

iPhone Setup Instructions for New Staff

1. Turn on your new cell phone by holding the right hand side button until you see an apple
 - a. Swipe up to open
 - b. English
 - c. United States
 - d. Set Up Manually
 - e. Choose Wi-Fi Network - SCSCHOOLS – Type your network username and password – Join – Trust - Next (it will take a few minutes to activate the phone)
2. Face ID is not something you need. If you decide you want it, read “About Face ID & Privacy” first.
3. Create a 6 digit passcode or you can press Passcode Options to choose 4-Digit Numeric Code - Type passcode. You will enter this code every time you access your phone. **(DO NOT FORGET YOUR CODE)**
4. At Apps & Data, set up as a new phone
5. It's up to you if you set up Screen Time
6. It's up to you if you set up Apple Pay
7. It's up to you if you set up iCloud Keychain
8. At Siri press Continue
9. At App Analytics press Don't Share
10. To “Go Home” swipe up from the bottom edge at any time. Continue
11. To switch between recent apps swipe up further from the bottom edge, then release, to show your recent apps. Continue
12. Swipe down from the top-right edge to open Control Center (flashlight, alarm, calculator, etc.). Press and hold on a control to reveal more options. Continue
13. Welcome to iPhone. Swipe Up
14. Your district email should automatically set up for you.
15. Set up iCloud backup - Settings – Press your name – Press iCloud – Scroll down to iCloud Backup – Turn it on
16. Find My Phone - If you want to enable Find My Phone go to Settings – Press your name – Press iCloud – Scroll down to Find My iPhone and turn it on.
17. To power off new phone, press and hold the right side button and on the left hand side either the up or down volume buttons.
18. Check new iPhone to see if it's working properly
19. Call someone. Ask someone to call you.
20. Open Safari and browse to a website.
21. If you have any problems create a Help Desk ticket.