

# Quick Start Guide: BHS iPads

## Set iPad Lock Screen/Device Passcode

All Bedford High School iPads are configured with a temporary passcode of 1234.

1. Open the 'Settings' app.
2. Select 'Touch ID & Passcode.'
3. Enter the temporary passcode.
4. Select 'Change Passcode.'
5. Re-enter the temporary passcode.
6. Enter your new passcode

NOTE: Change the type/length of the new passcode by selecting 'Passcode Options.'

## Connect to Wi-Fi

1. Open the 'Settings' app.
2. Select 'Wi-Fi' on the left menu.
3. Select your home network.
4. Enter the password and select 'Join.'

## Classlink

The ClassLink app allows students to sign in to all of their online resources from one location. To set up ClassLink the first time:

1. Open the ClassLink app.
2. Select 'Allow' in the top right corner.
3. Select 'Allow While Using App.'
4. Enter 'Bedford Public Schools' in the search bar.
5. Select 'Massachusetts: Bedford Public Schools.'
6. Enter your BPS username and password.

## Set Bedford Gmail

Many iOS apps require the native Mail app to be configured in order to function properly.

1. Open the 'Settings' app.
2. Select 'Passwords & Accounts' from the left menu.
3. Select 'Add Account' from the right menu.
4. Select 'Google' from the right menu.
5. Enter your full Bedford email address including *@bedfordps.org*.
6. Enter your Bedford username and password at the prompt. (FirstInitialLastName)
7. Save the changes.

## Apple ID

Bedford high school students are issued Managed Apple IDs for use with Books and iCloud. You will be emailed an Apple ID and temporary password when available.

## Install/Update Apps

Student iPads do not have access to the App Store. Apps that have been approved for educational use can be installed and/or updated from the Self Service app. Many apps are pre-installed on elementary school devices; however, you may need to install/update apps periodically from Self Service, especially at the high school.

1. Open the 'Self Service' app.
2. Scroll to find the desired app.
3. Select 'Install' below the app icon to install without the need for an Apple ID.
4. Select 'Reinstall' below the app icon to update an app that is already installed.

NOTE: Requests to add specific apps to Self Service must originate with your teacher and be evaluated for educational value.

## Set Notability Backup

This is **very important**: You must set Notability to automatically backup your notes to Google Drive. If you don't do this--and you lose access to your iPad--you lose access to your homework.

1. In Notability, select the 'Settings' icon in the lower left corner.
2. In the 'Settings' popup window, select the "Auto-backup" tab.
3. Select Google Drive.
4. Enter your full Bedford email address including @bedfordps.org.
5. Select 'Allow' so Notability can access your Google Drive account.
6. Once you close out of the 'Settings' popup window, you will see "Backing Up" displayed in the lower left corner of the screen. The backup process may take quite a while if you have never backed up your files before.

Remember to log in to Google Drive from a computer (not your iPad) to verify that your backups are successful.

Insurance can be purchased at:

<https://www.worthavegroup.com/portal/bedfordhighschool>

Additional information can be found at: <https://www.bedfordps.org/high-school/ipad-information>

Contact BPS Tech Dept for support with your student's district-owned iPad:

[tech\\_support@bedfordps.org](mailto:tech_support@bedfordps.org)