iPad Setup for students in Years 5 and 6

Welcome to the iPad Digital Induction for students in Year 5 or 6 at St Peters Lutheran College. This document outlines the essential steps to prepare your child's device prior to their commencement, namely:

1. General iPad purchase and initial setup
2. App installation
3. St Peters account setup (password)
4. Email setup
5. Logging in to OneDrive
6. Accessing support if needed

Section 1: General iPad setup

Please ensure you have read and completed the steps in the BYOT Program Overview. This document outlines key information with regards to purchasing and setting up the iPad.

Section 2: App installation

The app lists will be available in early December.
Please set up your child's iPad with the apps listed in the Year 5 / 6 app list. Note that the first part of the list is REQUIRED, while the second half is OPTIONAL.

Section 3: Student Login and forgotten password reset process (skip this step if you have previously done this)

You will have received an email with your child's unique login details and steps on how to set or rest their password. If you have not done this previously, please proceed to the forgotten password reset process below in order to set your child's initial password. You should work with your child during the steps below.

Step 1: Navigate using a browser to http://mystpeters.com.
Step 2: Sign In using the student email (Student ID number followed by email address e.g. 12345@stpeters.qld.edu) and click *Next*.
Step 3: Select *Forgotten my password*.
Step 4: Enter the characters displayed as the security check, then *next*.
Step 5: Tick the *I've forgotten my password* box, then *next*.
Step 6: Complete the process to "Get back into your account" by choosing the contact method that best suits (email or mobile phone number).
Step 7: This will send a verification code to the chosen contact method. You must have access to the mobile or email account in readiness.
**Step 8:** Enter the verification code supplied to your email or mobile phone.
Step 9: Ensure that you and your child decide on a suitable, complex password together.

Notes:
The password MUST be a minimum of 8 characters and include a capital letter and a number. Passwords that are familiar phrases work well such as "iLove2play". If you select a password and it does not meet the requirements, you will receive an error message informing you. You will be able to re-enter another password that meets the criteria required.

Section 4: Outlook Email setup

1. On the iPad, open *the Microsoft Outlook app*
2. Tap *Add Account*
3. Enter the College provided student email address as the email field
   *****@stpeters.qld.edu.au (5-digit student number before the @ symbol)
4. Enter your child's password
5. If prompted to Add Another Account, tap *Maybe Later*
6. Recommended to tap *No Thanks* for Notifications
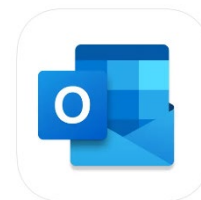
If you would like to test everything is setup, send an email from the device to your parent email address. Once you receive the email, reply and ensure that the email shows up back in the Inbox.

Section 5: OneDrive

OneDrive is the primary saving location for all student files. Step to set up OneDrive:
1. Open the OneDrive app
2. Enter your child's email address and click *next* (blue arrow)
3. Click *Sign in to OneDrive for Business*

Section 6: Accessing support if needed

Thanks for preparing your child's iPad in readiness for the school year. Be assured we can help them should you encounter any issues throughout the steps above. If you experience any technology related problems during this setup, please email itsupport@stpeters.qld.edu.au with a detailed description of your support request. For emergencies you can phone IT Helpdesk on 3377 6253. Office hours are 7:30am - 4:00pm Monday to Friday.

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✂ **Student name:** _____ **Class:** _____

Primary Years iPad setup instructions	Year 5 and Year 6 App list	iPad set up checklist
		Check that you have setup the following: ☐ All Apps installed - double check the App list to ensure you have the *correct paid versions* installed ☐ Login to Firefly and password reset ☐ Email setup and logged in – using the Microsoft Outlook app ☐ Firefly logged in - using App ☐ OneDrive logged in - using App **Hand this into your teacher once you have ticked off all steps so they can keep a record of whose iPad is ready for use.