**Additional iPad Tips**

You may also want to perform the steps below to add additional safe guards to your iPad.

**iCloud**

By enabling iCloud, you will be able to use your Apple ID that was created with your County email to locate and remote erase your iPad if misplaced or stolen.

Follow the steps below to setup iCloud on your iPad.

1.  Tap on Settings
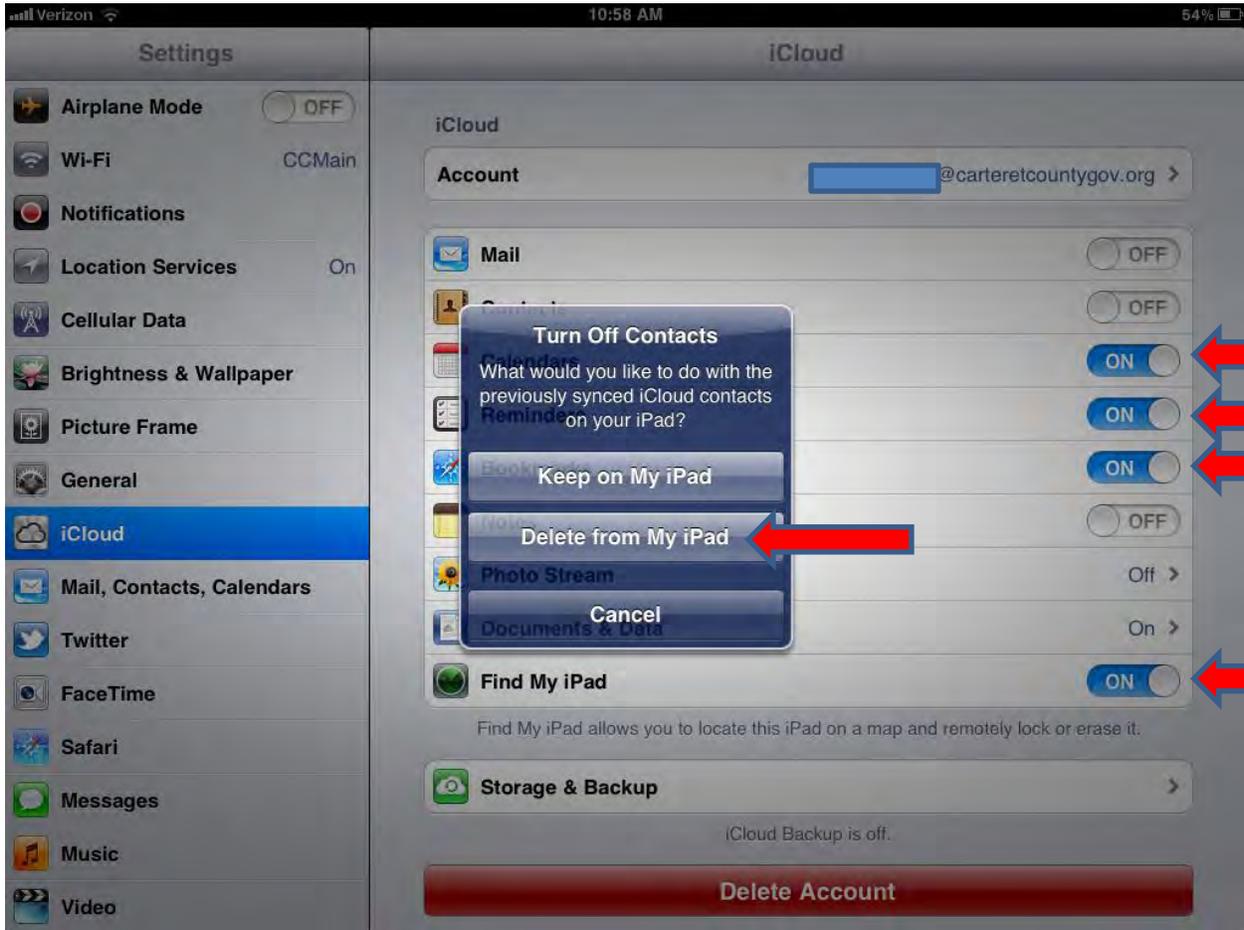


2.  Look for iCloud and tap on it

3. Enter in your Apple ID using your County provided email and Apple ID password and tap Sign In



4. Once signed in, if prompted to "Allow iCloud to Use Location...", tap OK – this enables tracking of the iPad

5. Once in the account – feel free to turn off Contacts, Calendar, Reminders, and Bookmark. Be sure that "Find My iPad" is "ON". It is ok to tap "Delete from my iPad".

6. Your final iCloud setup page should look similar to the picture below once you have completed the setup:

**Setting up a Passcode Lock**

It may be beneficial to setup a Passcode Lock on your iPad for security reasons.

To set the passcode lock, follow the procedures below:

1. Tap on Settings



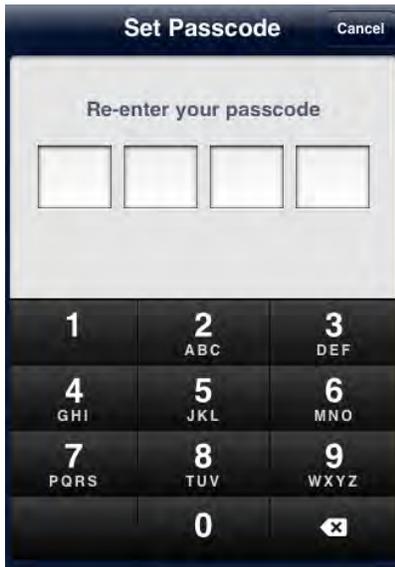2. Under the General Section, look for Passcode Lock and tap on it to turn it "On"
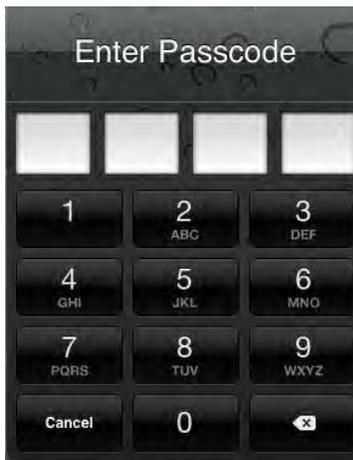
3. Tap on "Turn Passcode On"



4. You will be prompted to enter in a passcode, choose any four digits

5. You will have to verify and enter in the passcode again.



6. Once verified your passcode will be enabled and every time you turn on your iPad, you will be prompted to enter in you Passcode.



<mark>Please document your iPad passcodes and/or passwords as these will not be recorded or able to be reset by the County's IT Department.</mark>