

Apple OS-26 Quickstart Setup Guide

What you will need:

1. Work-issued Apple devices (iPads and iPhones) fully charged.
2. A Wi-Fi connection is best. However, Cellular service or using a Hot Spot should work.
3. Okta login credentials; information on this was provided in your NAE packet.

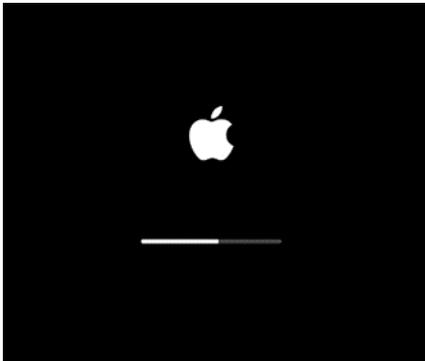
Before you start:

1. Read the instructions below to understand what is expected.
2. Familiarize yourself with the device layout.

Apple Mobile Device Setup Process

Step 1. Turn on the device.

Press and hold the top button until the Apple logo appears. (A few seconds.)



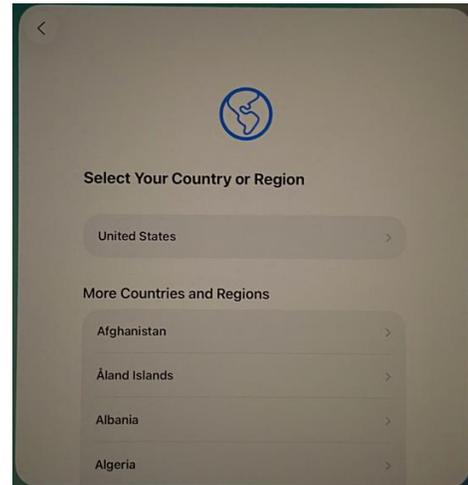
Step 2. When the Hello screen appears, **tap anywhere** to start the setup process.



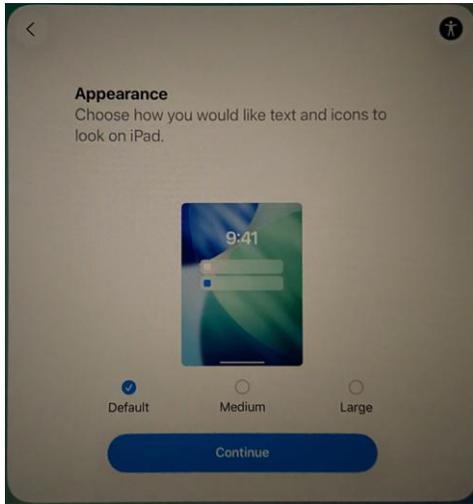
Step 3. Tap on **your preferred language**.



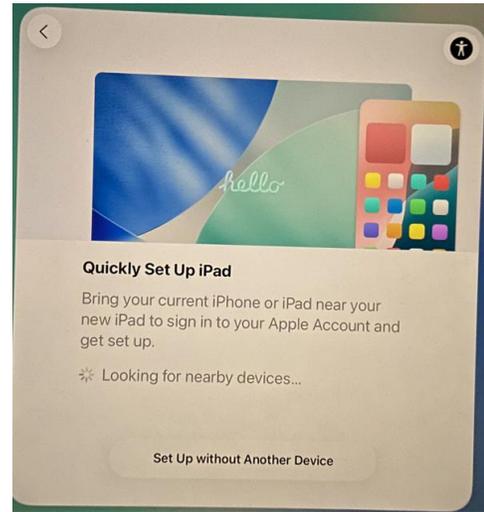
Step 4. Select **United States** as the Country.



Step 5. **Optional** – you may get this screen; if so, you can change the **Appearance** of text and icons by pressing down on the sliding bar and dragging it.



Step 6. If you get this screen, tap on **Set Up without Another Device**.



Step 7. Connect to a **Wi-Fi network or Hot Spot**.

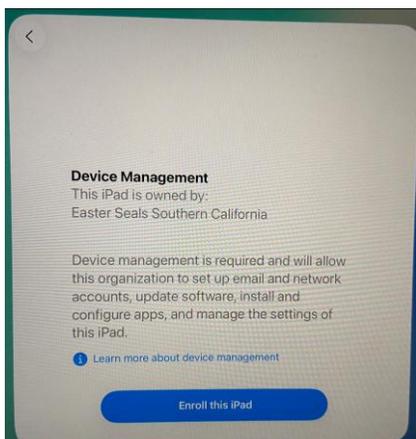
(This is where you will see your Wi-Fi options. If you experience a problem at this step, contact IT Helpdesk.)



Step 8. If you are connecting to a **Wi-Fi network** type in the **password** for the network you selected.



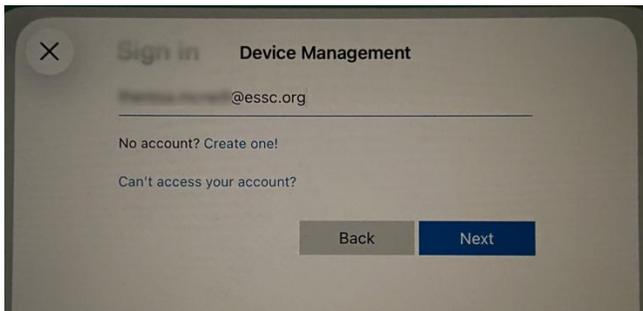
Step 9. Tap on **Enroll this iPad**.



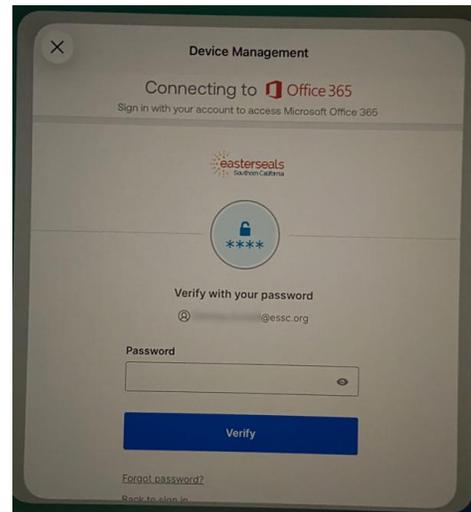
Step 10. Microsoft Sign-in screen, type in your full **Easterseals email address** and tap on **Next**.



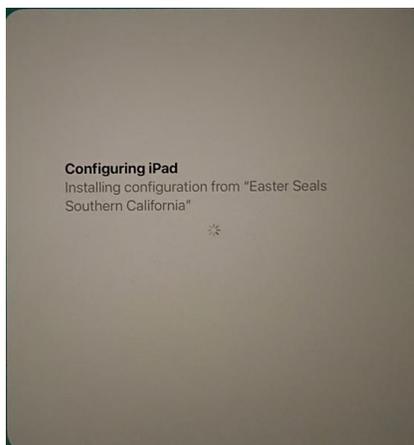
Step 11. Type in your email address again and tap on **Next**.



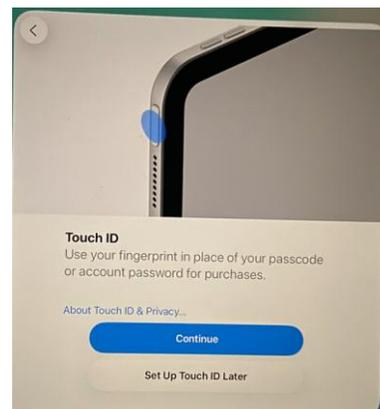
Step 12. Type in your **Okta Credentials password** and then tap on **Verify**.



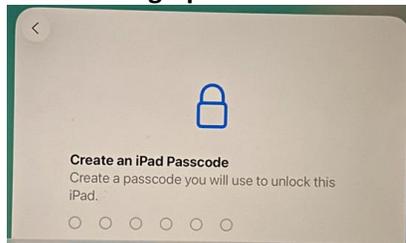
Step 13. **Wait** for configuration to be completed.



Step 14. You may **choose** to Set Up Touch ID now by tapping on **Continue** or choose to do this **later**.



Step 15. **Create a 6-digit passcode** for device security.

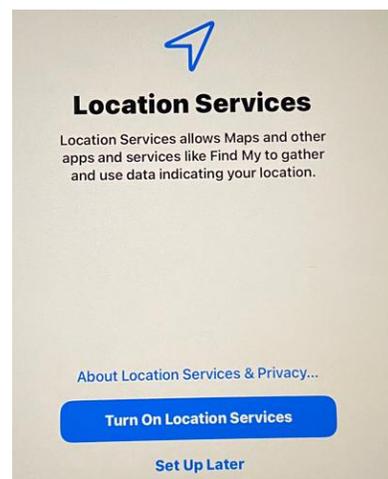


Then, **re-enter the passcode** you just created.

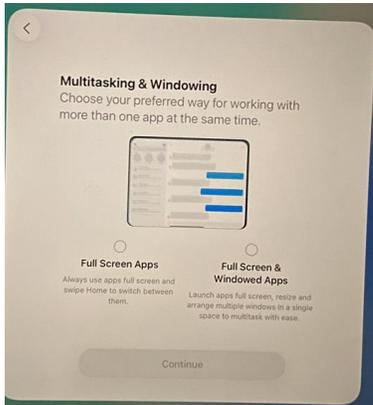
The 6-digit passcode for your mobile device (iPads and iPhones) is not the same as your Okta password.

A 6-digit passcode is used only on a mobile device and consists of 6 numbers.

Step 16.. Tap on **Turn On Location Services**.



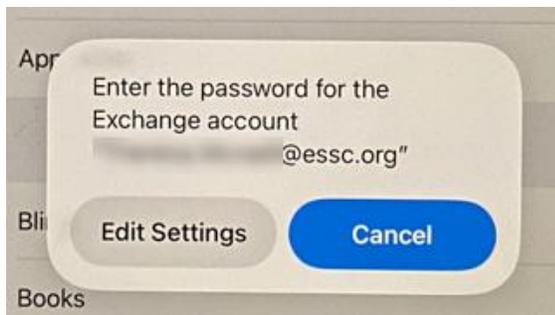
Step 17. Choose your preferred way to view multiple open apps on your device's screen. Then tap on **Continue**.



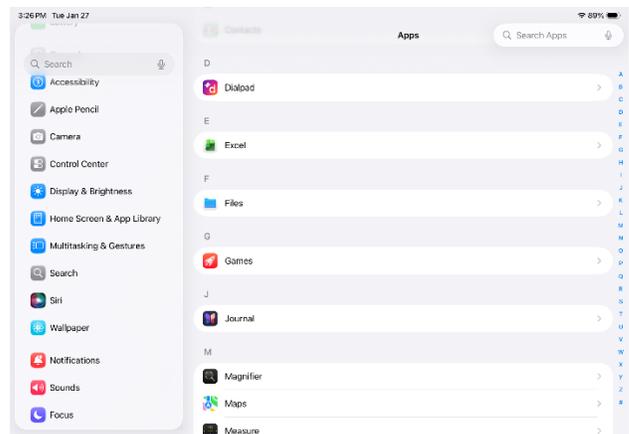
Step 18. The device's **Home screen** opens, and applications start downloading.



Step 19. You might receive a **pop-up message** asking you to enter the password for the Exchange account. **If you get this message**, tap on **Edit Settings**.



Step 20. If the pop-up message does not appear and you have an **Apps screen** like this instead, **skip to Step 22** below.

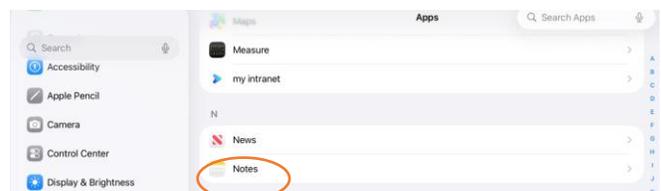


If the pop-up message does not appear, and the Apps screen does not appear...

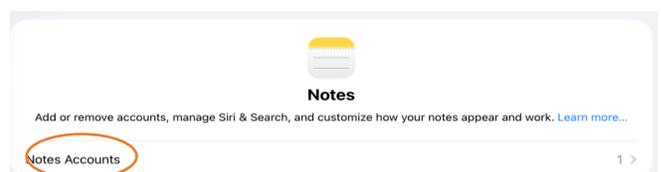
Go to your Home screen, tap the Settings icon, and then proceed to Step 22 .

ActiveSync allows end users to connect their Exchange mailbox (Microsoft Outlook) with a mobile device (iPads and iPhones). This includes your Notes, Calendar, Contacts, and Reminders.

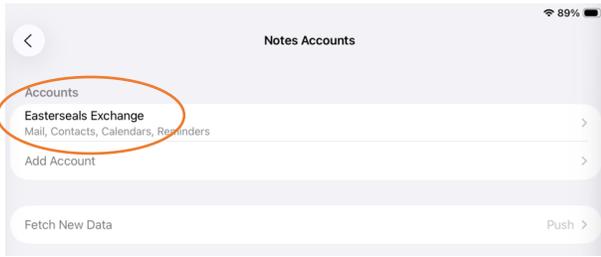
Step 22. **Scroll down** and tap on **Notes**.



Then tap on **Notes Accounts**.

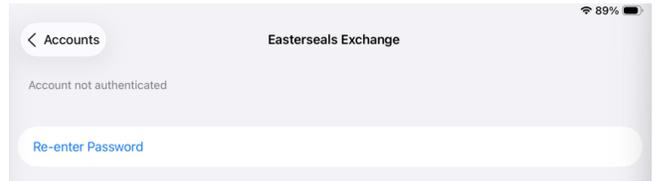


Step 23. Tap on **Easterseals Exchange**.

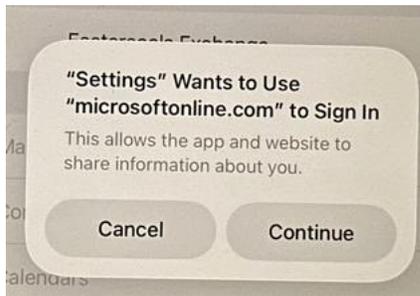


If the Easterseals Exchange account is not visible, contact IT Helpdesk for support.

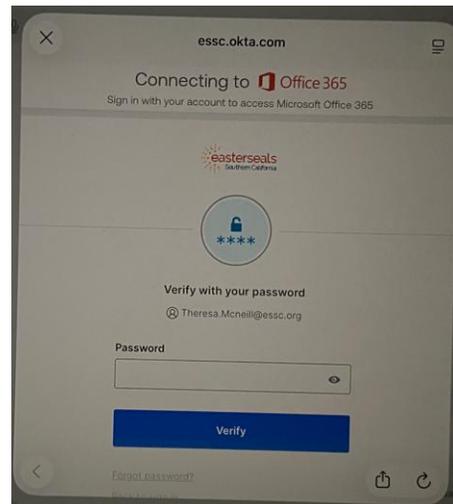
Step 24. Tap on **Re-enter Password**.



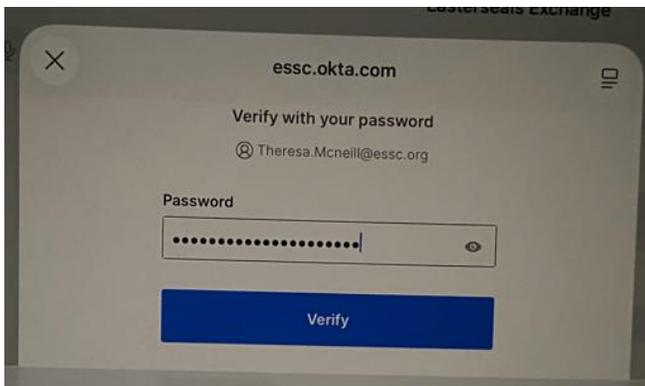
Step 25. A pop-up message will appear, prompting you to use "microsoftonline.com" to sign in. Tap on **Continue**



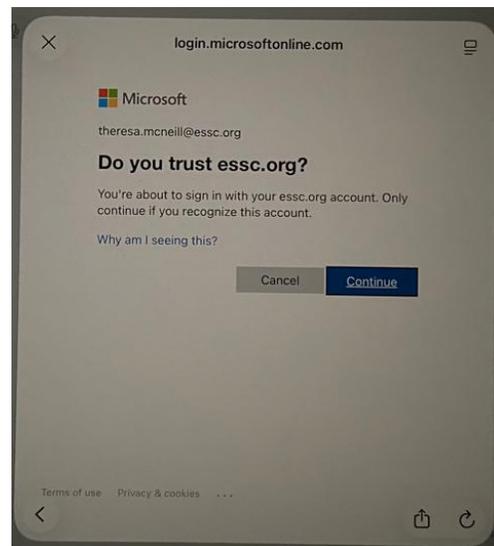
Step 26. **Type in password** and then tap on **Verify**.



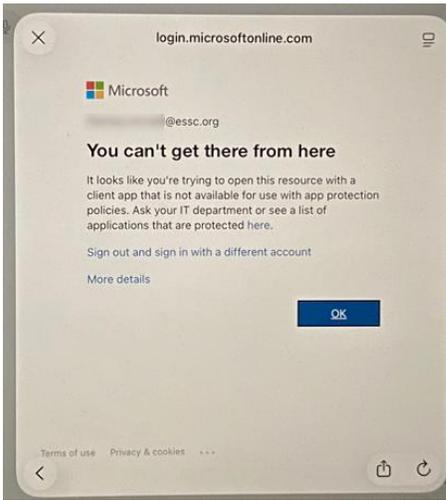
Step 27. If prompted, **type in password** and tap on **Verify** again.



Step 28. Tap on **Continue** to trust essc.org.



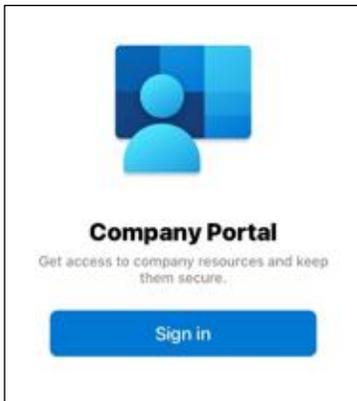
Step 29. If you receive this message, tap on **OK**.



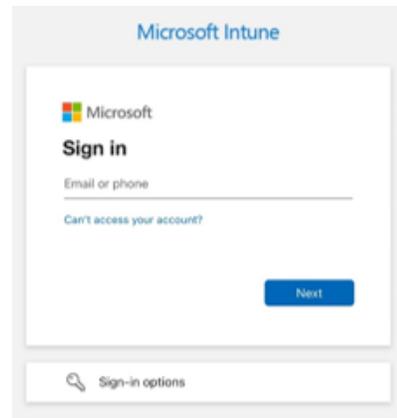
Step 30. Tap to **open the Comp Portal** app icon.



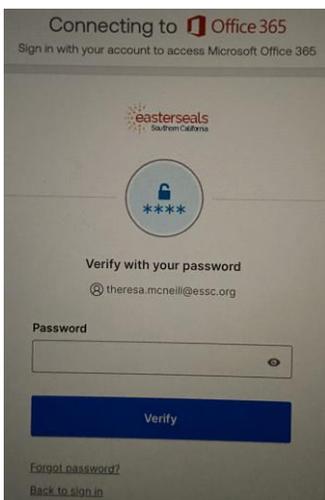
Step 31. The Company Portal will open, then tap on the **Sign in** button.



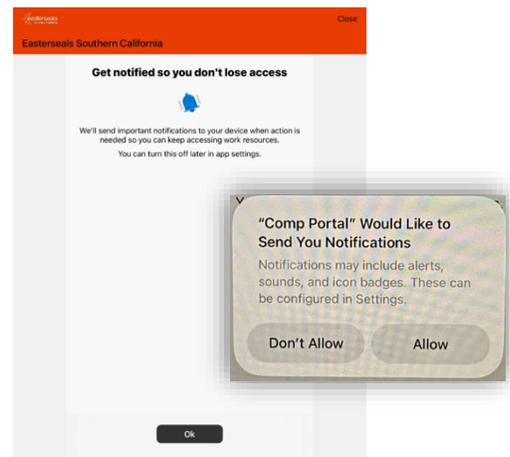
Step 32. Microsoft Sign in screen appears. Type in your full **Easterseals email address** and then tap on **Next**.



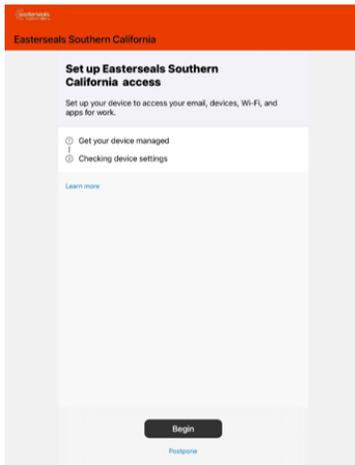
Step 33. Type in your **Okta password** and tap on **Verify**.



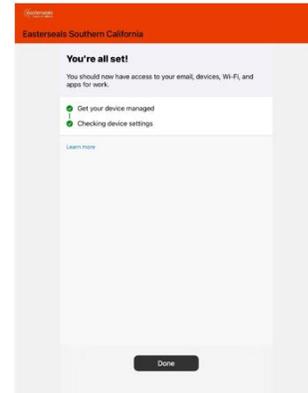
Step 34. Tap on **Ok**. Then, a pop-up message will appear, tap **Allow** for notifications.



Step 35. Tap on the **Begin** button.



Step 36. Tap on the **Done** button.



Congratulations! You have set up your Apple device.

*Please contact the **Help Center** as soon as possible for assistance with any technology.*
Portal: essc.zendesk.com | Email: Helpdesk@essc.org | Phone: 714-834-1111 Option 4