iPad Setup for students in Year 6

Welcome to the iPad Digital Induction for students in Year 6 at St Peters Lutheran College. This document outlines the steps to be completed with your child, 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. OneDrive login
6. How to ask for assistance

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 is available on the Year 6 BYOT Firefly page.
Please set up your child's iPad with the apps listed on the Year 6 app list.

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 reset their password. If you have not done this previously, continue reading the 'forgotten password' reset process below to set your child's initial password. You should complete these steps with your child.

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 by choosing a contact method (email or mobile phone number) to re-access your account.
Step 7: This will send a verification code to your chosen contact method. Be sure you have ready access to this mobile or email account.
Step 8: Enter the verification code supplied.
Step 9: Decide on a suitable, password together.

Notes:
The password MUST be a minimum of 8 characters and include a capital letter and a number. If you select a password and it does not meet the requirements, you will receive an error message. You will then be prompted to re-enter another password that meets the criteria required.

Section 4: Email setup

1. On the iPad, open the *Microsoft Outlook app.*
2. Click *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. Tap *Add Account.*
5. Enter your child's password and select *Sign In.*
6. Select *Maybe Later* when asked if you would like to add another account.
7. Choose *No Thanks* when asked if you would like to enable 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 is visible in your Inbox.

Section 5: OneDrive

OneDrive is the primary saving location for all student files. This will be used in conjunction with the Files app on your iPad. Step to set up OneDrive:

1. Open the OneDrive app.
2. Click *Sign in.*
3. Enter your child's St Peters email address and press the blue arrow.
4. Enter your St Peters password and click *Sign in.*



Section 6: How to ask for help

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

All information about the Bring Your Own iPad program is Available here: Year 6 BYOT iPad Program.

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Student name: _____ **Class:** _____

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 *Outlook* app. ☐ OneDrive logged in - using App. **Hand this in to your teacher once you have ticked off all steps, so they can keep a record of whose iPad is ready for use.