



iPad Set up Instructions

Congratulations in taking your first step toward your new careers!

Please follow these instructions for completing your new iPad set up. Take your time and follow them carefully. Entering incorrect information may temporarily lock you out of the set-up process and cause unnecessary delays. SAVE THE LABEL on your iPad with your school email, password and student ID number information that will be needed throughout this process.

This set-up will focus on setting up your school email, school Apple ID, Canvas (LMS) and bookshelf. If you already have an existing Apple ID account **DO NOT USE IT**. You must use the new account that will be set-up in this process, using your school email address, or you will not be able to use some of the apps or other utilities you will need for completion of your school assignments.

Setting up iPad

Video of setup for the following steps: <https://youtu.be/P5GawIjFSA>


1. Open iPad and remove from package.
2. Install cover.
3. Turn on iPad. If your iPad does not turn on it may need to be charged.
4. On “Hello” screen press home button.
5. Select “English”.
6. Select “United States”.
7. Select “Set Up Manually”.
8. Select your “Home Wi-Fi” connection, enter password and tap join.
9. Select “Continue” on Data Privacy screen.
10. Select “Set up Touch ID later” on Touch ID screen.
11. Create your passcode. Write this down on your Welcome sheet (Attached). **Do not lose your passcode; PCI cannot help you recover this passcode if you forget or lose it.**
12. Select “Set Up as New iPad” on Apps and Data screen.
13. Reminder – **DO NOT USE AN EXISTING APPLE ID**.
14. Select “Forgot password or don’t have an Apple ID” on the Apple ID screen.
15. Select “Set Up Later in Settings” on next Apple ID screen.
16. Select “Don’t Use” on popup confirming you do not want to use an Apple ID. This will be set up later in the process.



17. Select “Agree” on Terms and Conditions screen.
18. Select “Continue” on Express Settings screen.
19. Select “Continue” on Keep your iPad Up to Date screen.
20. Select “Set Up Later in Settings” on Siri screen.
21. Select “Set Up Later in Settings” on screen time screen.
22. Select “Share with App Developers” on App Analytics screens.
23. Select “Continue” on Quick Access to the Dock screen.
24. Select “Continue” until you reach the Welcome to iPad screen.
25. Select “Get Started” on Welcome to iPad screen to take you to Home screen.

Setting up Email and Apple ID

Video of setup for the following steps: <https://youtu.be/BJgJqrRKU-0>





26. From Home Screen select settings. 
27. On settings screen select “General” then “About” then “Name”.
28. Name iPad using the following instructions and naming convention
Delete “iPAD” name and rename (Campus - Program - First Initial Last Name) for example John Smith in Automotive at the Chicopee campus would be CH-AU-JSmith.
Then press home button.

Campus Abbreviations

AL = Altoona	RH = Rocky Hill
CA = Canton	ST = Stratford
CH = Chicopee	WB = Waterbury
EN = Enfield	WR = Worcester
HA = Hamden	YK = York
LA = Lancaster	

Program Abbreviations


AU = Auto	HV = HVACR
BA = Business	LV = Low Voltage
DA = Dental Assisting	PLUMB = Plumbing
CNT = Computer Technology	PN = Practical Nursing
COSMO= Cosmetology	VT = Veterinary Technician
EET = Electrical Engineer.	
IC = Electrical Technology	

29. Tap “Done” on keypad.  Then press Home Button to return to Home screen.
30. Tap “Mail” icon to set-up your school email. 
31. Select “Google”.
32. Enter your .edu school email address “first initial last name followed by last 3 of your student id# @email.porterchester.edu” for example jsmith123@email.porterchester.edu
33. Enter .edu email password (lowercase) “pci + student id#” for example [pci1234567](#) and save.
34. Press Home button to return to Home screen.
35. Tap “App Store” icon. 
36. Select “Continue” on Welcome to App Store screen.
37. Select “Don’t Allow” access to your locations on pop up at this time.
38. Select “Search” and type “Vitalsource Bookshelf” and select “Get”.  This app will be used to retrieve ebooks.









39. Again – **DO NOT USE AN EXISTING APPLE ID** – Select “Create New Apple ID”
40. Enter your .edu email. Enter your password this time with a capital “P” for example Pci1234567. (Record this password on Welcome sheet) Then slide on button “Agree to the terms & Conditions”
41. Accurately enter all personal account information. Select “None” for payment type. A credit card is not required for this App.
42. Select “Next” after entering your information then “Continue” from next screen.

Video of setup for the following steps: <https://youtu.be/UXVgpXq9dJo>

43. Apple will send an email verification to your .edu email with a verification code. Go to Home Screen and tap email icon and retrieve the Apple verification code. 
44. Return to App Store and enter the verification code and select “Verify”.
45. Select “Continue” on Apple ID completed screen.
46. Return to App Store and if not already on screen search again “Vitalsource Bookshelf”.
47. Select “Get” and then select “Install” and reenter your Apple account password to sign in.
48. After download of App select “Done” and you may be prompted to select frequency of which your Apple ID will be required. We recommend choosing “Require after 15 Minutes”.
49. If you receive a prompt saying “Apple ID Locked” follow these steps.
 - a. Go to settings, select “iTunes and App Store” then “Apple ID” account at top right.
 - b. Sign out then sign back in with your new .edu Apple account information.



Downloading and setting up apps

50. Download these additional FREE apps from the app store 
 - a. PDF Expert 
 - b. Zoom Cloud Meetings 
 - c. Google Chrome 
51. Press Home button to return to Home screen.
52. Enter the PDF Expert app 
53. Click Continue
54. PDF Expert will offer you to upgrade to the Pro edition, but you will not need to upgrade. Click the X at the top left of the screen
55. Press Home button to return to Home screen.
56. Lastly PDF Expert will ask to send you notifications. You can click Don’t allow to not receive the notifications.
57. Enter the Zoom Cloud Meetings app 
58. Click “Sign up”



59. Enter your birthday
60. Enter your school email, first and last name
61. Click “I agree to Terms of Service”
62. Click “Sign up”
63. Press Home button to return to Home screen.

Setting Up Canvas LMS (Learning Management System) & Microsoft 365 Account

64. Enter the Google Chrome app 
65. Type in <https://porterchester.instructure.com/login/canvas>
66. Enter your school email and password: **Welcome123**
67. In Canvas go to your “Account” (upper left side)
68. Click “Settings”
69. Click “Edit Settings”
70. Check “Change Password”
71. Enter old password **Welcome123**
72. Enter new password that you will remember twice and write it on your welcome sheet
73. Click “Update Settings”
74. Go to School Links (Left side of Canvas)
75. Click “Office 365 Apps”
76. Enter your username, this will be your school email address
77. Enter your starting password **!Welcome!**
78. Once logged in to Office 365, you will have access to various Microsoft tools such as Word, Powerpoint, and Excel apps. Feel free to bookmark this page for future reference.
79. Go to “School Links” (Left side in Canvas)
80. Click” eBooks and App Code Orders”
81. Verify your information in the form & notify your instructor if anything is not correct. If all is correct, tap the SubmitID button.
82. Click “finalize and place order”
83. Wait for bookshelf to load, click refresh if an error occurs
84. Press Home button to return to Home screen.
85. Launch the Bookshelf App 
86. Enter your school email address
87. Enter your password, which will be your studentID# followed by ***Mbs1**
88. Click “Sign In”
89. Tap each book to begin downloading



Setting Up Student Portal (if you have not already done so)

90. Go to Google Chrome and type in portal.porterchester.edu
91. Click “login”
92. Click “Student Portal Homepage”
93. Click “Create a New Account”
94. Complete all fields
95. Verify that the email listed is an email address you use or your school email, if it is correct tap Yes
96. If it is incorrect tap No and notify your Instructor so that they can update your email address in our system
97. The system will verify your email address on file and will send a confirmation email to activate your account
 - *Note, it may take up to two hours to receive this email so you may need to complete registration at a later time
98. Create a password and click Submit (write the password on your Welcome Sheet)
99. Once you receive the email, follow the link and you can log into the Portal system, remember your username is first name . (dot) last name





Watch the Canvas tutorials here to prepare for Day 1 of class:

- a. Canvas Overview for Students-<https://vimeo.com/74677642>
- b. Calendar Overview-<https://vimeo.com/78015141>
- c. How to Submit an Assignment-<https://vimeo.com/74886769>
- d. How to View Your Grades-<https://vimeo.com/74966156>

!!!! Check your school email daily and instructors will be in touch with you of when you will meet for the first time via Zoom on the first day of the term !!!!!



You have now completed your iPad set up. Write all passwords on attached Welcome sheet below and refer to this sheet for login information.

Resource	Access	Username	Password	Uses
iPad Unlock Password	N/A	N/A	Password Created: _____	Privacy
Email 	Mail app	School Email	Password: printed on iPad label pci _____	Main source of communication while attending YTI
Apple ID	App Store	School Email	Password Created: _____	Downloading apps
Vitalsource Bookshelf 	App on iPad	School Email	studentID followed by *Mbs1 _____ *Mbs1	Access to eBooks needed to complete courses
PDF Expert 	App on iPad	N/A	N/A	Open and edit PDF documents and handouts for courses
Zoom Cloud Meetings 	App on iPad	School Email	Password Created: _____	Live meetings with instructors online
Google Chrome 	App on iPad	N/A	N/A	Access to the Internet
Canvas LMS	https://porterchester.instructure.com/login/canvas	School Email	Password Created: _____	Learning management system, this where you will access your classes, assignments, exams, and other resources for your courses.
Microsoft Office Products	Apps on iPad	School Email	!Welcome!	Word, Excel, OneDrive, Outlook, etc.
Portal	https://portal.porterchester.edu/	firstname. lastname	Password Created: _____	Post attendance, student activities, mid-term and final grades