

Apple iPad 11-gen Quickstart Setup Guide

What you will need:

1. Work-issued Apple iPad 11-generation device 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.

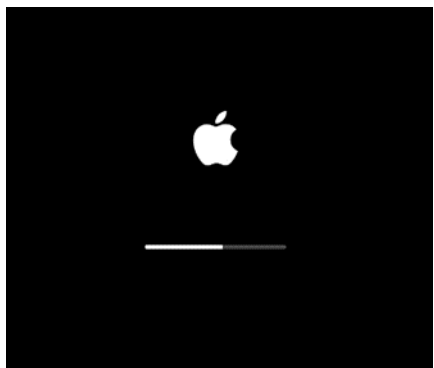
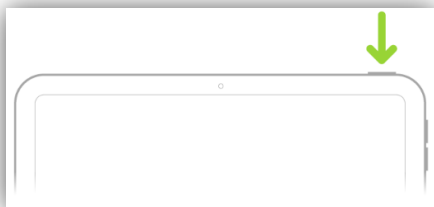
Before you start:

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

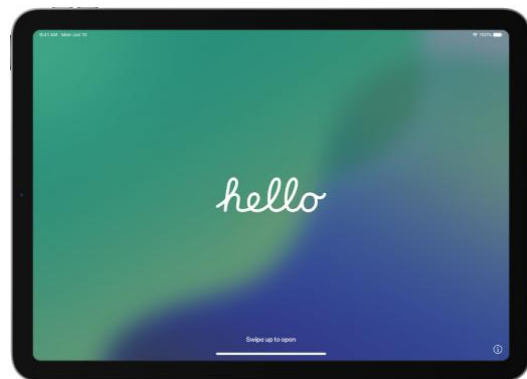
Apple iPad 11-gen Device Setup Process

Step 1. Turn on the device.

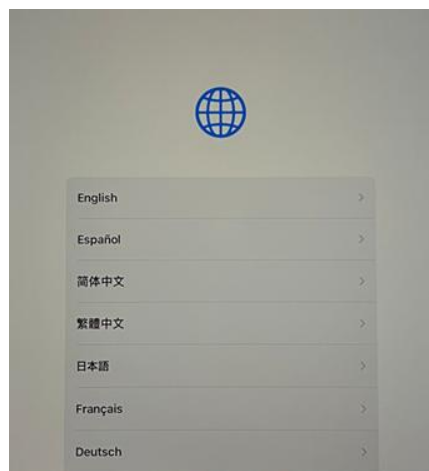
Press and hold the top button until the Apple logo appears. (A few seconds.)



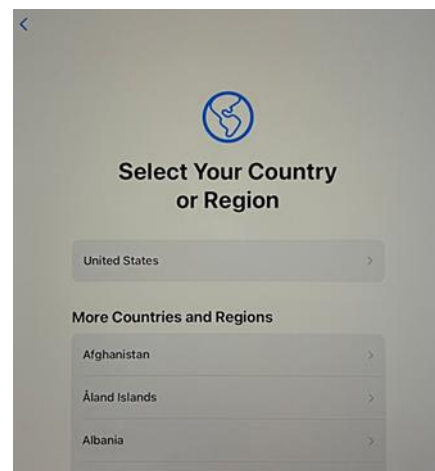
Step 2. When the Hello screen appears, tap anywhere on the screen to start the setup process.



Step 3. Tap on your preferred language.



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



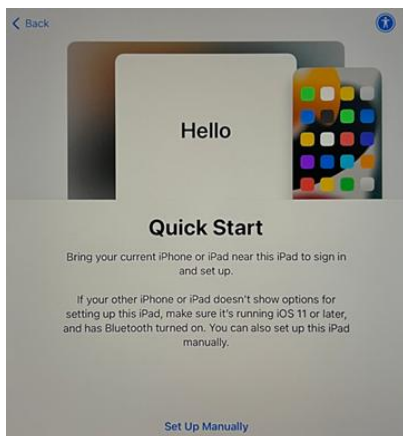
Step 5. Optional – you may get this screen; if so, you can change the **Appearance** of text and icons by pressing down on the sliding bar and dragging it.



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



Alternatively, if you get this screen, tap on **Set Up Manually**.

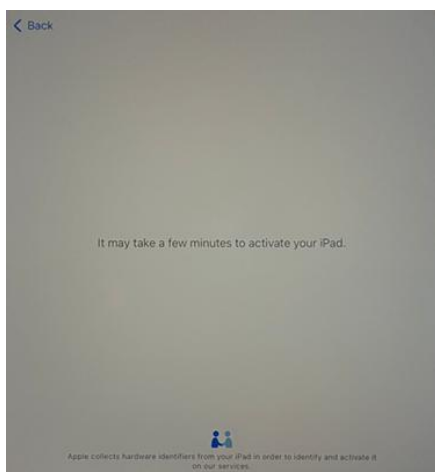


Step 7. Connect to a Wi-Fi network or Hot Spot.

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



Step 8. Please wait for the activation to complete.



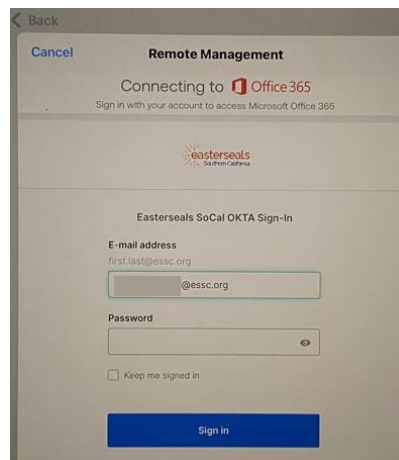
Step 9. Tap on **Enroll this iPad**.



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

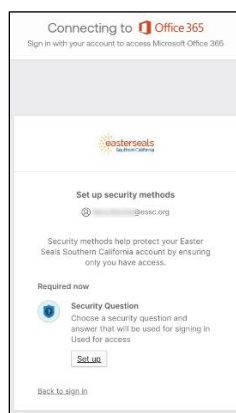


Step 11. **Sign in using your Okta credentials; these are your Easterseals email address and passphrase.**

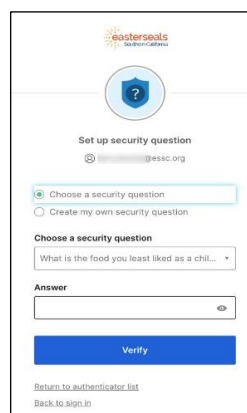


In the future, you may hear the term Okta password, which is the same as Okta passphrase.

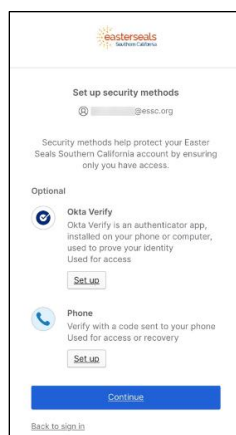
Step 12. Click to **Setup** your Okta Security Question and Answer.



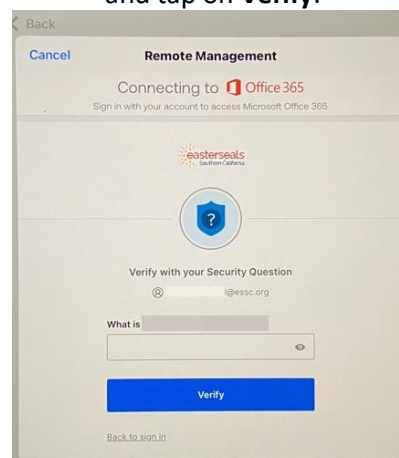
Step 13. **Choose or Create** a Security Question, **type in your Answer** and then click on **Verify**.



Step 14. Click on **Continue**, do not setup Okta Verify or Phone Verify.



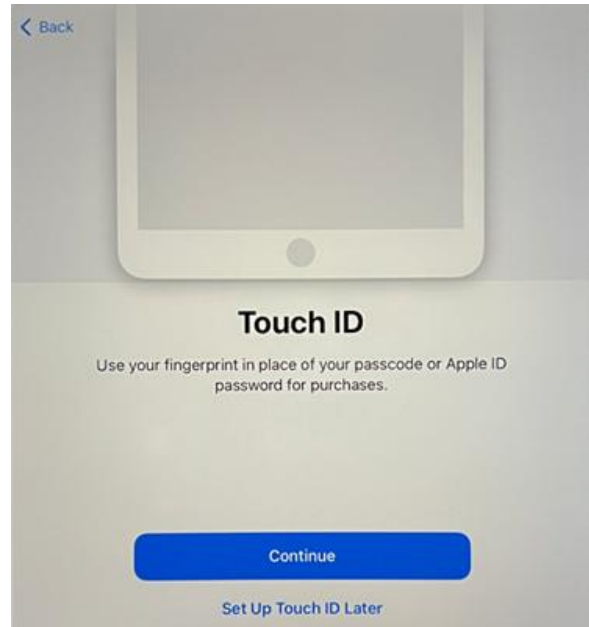
Step 15. If prompted, Answer your Okta Security Question and tap on **Verify**.



Step 16. Please wait for the configuration to complete.

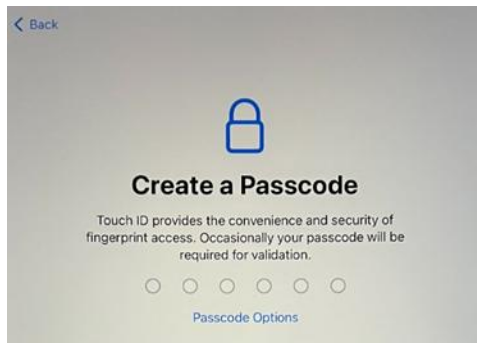


Step 17. Choose to tap on **Continue** to turn on Touch ID or tap on **Set Up Touch ID Later**.

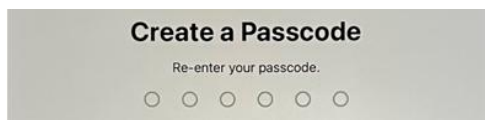


Note: to use the top button to capture your fingerprint you will need to remove the case.

Step 18. Create a **6-digit** passcode for device security.



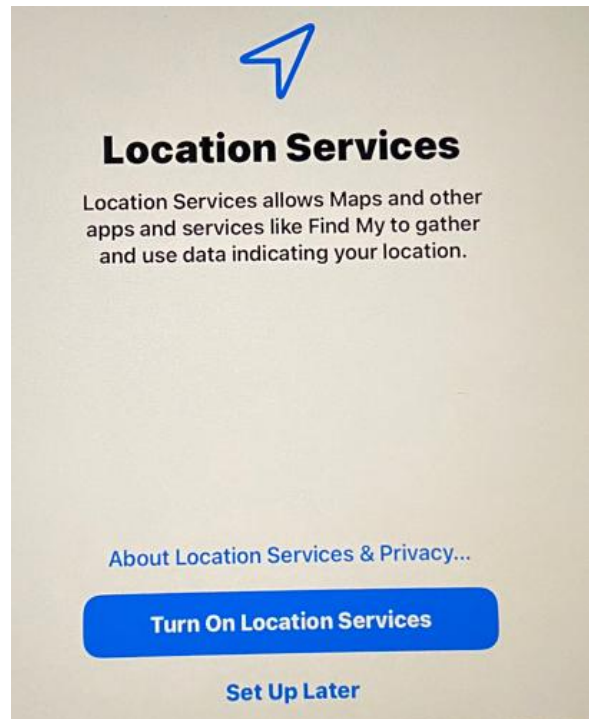
Confirm your passcode by typing it in again.



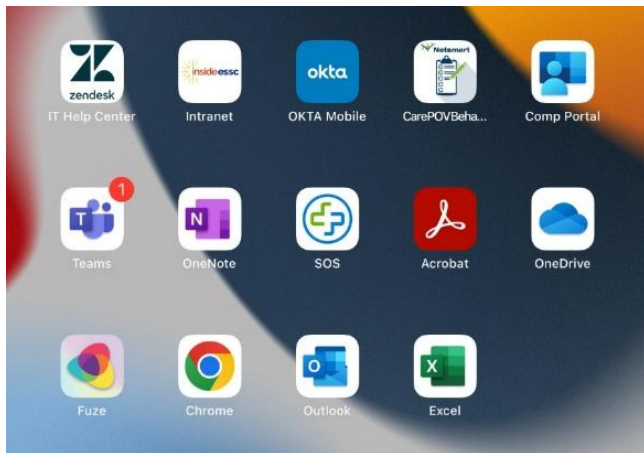
The 6-digit passcode for your mobile device (iPads and iPhones) is not the same as your Okta passphrase.

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

Step 19. Tap on **Turn On Location Services**.

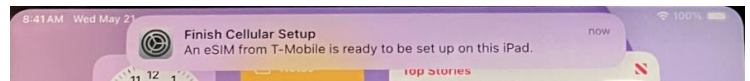


Step 20. The device's Home page opens, and applications start downloading.



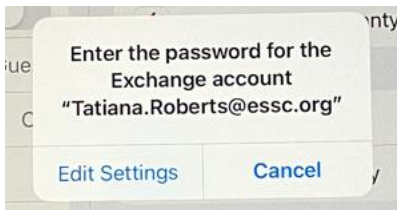
Step 21. A popup notification will appear at the top of your screen, to Finish Cellular Setup.

- Make sure your device is still connected to Wi-Fi, then **tap on the notification**.
- You will wait a few seconds before another popup message appears.

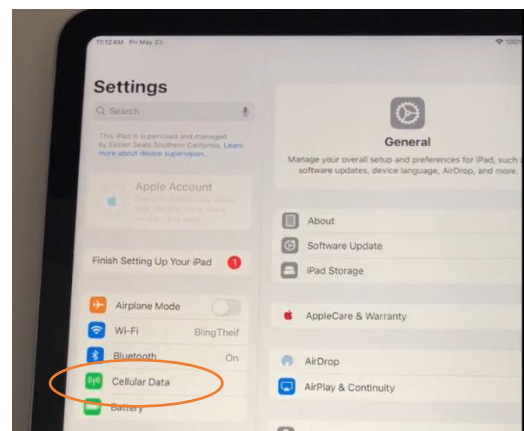


Step 22. A popup message will appear in the middle of your screen, asking for your password for the Easterseals Exchange account.

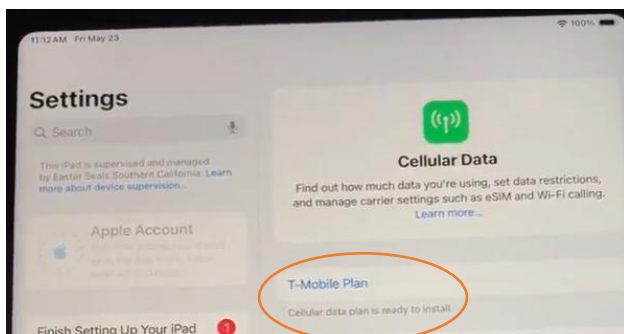
- Tap on **Cancel**.
- You will setup Easterseals Exchange after activating the eSim.



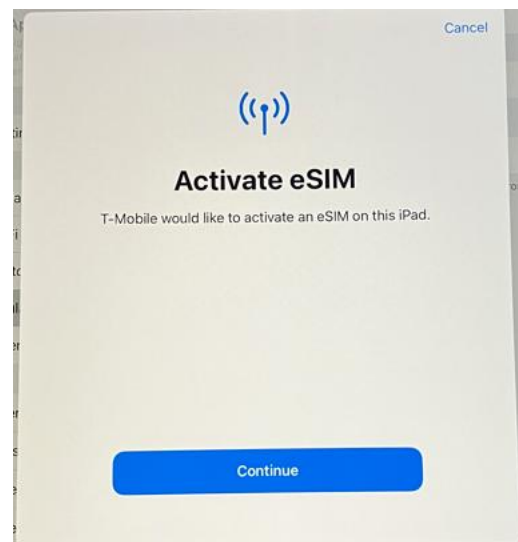
Step 23. Tap on **Cellular Data**.



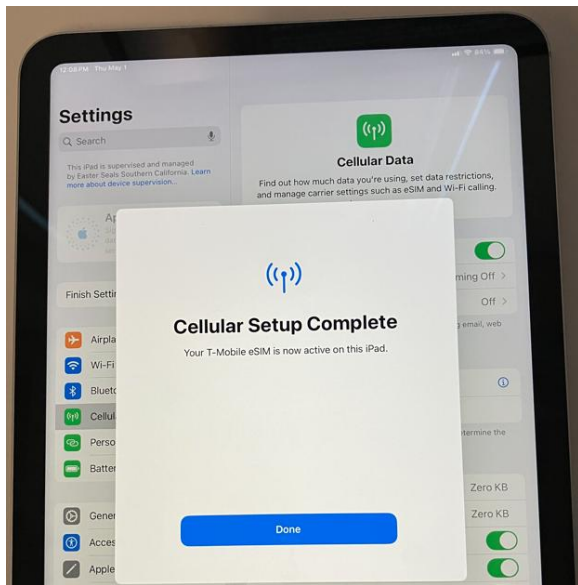
Step 24. Tap on **T-Mobile Plan**.



Step 25. Tap on **Continue** to Activate eSIM.



Step 26. When the Activation process completes, tap on **Done**.



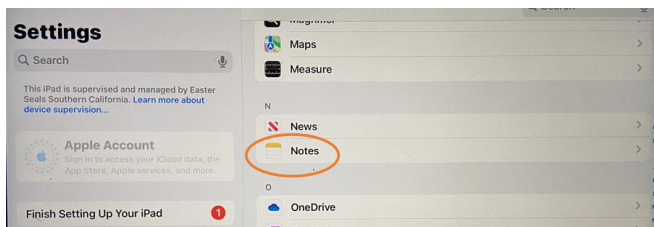
Step 27. The Exchange password popup message will appear again, tap on **Edit Settings**.



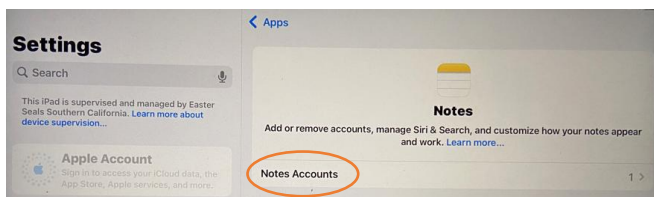
If the popup message does not appear, tap the **Settings** icon from your Home screen and proceed to next step.

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.

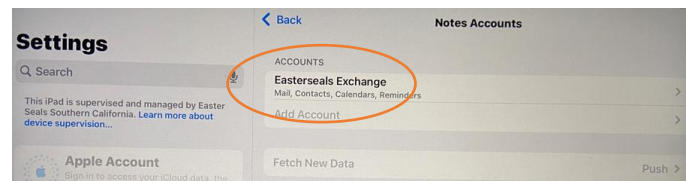
Step 28. Scroll down and tap on **Notes**.



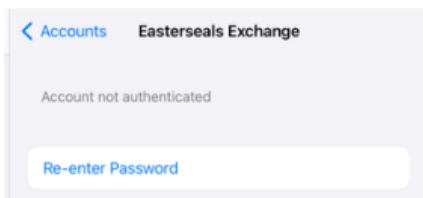
Then tap on **Notes Accounts**.



Step 29. Tap on **Easterseals Exchange**.

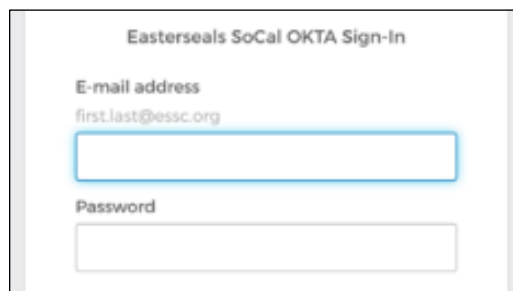


Step 30. Tap on **Re-enter Password**.

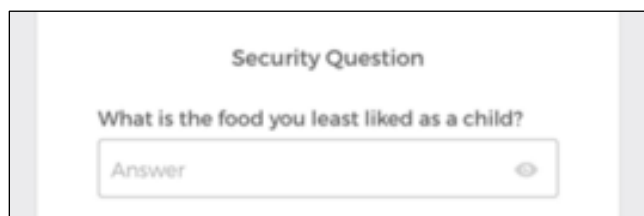


- A popup message will show that **Settings** wants you to Use “microsoftonline.com” to sign in.
- Tap on **Continue**.

Step 31. **Sign in** with your Okta credentials.



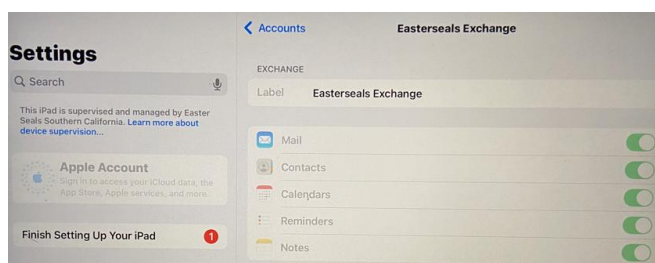
Step 32. Type in the answer to your Okta Security Question.



(This is an example Security Question; your question may be different.)

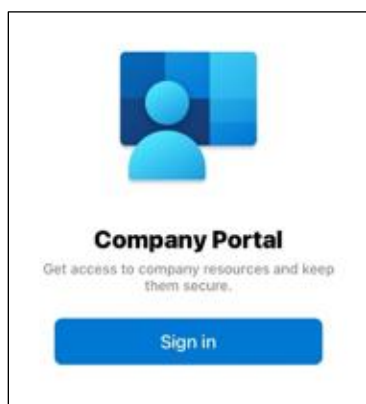
You will be asked if you trust essc.org then tap on **Continue**.

Active Sync should now be enabled for Mail, Contacts, Calendars, Reminders and Notes.

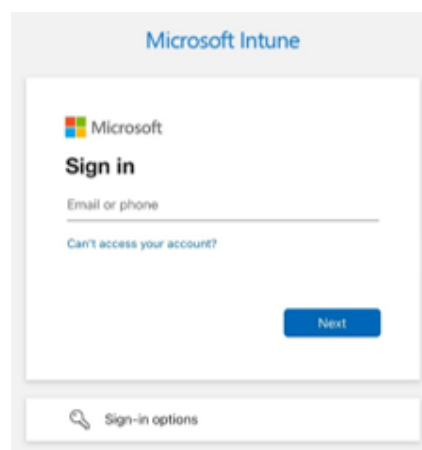


Swipe up with your finger to **close Settings**.

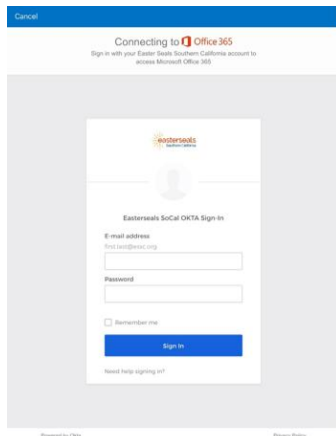
Step 33. The **Company Portal** application does not open automatically, tap on the icon to open, and then tap on the **Sign in** button.



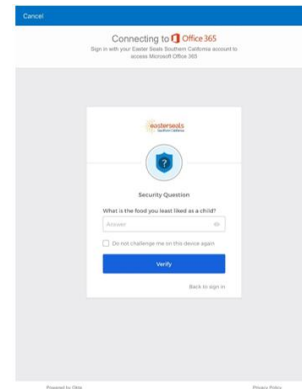
Step 34. Microsoft Intune **Sign in** screen appears. Type in your full Easterseals email address and then tap on **Next**.



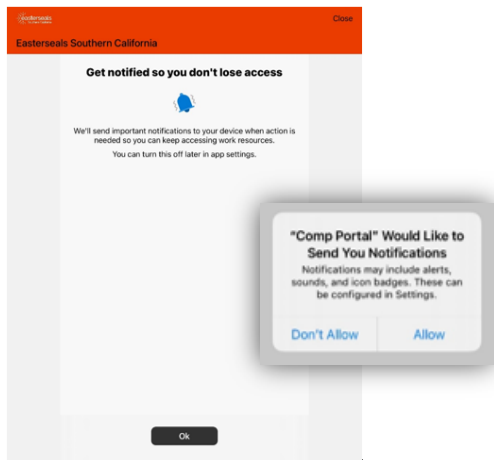
Step 35. **Sign in** with your Okta login credentials.



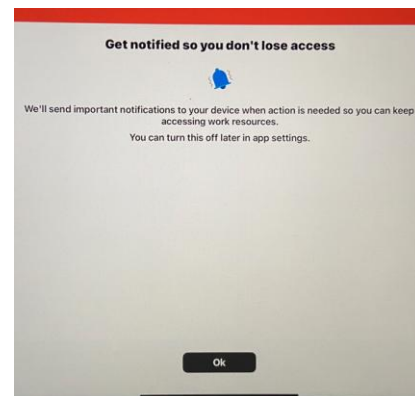
Step 36. Answer your Okta Security Question and tap on **Verify**.



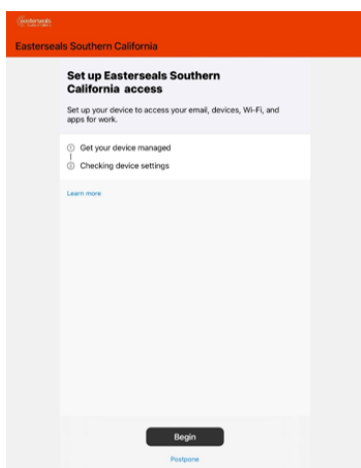
Step 37. Tap on the **Ok** button. A pop-up message may appear, tap **Allow** for notifications.



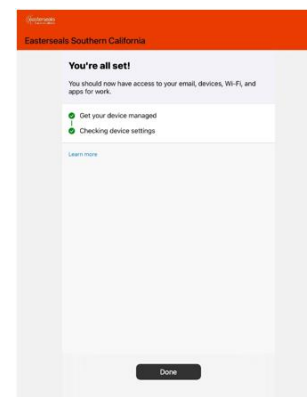
Alternatively, you may get this screen instead of the pop-up message, if so, tap on **Ok**.



Step 38. Tap on the **Begin** button.



Step 39. Tap on the **Done** button.



Congratulations! You have setup your Apple device.