



# Creating An Apple ID

Students using iPads and MacBooks will require an Apple ID to access Apple services like iCloud, the App Store, the iTunes Store and more. It is successfully created using a primary email address, that is easily accessible. The creation of an Apple ID, enables students to download required applications for school use, backup documents and files using iCloud and gain access to tools such as the “Find My iPad” application, which may be used to track the whereabouts of a lost device.

**PLEASE NOTE:** Apple Australia requires students to be of 13 years of age or older, to be eligible to create a personal Apple ID. With Family Sharing, you can create an account for a child under 13. The family organiser can provide verified parental consent and create an Apple ID on the child’s behalf in their family group. Ref: <https://support.apple.com/en-au/HT201084>

## What is an Apple ID:

An Apple ID is a personal account used to access Apple’s services, including; access to downloadable content via iTunes, App Store, the ability to store data using iCloud (5GB Free storage) and support via the official Apple Online Store. The current services offered by Apple, include; iTunes Store, App Store, iMessage, Facetime, iCloud, iBooks Store, and many more.

Please be advised, applications including iMessage and Facetime **MUST NOT** be used at school - this is to be used outside of school hours as it disrupts the learning of the individual and restricts the learning of others. NOTE - consequences will occur for inappropriate use of the device.

## Creating An Apple ID:

\*For the latest instructions on setting up an Apple ID, go to <https://support.apple.com/en-au/HT204316> or search 'How to create a new Apple ID'.

1. Using a PC Laptop or Mac Computer, go to your preferred browser and type the following: <http://appleid.apple.com/account>.
2. Carefully fill out the online form, ensuring you have used a personal primary email address that is easily accessible - this email **WILL** become your Apple ID upon completion of documentation.

### Create an Apple ID.

Name

Please enter your full name.

First Name

Middle Name

Last Name



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- Following the guidelines, please ensure a valid password is created for the account - this can be updated if forgotten at any point in time.

## Apple ID and Password

Enter your primary email address as your Apple ID. This will be used as the contact email address for your account.

Apple ID	<input type="text" value="example: jappleseed@example.com"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>

- Please be sure to enter a secondary email address, designed to confirm your identity and let you reset your information, should any security issues arise.

## Rescue Email Address

Give us a rescue email address where we can send you a link to confirm your identity and let you reset your information should any security issues arise. This address is only for communicating information about your security details. We won't send any other types of messages to this address.

Rescue Email Address	<input type="text" value="Optional"/>
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- Once you have entered all your personal information, and have correctly typed the security captcha code at the bottom of the page, select "Create my Apple ID".

Please type the characters you see in the image below.



Letters are not case sensitive.

[Try a different image](#)  
[Vision Impaired](#)

Cancel

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6. An email will be automatically sent to the primary email address used to create your son/daughter's Apple Account. This email will contain a link to verify the email address, in order to make the account active and useable.

## My Apple ID

### Create an Apple ID.

An Apple ID is your user name for everything you do with Apple: Shop the iTunes Store, enable iCloud on all your devices, buy from the Apple Online Store, make a reservation at an Apple Retail Store, access the Apple Support website, and more.

[Read the Apple Customer Privacy Policy](#) ▶

### Verify your email address.

Your Apple ID has been created. Before you can use it, we need to make sure that [kbyrd1@parra.catholic.edu.au](mailto:kbyrd1@parra.catholic.edu.au) belongs to you.

Check your email and look for a verification email from Apple. Click on the Verify Now link and sign in with your new Apple ID and password.

## Using Apple ID with iPad:

Once you have successfully created an Apple ID for your Daughter/Son, please follow these steps to setup the account on the iPad.

1. From the Home Screen, select Settings->iTunes & APP Store, and click on Sign in.
2. A message will appear, "This Apple ID has not yet been used in the iTunes Store". Please select "Review".
3. Choose "Australia" from the range of countries and click next.
4. Agree to Apple's Terms and Conditions shown on screen.
5. To activate the Apple ID, credit or debit card information must be added (once activated, you have the option to delete the card from the account). Payment method includes Visa, Mastercard or American Express - Your account will not be charged any fee.
6. Click on next to finalise the process, and continue to the App Store.



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## Creating an Apple ID on iPad (fresh out-of-box):

Upon startup you will be required to select a language, Country and connect to a WIFI network. Ensure you enter your WIFI password to successfully connect. Follow the prompts to 'Setup a new iPad'. When you get to the Apple ID login screen follow the steps below.

1. Select "don't have an Apple ID"
2. Tap Create a Free Apple ID.
3. Set the Date of Birth. Family Sharing required for children under 13. <https://support.apple.com/en-au/HT208506>
4. Ensure a Rescue Email address is added, in the case where the Apple ID email fails  
- The rescue email address will also be used to recover account information.
5. Ensure billing details are correctly filled out to advance. You may be required to add a credit/debit card as a payment method - You will not be charged unless you purchase a paid App. Upon completion of the account the Credit Card can be removed to avoid any expenses.



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## Creating an Apple ID on iPad (using the App Store):

1. Open the iTunes Store App.
2. Scroll to the bottom of the page, and select "Sign In".
3. Tap Create New Apple ID.
4. Choose the country in which you
5. Read the Terms and Conditions and the Apple Privacy Policy, then tap Agree. If prompted, tap Agree again.
6. Complete the form to create your new Apple ID, then tap Next. The email address you provide will be your new Apple ID. The form also includes security questions for your protection, and asks for an optional rescue email address. We recommend providing a rescue email address, as it will be used to recover forgotten passwords.
7. Enter your credit card and billing information, then tap Done. You will not be charged until you make a purchase. You can change or remove your payment details later.
8. Check your email for a verification email from Apple and follow the steps to verify your email address.



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## Managing your Apple ID:

Please ensure the Apple ID is separate from your school email address as this can cause confusion down the track. It is a good idea to create a separate email account used as the Apple ID and ICLOUD logins.

In regards to ICLOUD storage, a total of 5GB is provided to each account. Additional storage can be purchased from Apple. To avoid extreme data usage, we suggest photos and applications should not be included in the iCloud backup - they should be stored locally on a computer, when a manual backup is done via iTunes.

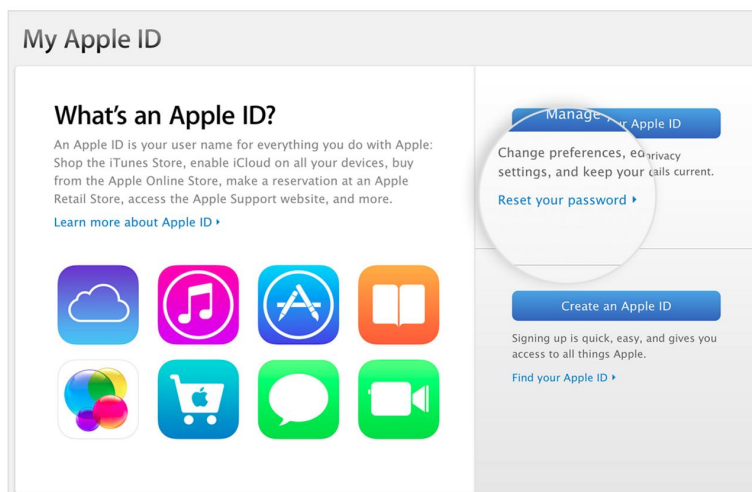
Please note IT Support staff are not responsible for the management of Apple ID's. A forgotten password, will need to be recovered/reset using the Home Network.

There are a couple of steps that will make life much easier if you ever lose your Apple ID password.

1. **Make sure you write down your security questions and answers.**
2. **Add a "rescue" alternate email to your Apple ID.**

## Steps to follow to reset Apple ID password if forgotten or expired:

1. Go to <https://appleid.apple.com/> and select Reset your password.





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2. Enter your Apple ID, then click Next. If you don't remember your Apple ID email address, choose “Forgot your Apple ID”.

3. After you enter your Apple ID, there are three ways you can change your password:
  - Answer your security questions. Use these steps if you know the answers to your security questions.
  - Use email authentication. We'll send you an email that you can use to change your password.
  - Use two-step verification. If you set up two-step verification, you can use it to change your password.

## Answer your security questions

Use these steps if you know the answers to your security questions:

1. Select “Answer security questions,” then click Next.
2. Select your birth date, then click Next.
3. Answer your security questions.
4. Set a new password and select Reset Password.



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## Use email authentication

1. Select Email authentication, then click Next. Apple will send the email to your primary or rescue email address that you can use to reset your password.

**My Apple ID**

**Reset your password**  
You can change or reset the password for your Apple ID account by providing some information.

**Email has been sent.**  
When you receive your sign in information, follow the directions in the email to reset your password.

[Return to My Apple ID](#)

2. Open the email and select the link to change your password.
3. When the My Apple ID page opens, set a new password and select Reset Password.

Use these steps if you didn't get the email or can't find it.

## Use two-step verification

If you set up two-step verification, you can use it to change your password. You just need a recovery key and a trusted device. Follow these steps:

1. Enter your Recovery Key.

**My Apple ID**

**Reset your password**  
You can change or reset the password for your Apple ID account by providing some information.

**Enter Your Recovery Key**  
Enter the Recovery Key that you were provided when you set up two-step verification.

**Recovery Key:**

[Lost your Recovery Key?](#)

[Cancel](#) [Next](#)





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2. Choose a trusted device. We'll send your device a verification code.
3. Enter the verification code.
4. Set a new password and select Reset Password.

If you permanently lost your recovery key or access to your trusted device, you can't change your password using this method.



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## ACCOUNT DETAILS - Please Keep for reference.

Apple ID Username: \_\_\_\_\_

Apple ID Password: \_\_\_\_\_

Security Question 1: \_\_\_\_\_

Answer: \_\_\_\_\_

Security Question 2: \_\_\_\_\_

Answer: \_\_\_\_\_

Security Question 3: \_\_\_\_\_

Answer: \_\_\_\_\_