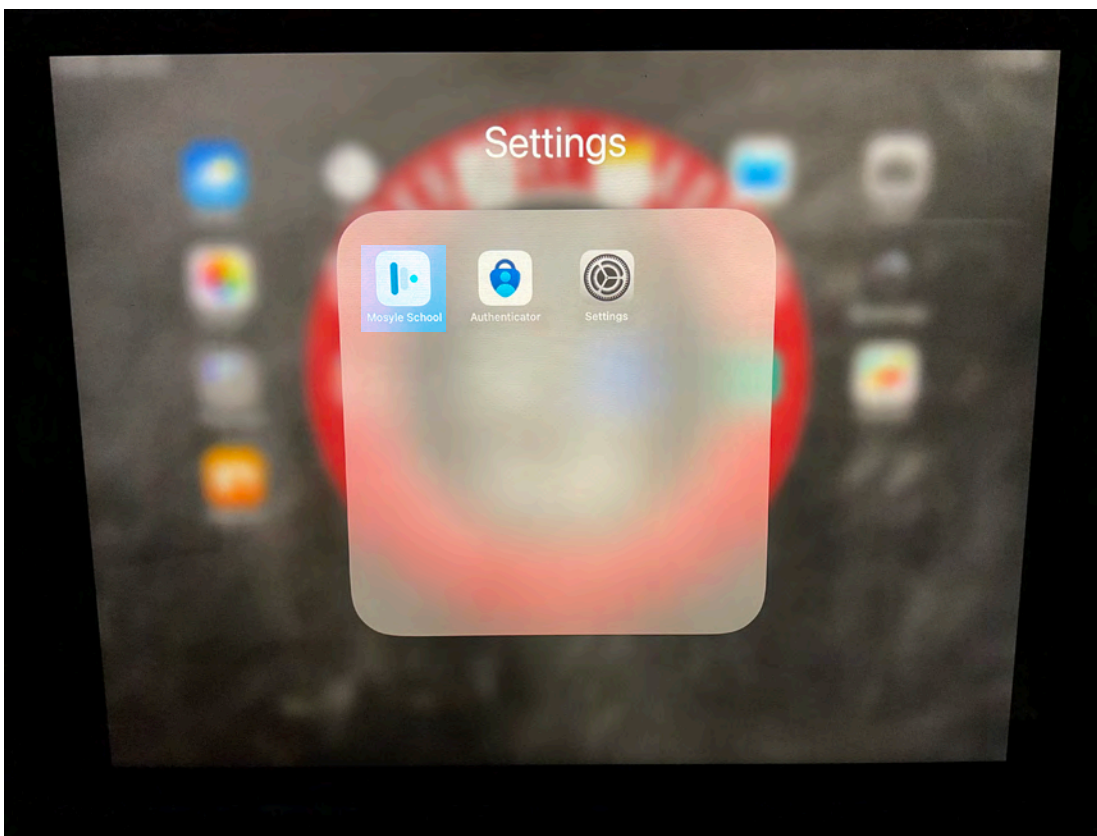


Step 26

Allow your iPad time to download / install all your apps, settings, and wallpaper image.

If you chose a setting other than “Never” in Step 24, make sure your iPad screen doesn’t timeout or go to sleep.

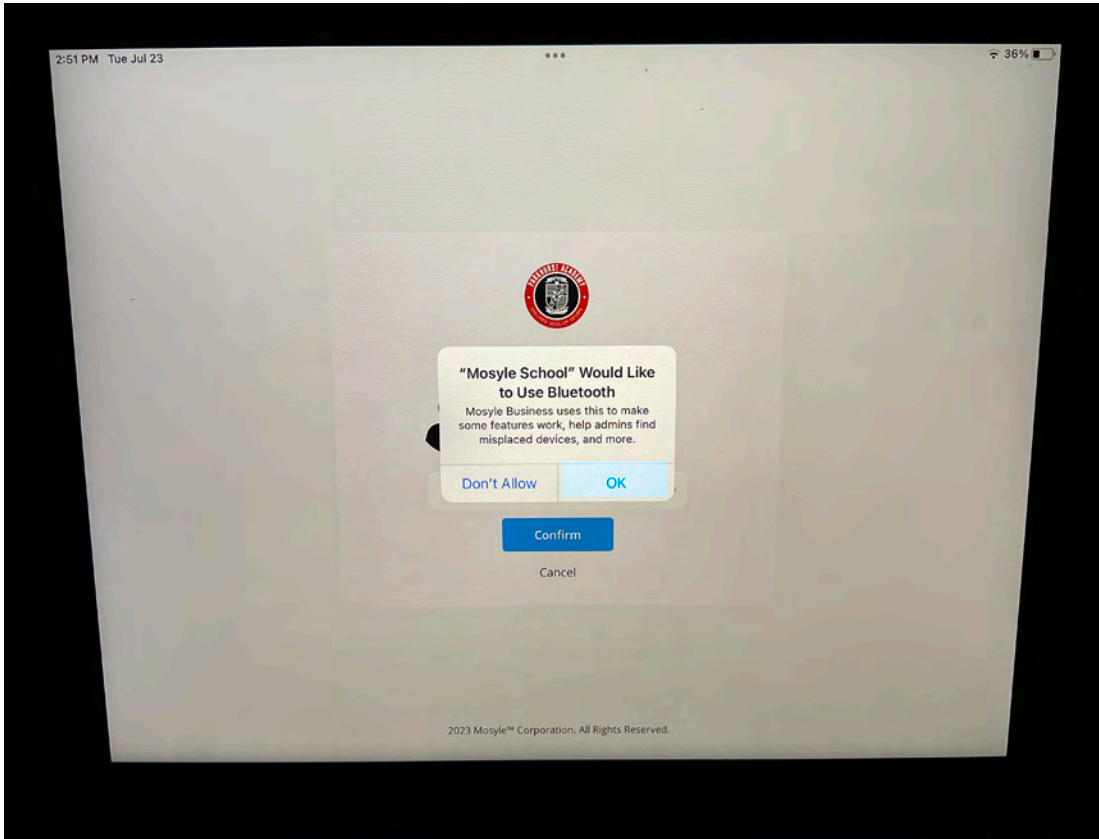
When ready, select the “**Settings**” folder.



Step 27

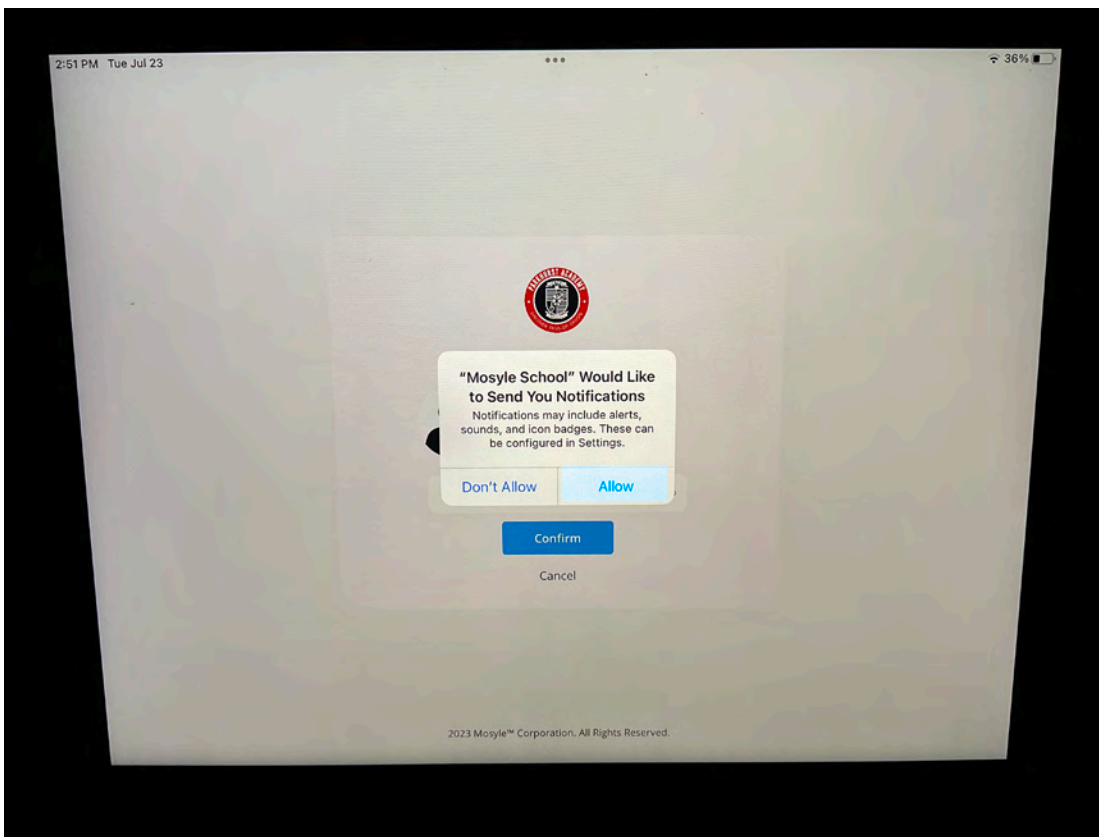
Next, select the **Mosyle App**.





Step 28

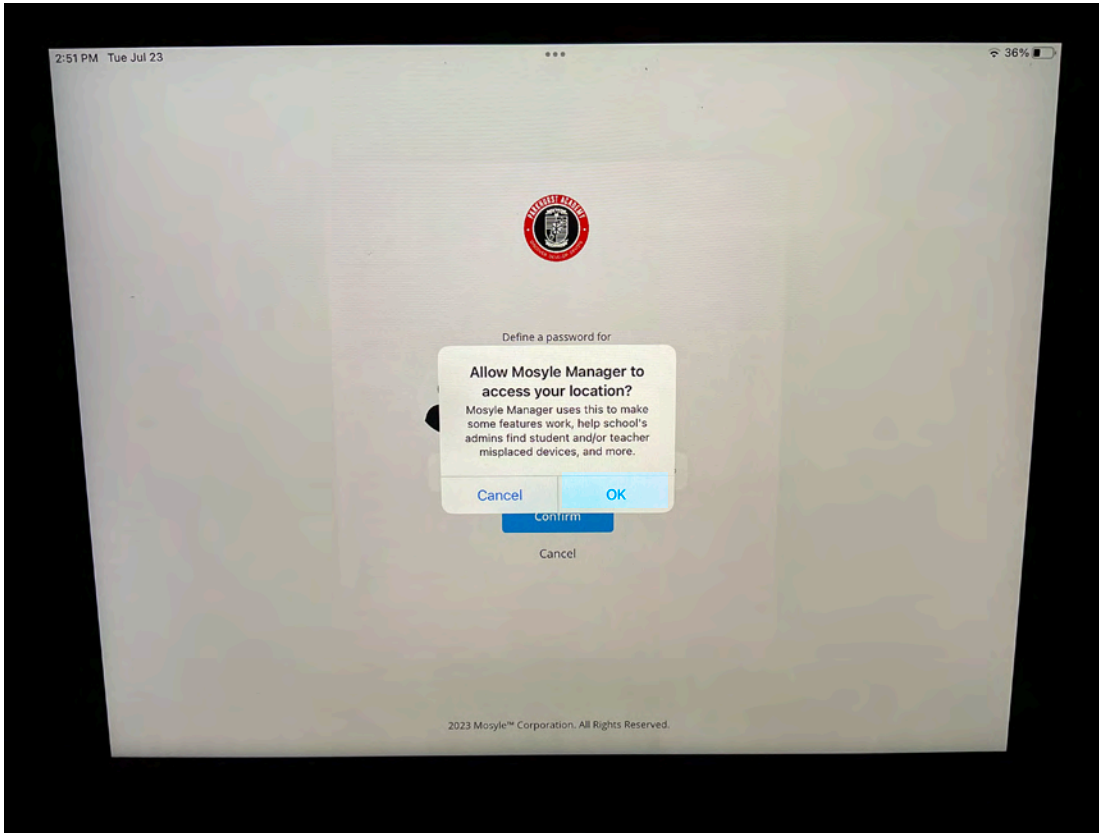
Once prompted, select **"Ok"** to the use of Bluetooth.



Step 29

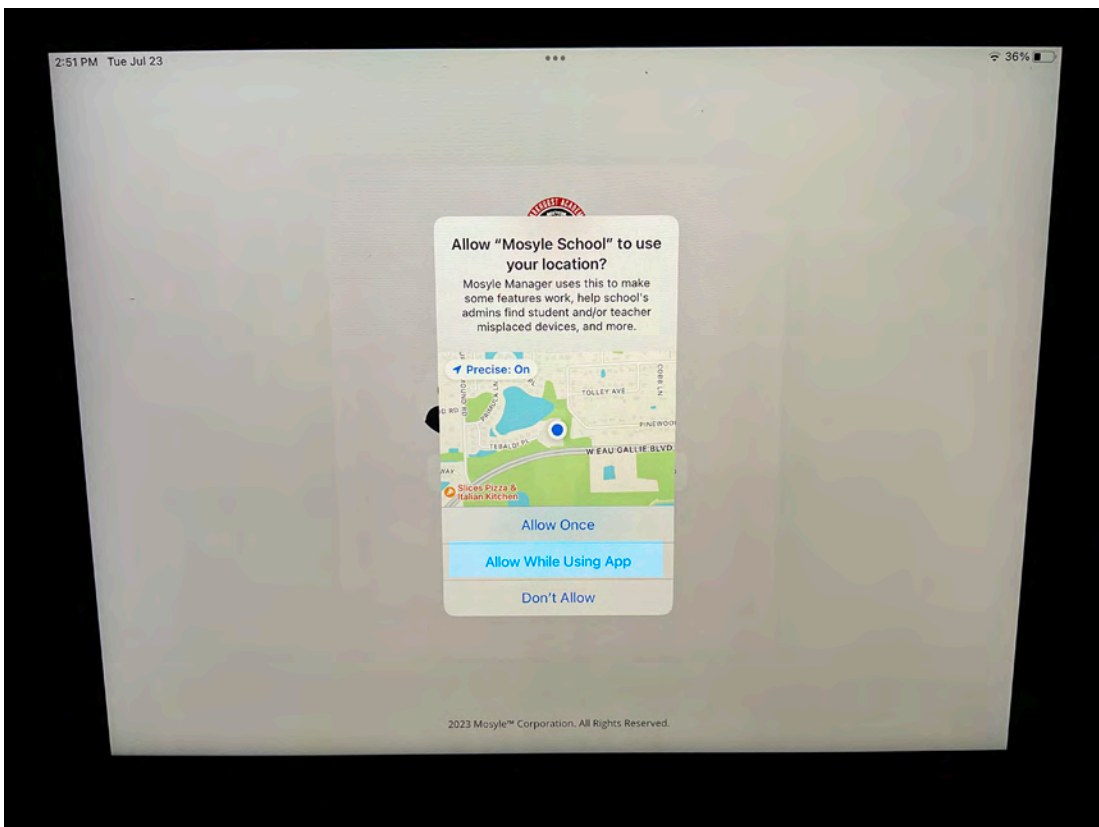
Select **"Allow"** to receive notifications.





Step 30

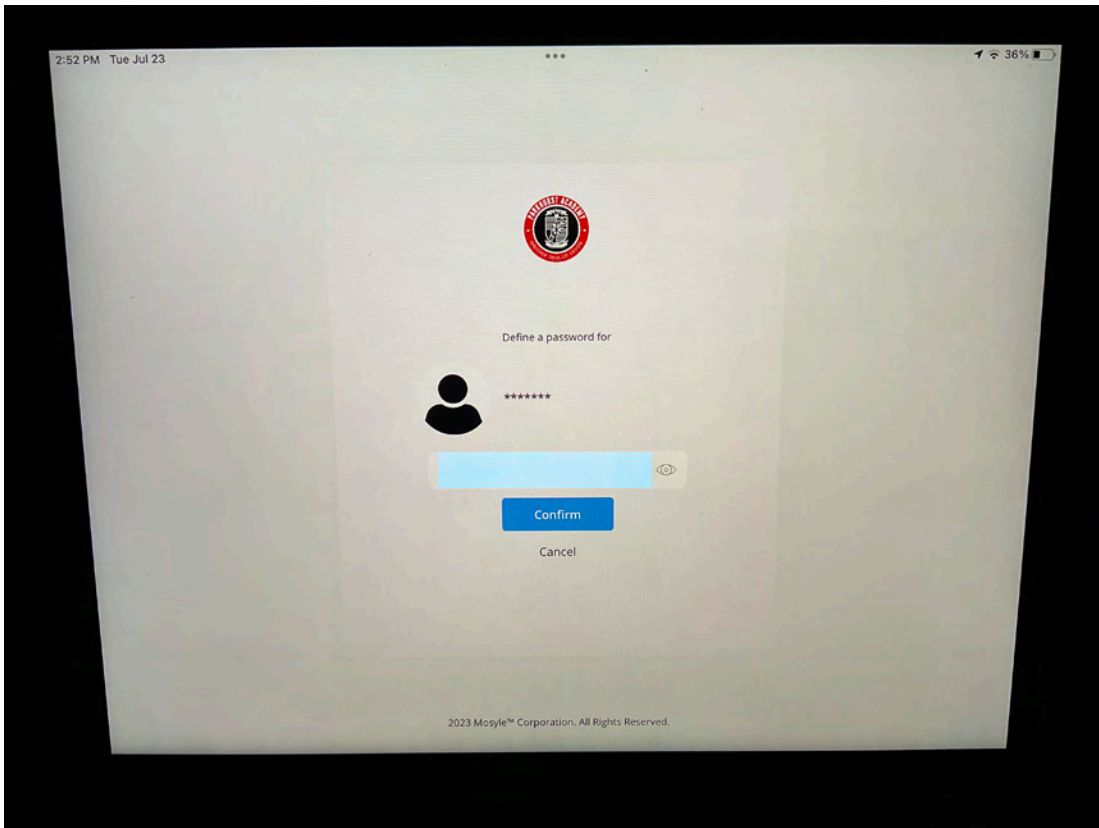
Select **“Ok”** to allow Mosyle to access location settings.



Step 31

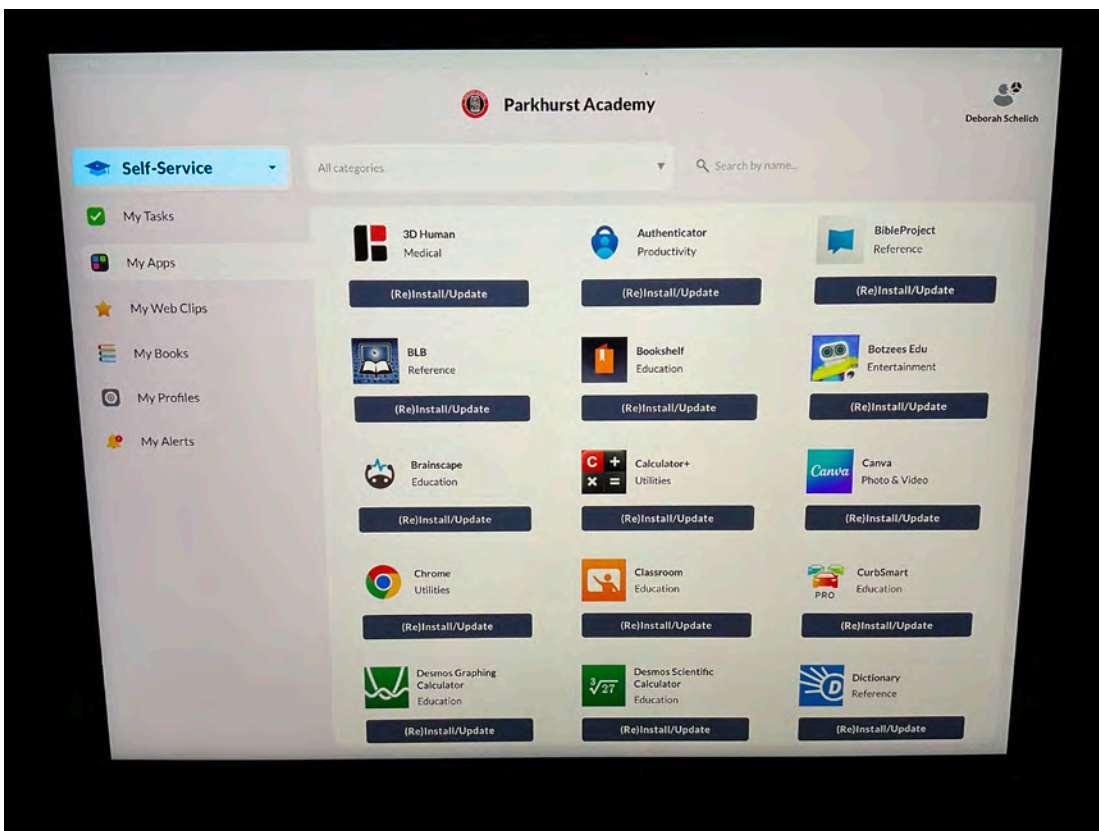
Select **“Allow While Using App”** to allow Mosyle to use your location settings.





Step 32

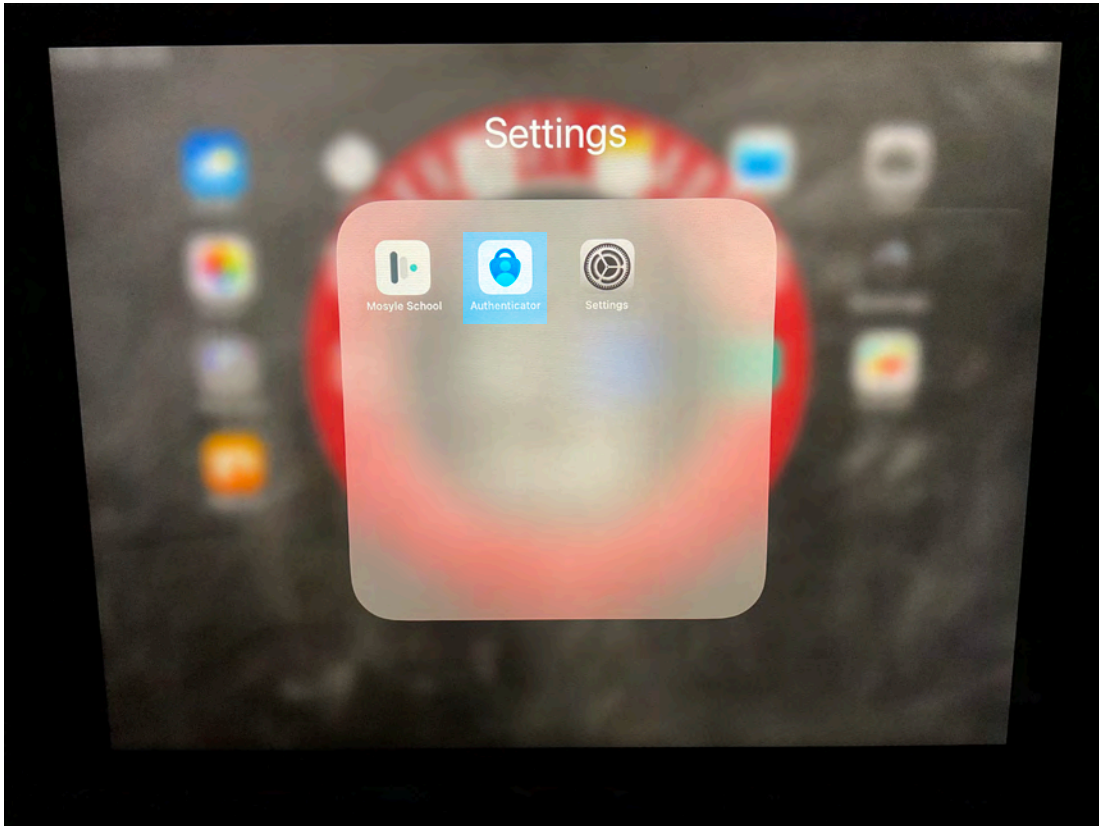
Next, type in a password of your choice for your Mosyle account profile and then select “Confirm” to continue.



Step 33

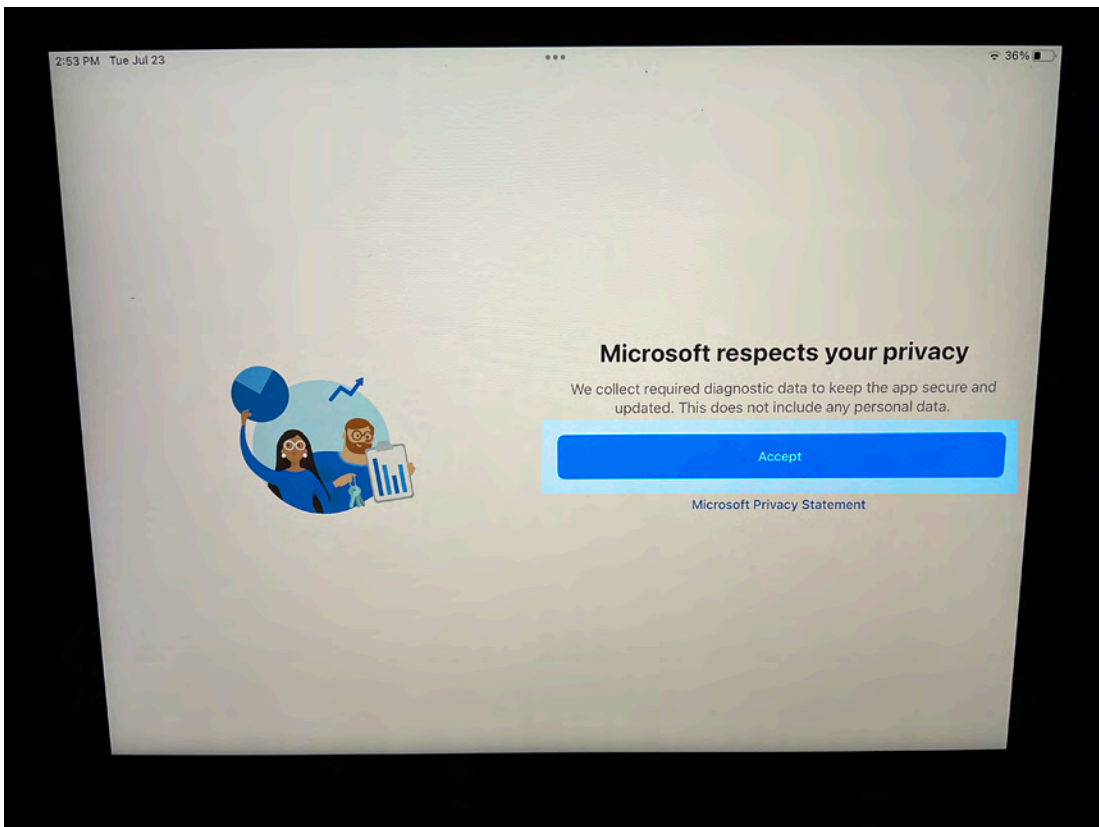
Selecting the dropdown menu button on the top left allows users to view their installed apps and reinstall or update any as necessary.





Step 34

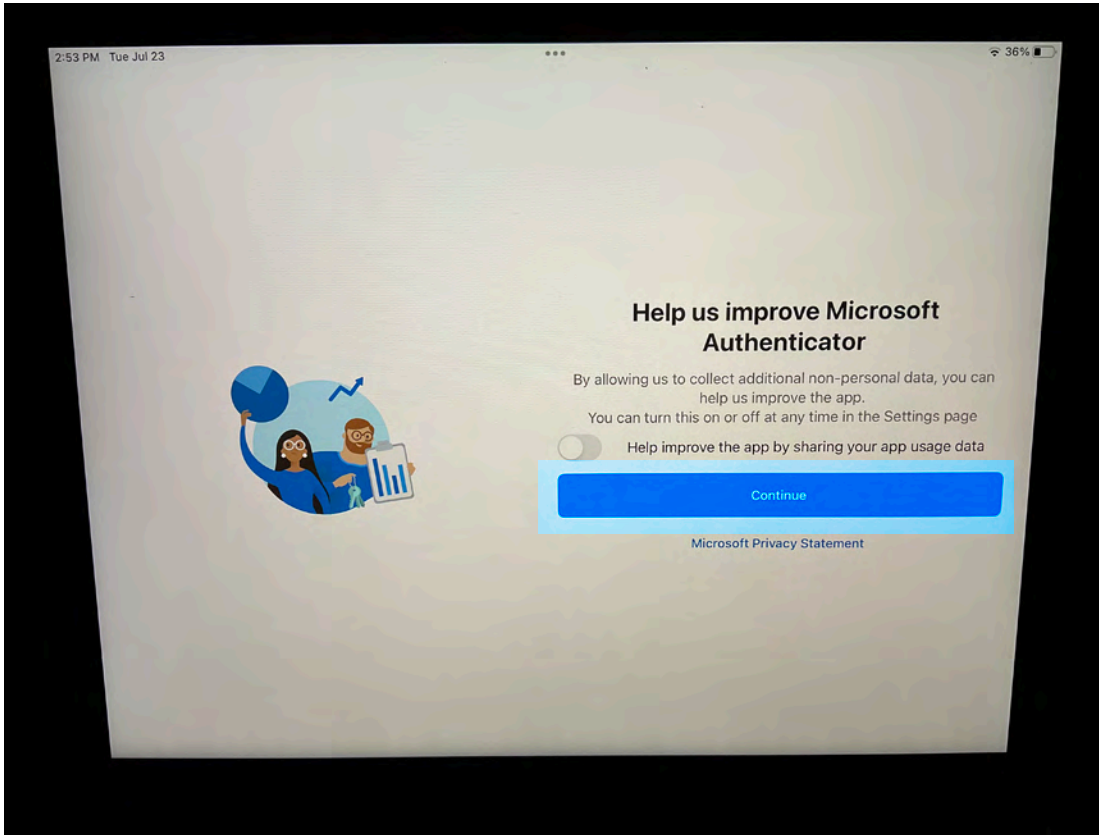
After tapping the home button to return to the homescreen, select the **“Settings”** folder again and then select the **“Authenticator”** App.



Step 35

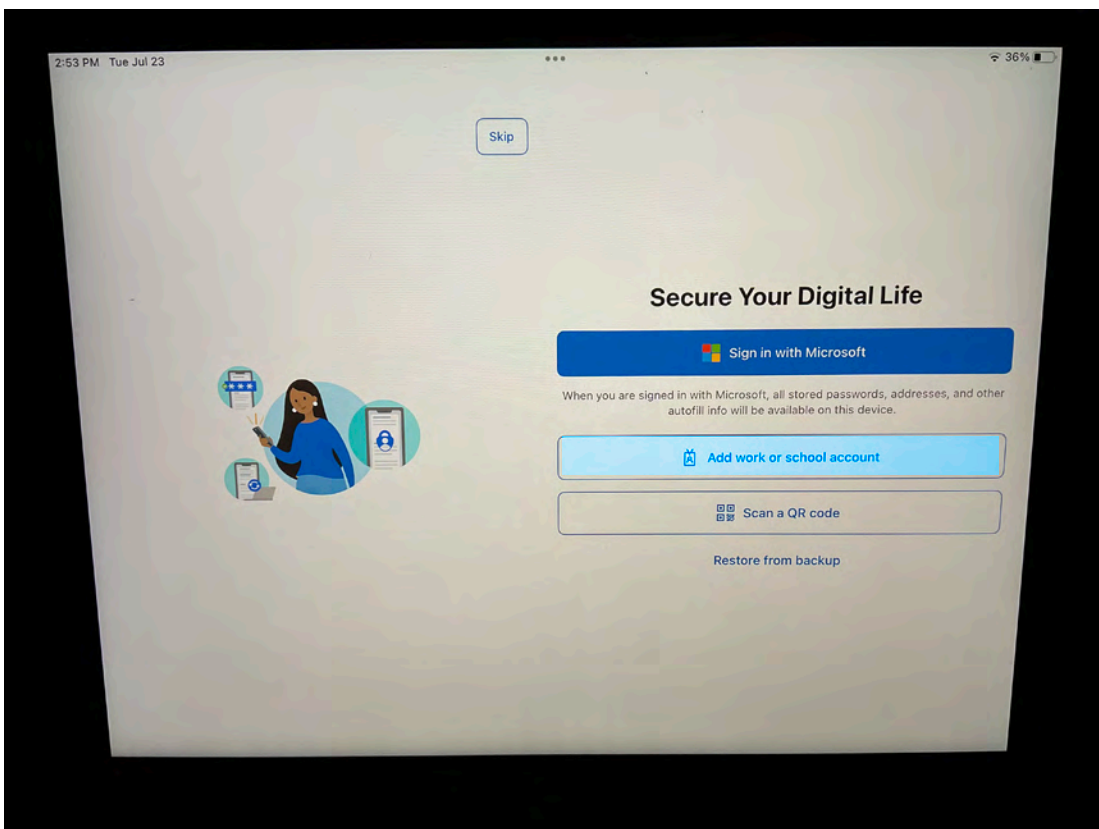
Select **“Accept”** to continue.





Step 36

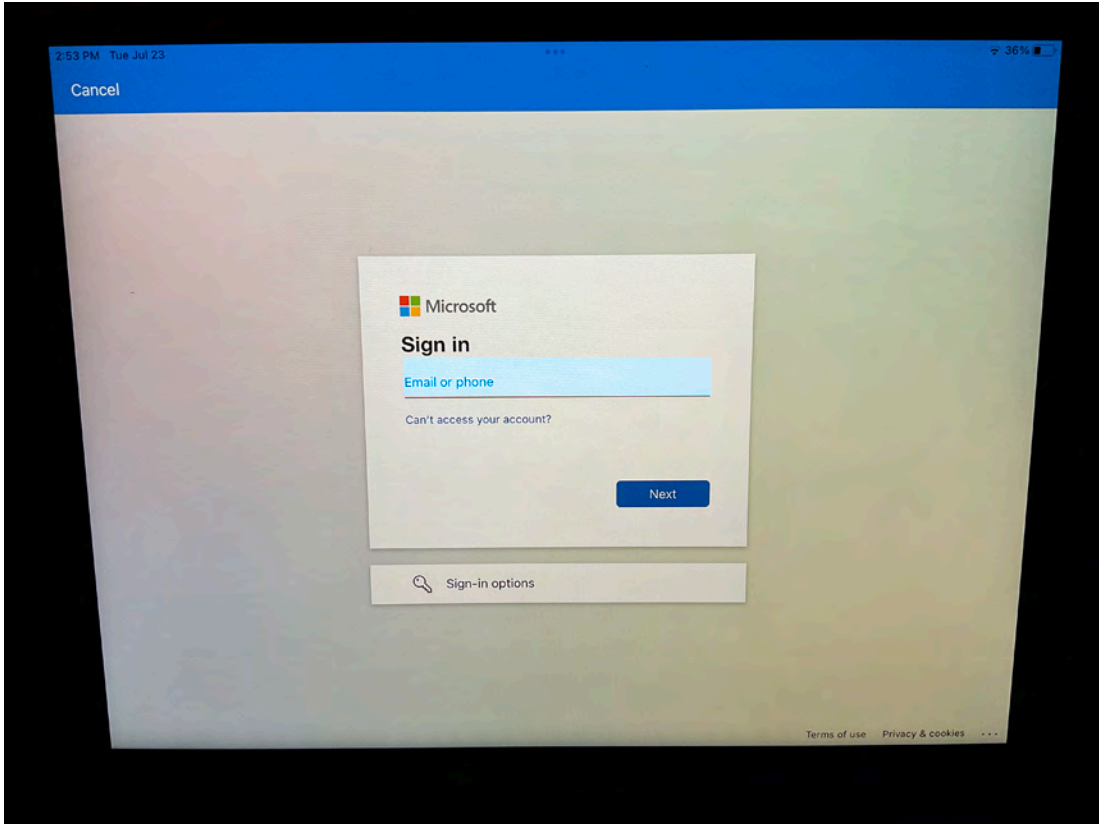
Select **“Continue“** to move to the next step.



Step 37

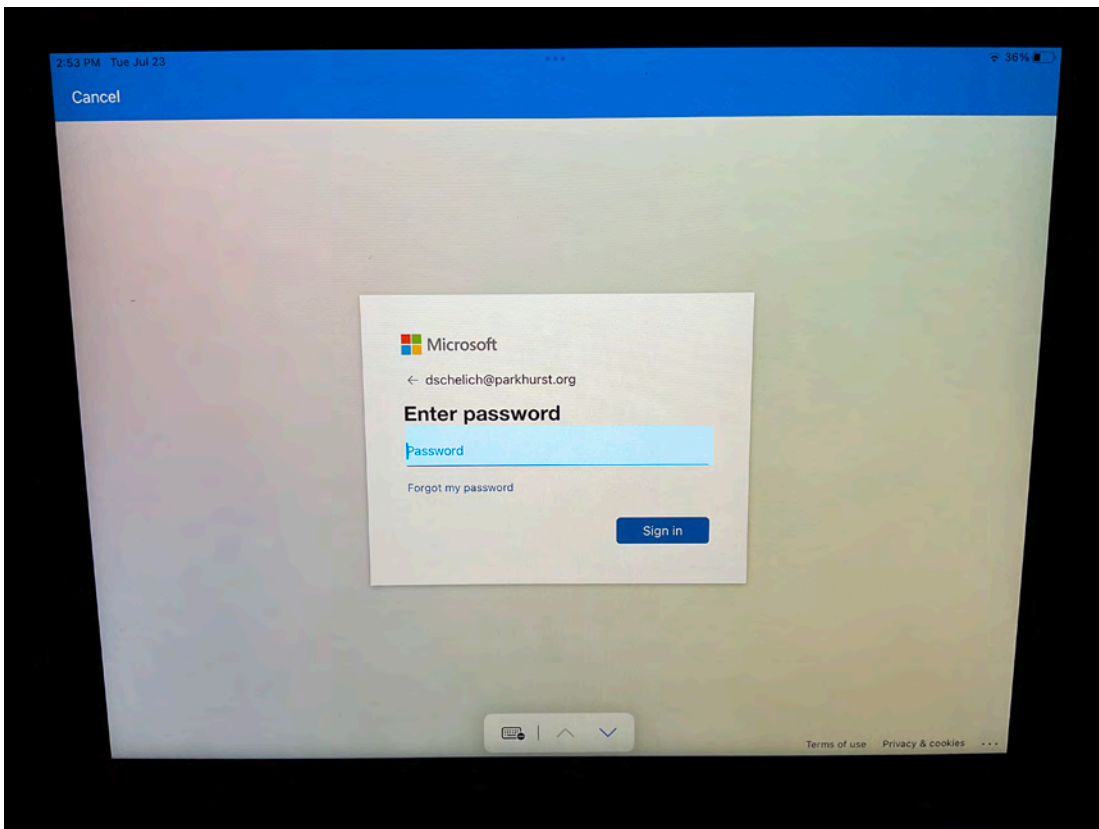
Select **“Add work or school account“**.





Step 38

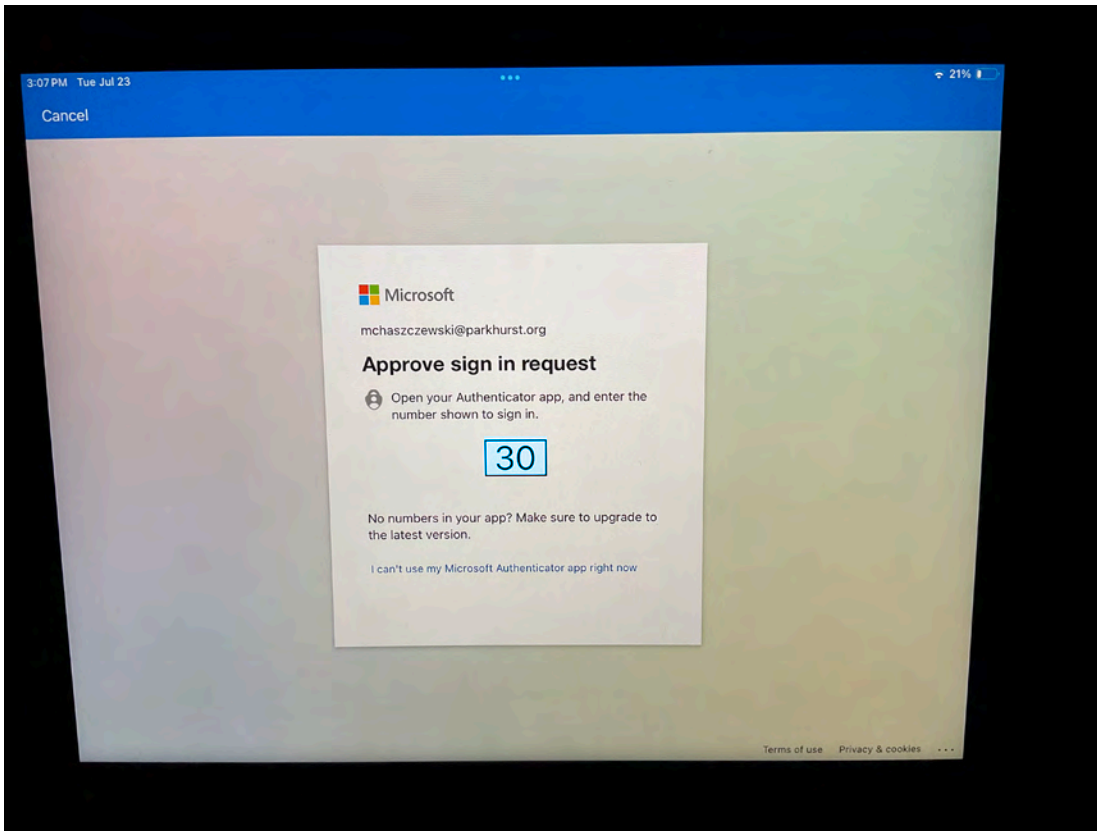
Use your Microsoft credentials to **sign in**. Type your Parkhurst email address and then select **"Next"**.



Step 39

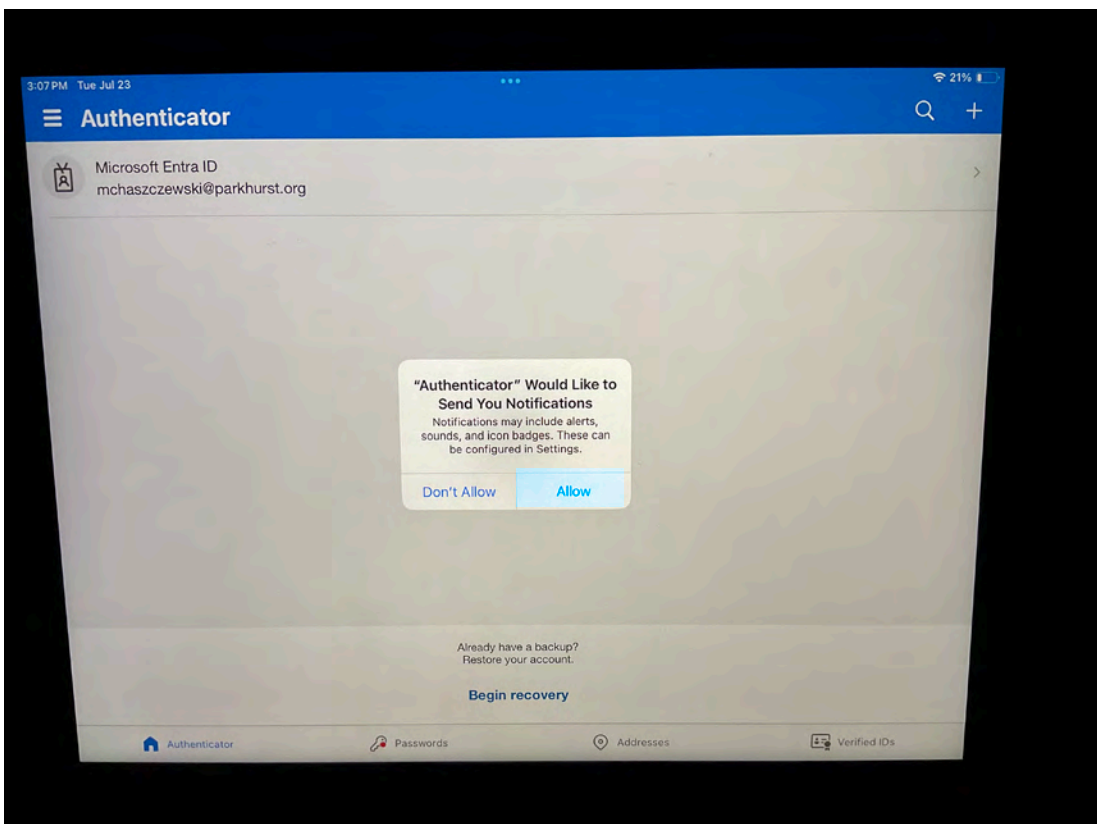
Enter your **Microsoft account password** and then select **"Sign In"**.





Step 39B

You may or may not be prompted to approve the sign in of your Microsoft Account if you already associate your Parkhurst account with Microsoft Authenticator on your personal device.



Step 40

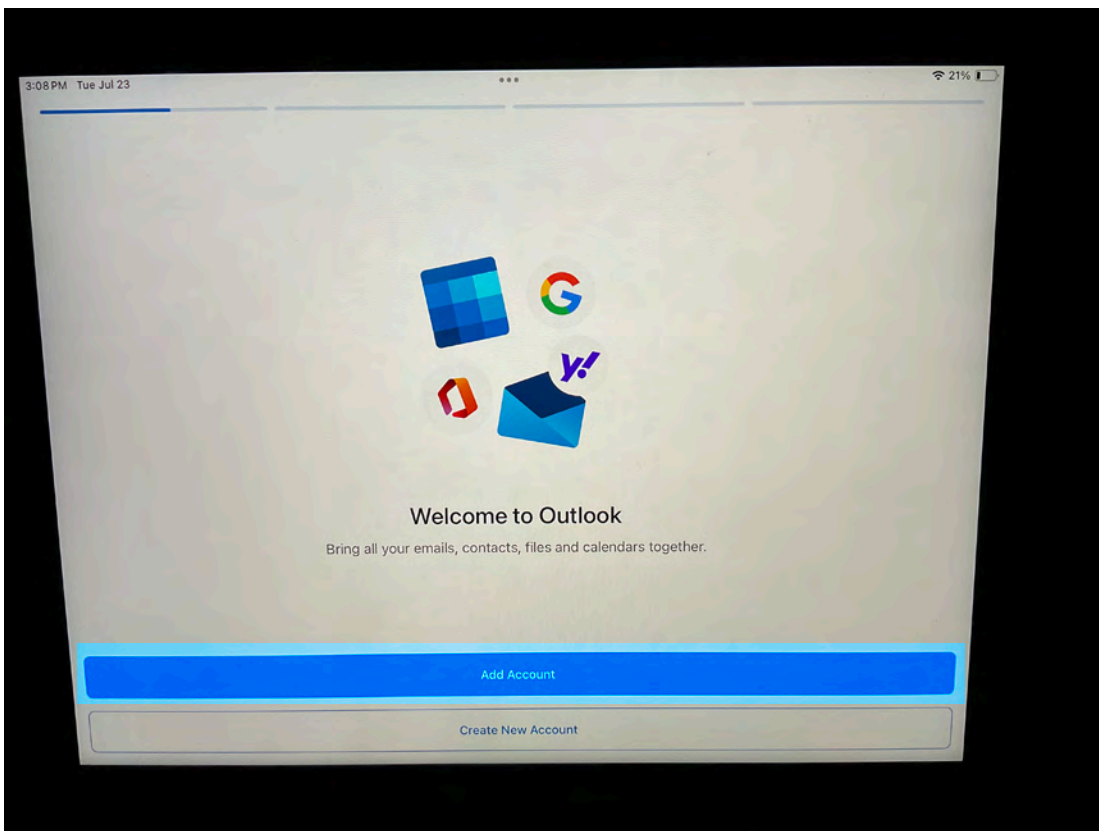
Once your account is added, select **"Allow"** when prompted to allow for notifications.





Step 41

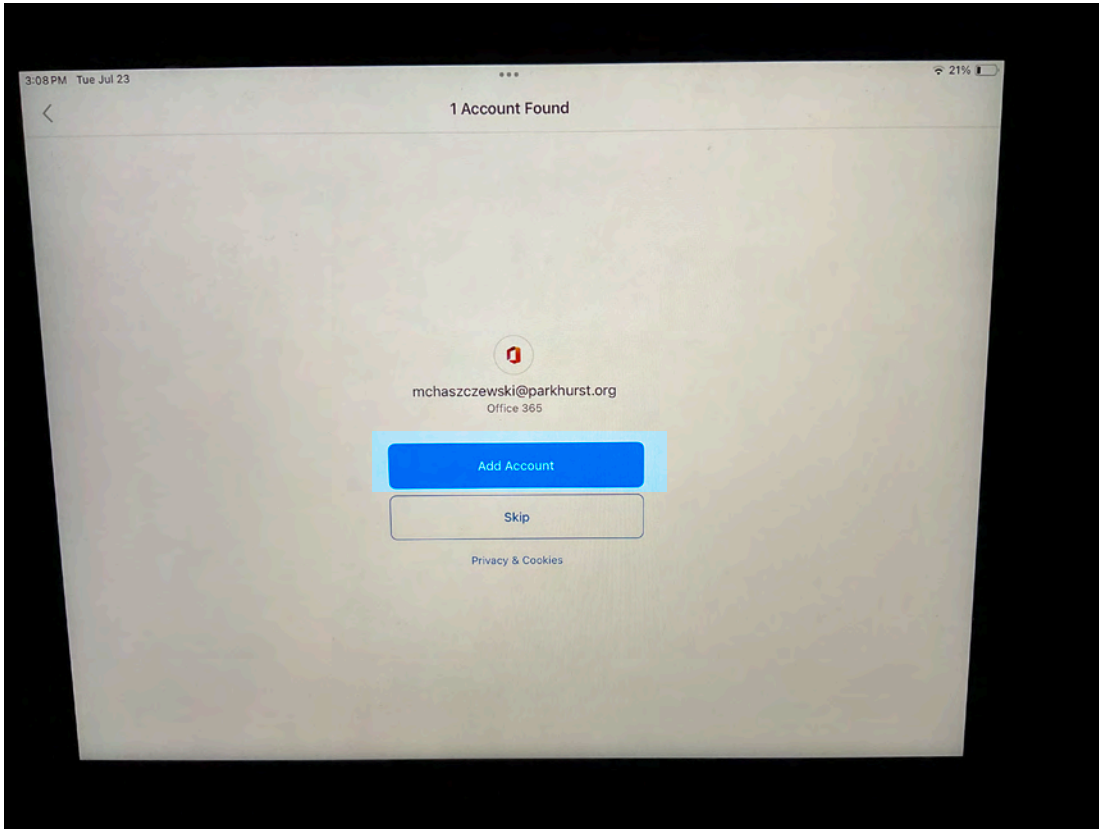
Back on the homescreen select the **Outlook App** within the bottom app dock.



Step 42

Select **"Add Account"**.

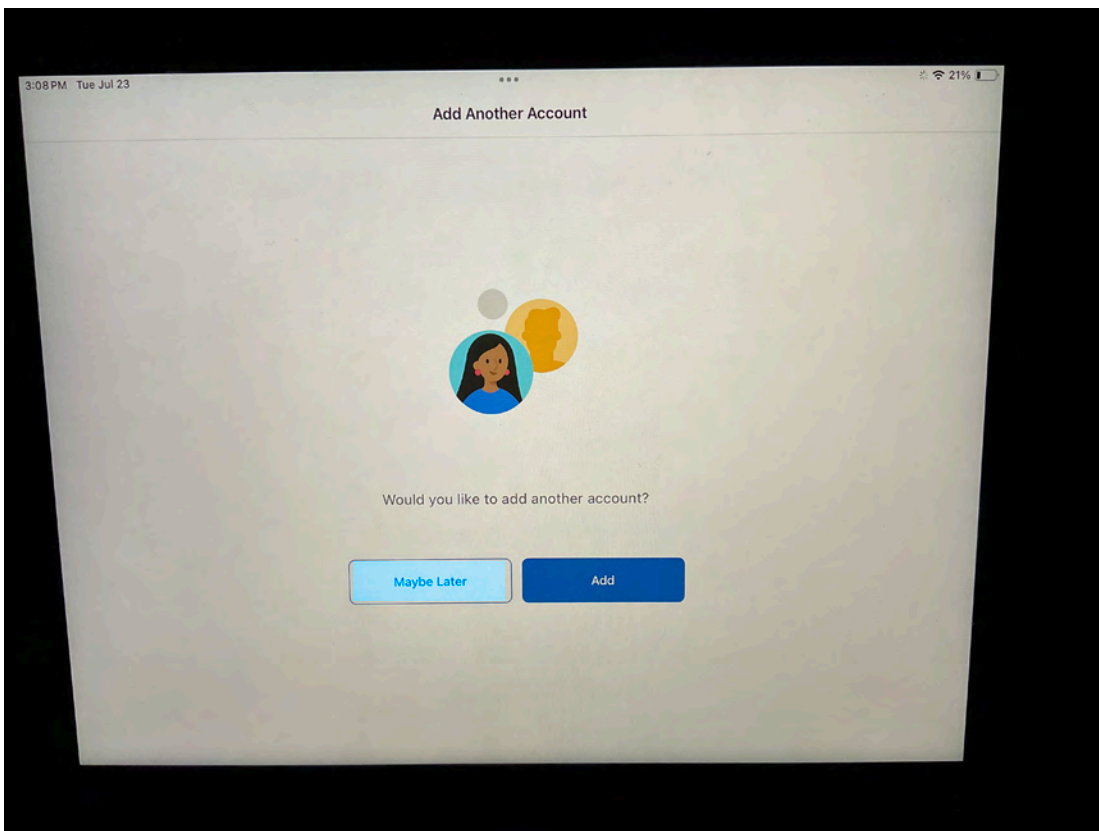




Step 43

Outlook should find your Microsoft Entra ID automatically from Authenticator.

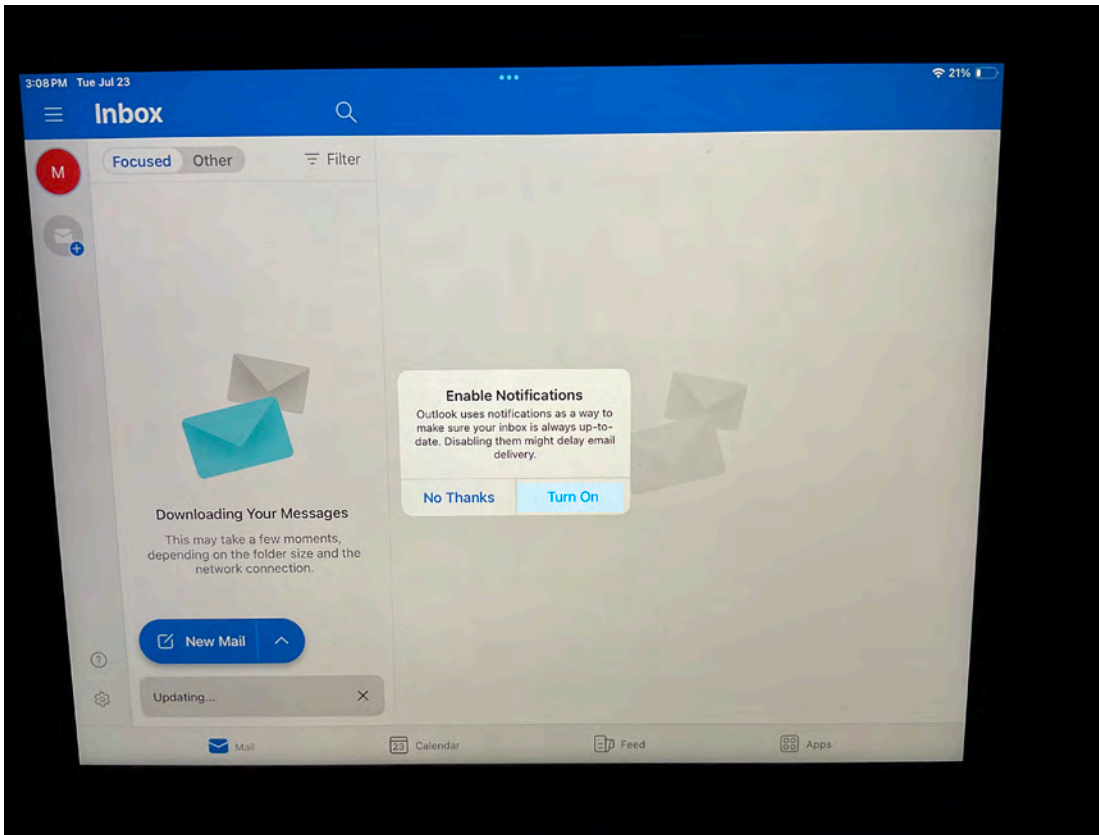
Select **“Add Account”** to continue.



Step 44

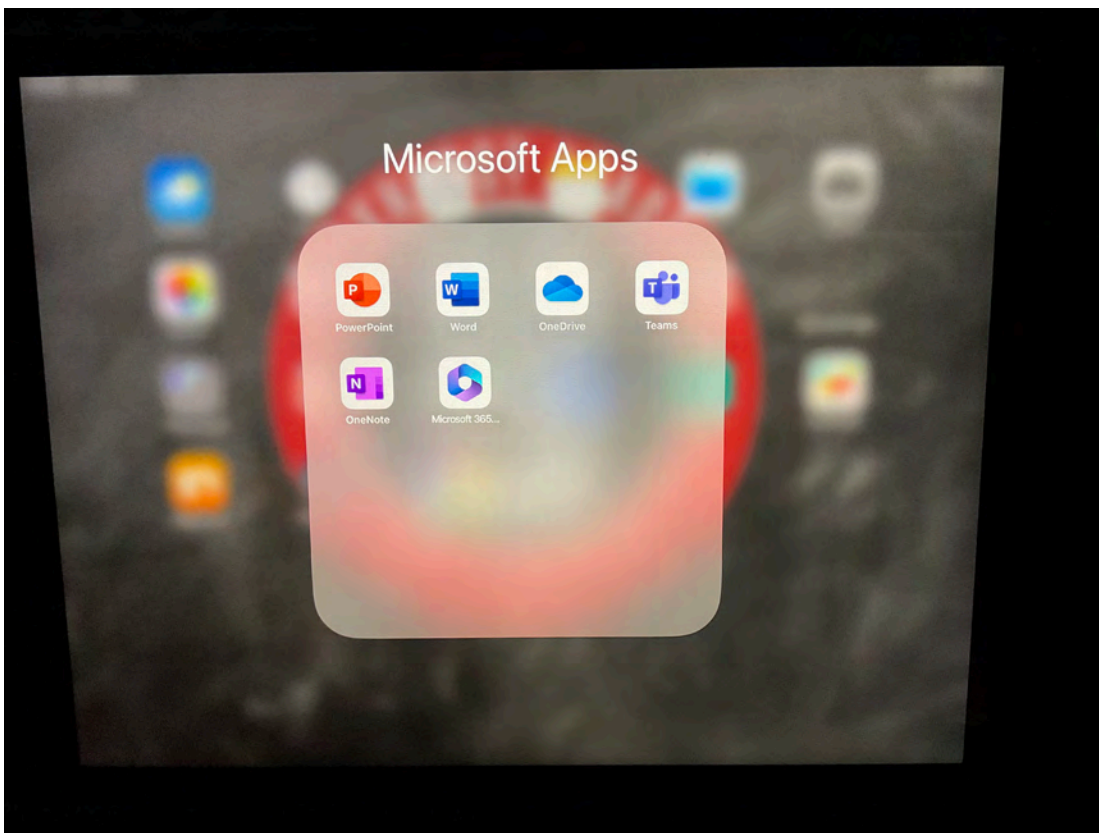
Your account should be automatically validated. Select **“Maybe Later”** to continue.





Step 45

Once prompted, select **“Turn On”** to enable notifications.



When opening the Microsoft folder from the homescreen, any apps you open should automatically be validated by Authenticator for you without the need to sign in.

