

Creating an Apple ID on a Computer

After [creating a school-based Gmail account](#), use the Gmail address to create an Apple ID for CCSD iPad(s) using a teacher laptop with the steps below. A school-based Gmail account **must** be created to use with the Apple ID prior to beginning these steps. Make sure that you are recording all Gmail account and Apple ID information, including recovery, on the printed [iPad Information Sheet](#).

1. Open **iTunes** on a teacher laptop.
2. Search for a **FREE, non-Apple app** in the search textbox in the upper right corner of the screen. (*Examples: MackinVIA, Edmodo, Seesaw, Educreations, SMART Lab*)
3. Find your chosen app in the **iPad apps list**, and click **Get**.
4. A dialog box will appear. Click **Create new Apple ID** in the lower left corner.
5. Enter the previously created school-based **Gmail address** as your Apple ID.
6. Type in a **password** following the current Apple guidelines. Password must have a minimum of one capital letter and one digit.
7. Choose **United States**.
8. Click in the checkbox to **Agree to Terms and Conditions**.
9. Click **Continue**.
10. Enter **name** and **birthday** as listed in the previously created Gmail account.
11. Choose **security questions and answers** for your Apple ID recovery information.
12. Deselect the **checkmark** that subscribes to Apple emails.
13. Click **Continue**.
14. Select **None** as the payment type.
Note: The none option is provided because a free, non-Apple app was selected for initial purchase.
15. Complete the **Billing Address** using the **school's physical address and phone number**.

16. Click **Continue**. You will be prompted to confirm the newly created Apple ID using the Gmail address to receive a verification code.
17. Use any web browser to sign into the school-based **Gmail** account created earlier.
18. Open the **email** from Apple verification.
19. Enter the **verification code** in the open dialog box in iTunes. Click **Verify**. You will receive a pop-up confirmation that the Apple ID is now created.
Note: Do not log into iTunes on the computer using the newly created Apple ID.
20. Sign into iPad(s) with the new Apple ID by tapping in **Settings**. Scroll slightly down, and tap **iTunes & App Store** on the left side of the screen. Tap **Sign In** in the upper right corner of screen, and sign in with the **newly created Apple ID and password**.
21. Remember to record all Gmail account and Apple ID information, including recovery, on the printed [iPad Information Sheet](#), and submit the information to the **school's bookkeeper** and any other designated personnel from administration. *The iPad Information Sheet **must** be on file with the local school.*