

# Carrington College Student iPad Setup Guide

Welcome Carrington College! We are very excited you have chosen this journey. One of your first steps on your Carrington College journey is setting up some of the tools you'll need to be successful in and out of class. Your first stop is right here with your new iPad!

**NOTE!** If you have a computer with Wi-Fi access or a Mobile Device connected to the internet, you can continue this process at home. If you do not have internet access and an alternative device, please stay at the campus to complete these steps.

This guide will walk you through several steps which are broke up into 3 groups:

## 1. Before Opening Your iPad:

- Things you need to do first

## 2. Steps to do at Home

- Set up your Vitalsource Account, preparing Your books, Apple ID & iPad Setup, and downloading the Vitalsource App

## 3. Steps to complete at the Campus

- Connecting to the Carrington Network

If at any time you need assistance, please bring your iPad and this Guide to the campus upon your next visit for assistance. Your campus staff will be happy to assist you!

## Before Opening Your iPad

Before opening up your iPad, be sure to review below to ensure you are prepared to start setting up your iPad. It is crucial to a successful setup! Use this checklist to ensure you're ready to begin!

- You have set up your Carrington computer login and password at the campus during Scrub Day
- You have access to a computer and Wi-Fi or mobile device that is connected to the internet
- If you have an existing Apple ID, you know your ID and password
- You have up to one hour available to complete these steps

If you are able to check off these items, then you are all set! If not, please contact the Campus regarding your Computer login and password and have the other information available prior to beginning the steps below.

**If you encounter problems while setting up your Accounts or your iPad, please bring your iPad to campus and contact your Instructor, Program Director, or Student Success Center Manager.**


# Steps to do at Home

## Prepare Your Books and create your VitalSource Account

1. On a computer or mobile device, go my.carrington.edu
2. Click on “Go To Class” link (top link on the Quick Launch Options:



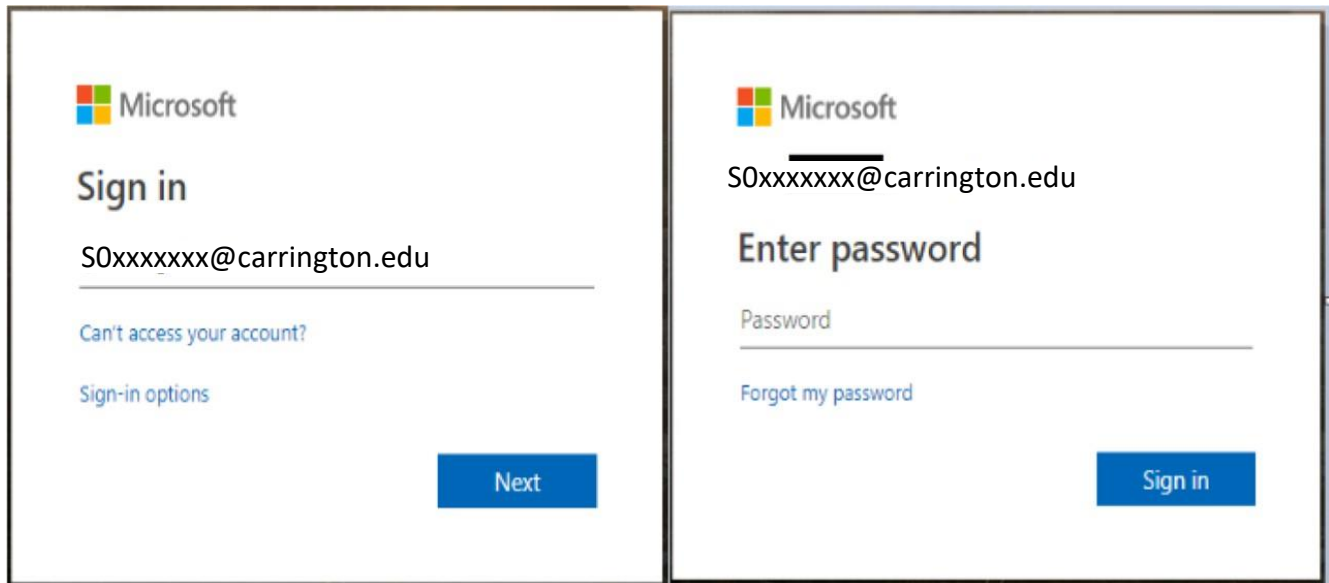
**Quick Link Options**

 [Go To Class](#) - This will take you to log in so you can access your courses

[Student Portal](#) - A Self Service Portal providing students the ability to access their data and resources

- **My Message Center** New Messages from staff regarding your enrollment
- **My Finances** Account Information and Make a Payment
- **My Academics** Grades, Attendance, Degree Audit and Unofficial Transcripts
- **My Documents** See if there are pending documents for your account
- **My Resources** Resource Links for the areas of Student Finance, Financial Awareness, Academic Success Center and Carrington Web Sites

3. Enter your Student ID Number “S0#####” (student ID number including “S” and “zero”) followed by ‘@carrington.edu’ for the sign in. Enter your Password



The image displays two sequential screenshots of a Microsoft sign-in interface. The first screenshot shows the "Sign in" page with the Microsoft logo at the top left. The email address "S0xxxxxxx@carrington.edu" is entered in the text field. Below the field are links for "Can't access your account?" and "Sign-in options". A blue "Next" button is at the bottom right. The second screenshot shows the "Enter password" page. The email address "S0xxxxxxx@carrington.edu" is displayed above the "Enter password" heading. The password field is filled with a series of dots. Below the field are links for "Forgot my password" and a blue "Sign in" button at the bottom right.

4. Once logged in, you will see a list of Classes, click on one of your Classes
5. Click on Modules

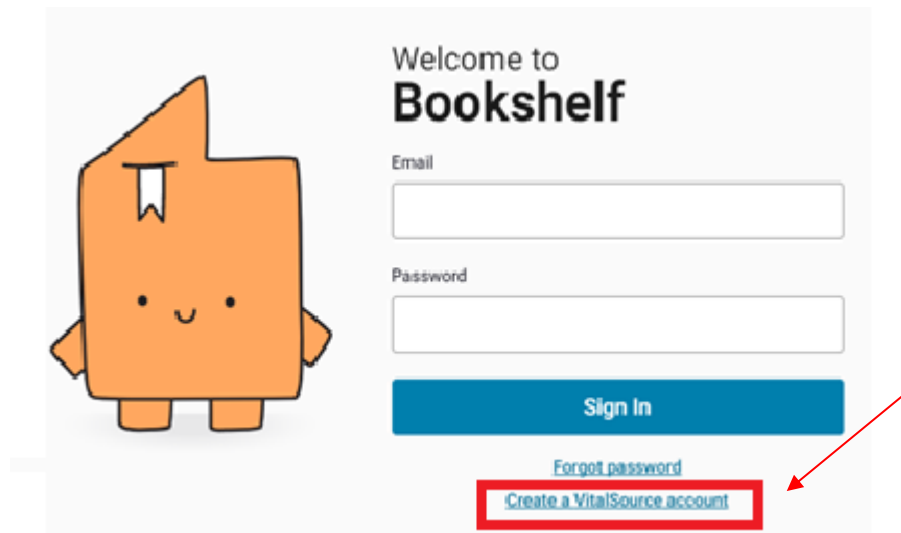
**STOP! Once you complete the next steps and download the books, you now own these books and cannot return them for a refund. If you own the exact book as referenced in your courses, you may opt out of your ebooks instead, however, you must have your books approved by your campus before opting out.**

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6. In the Modules section you will see a list of your ebooks under the Introduction and Resources section, select any ebook to create your VitalSource Account



7. You will be prompted to either log in or create a new VitalSource account, if you do not have an account select Create a VitaSource Account.



8. You will be directed to the Account Creation page, please make sure that you note what email you used and the password that you created as you will need this to download your books to the app.

Create a VitalSource Account

First Name  Last Name

Email

Confirm Email

Password  Confirm Password

Must contain at least 8 characters, an uppercase letter, a lowercase letter, and a special character.

Security Question

Security Answer

I agree to the [Terms of Use](#), [Privacy Policy](#), and [Cookie Policy](#).

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## Apple ID Setup

1. On a computer or mobile device, go to [appleid.apple.com/account](https://appleid.apple.com/account)

**If you already have an Apple ID, please skip to the iPad Setup steps.**

**If you do not already have an Apple ID, please continue with Step 2 below:**

2. On this screen, enter your First & Last Name (1 & 2), Birthday (3), your email address (4), Password and Confirm your password (5 & 6):

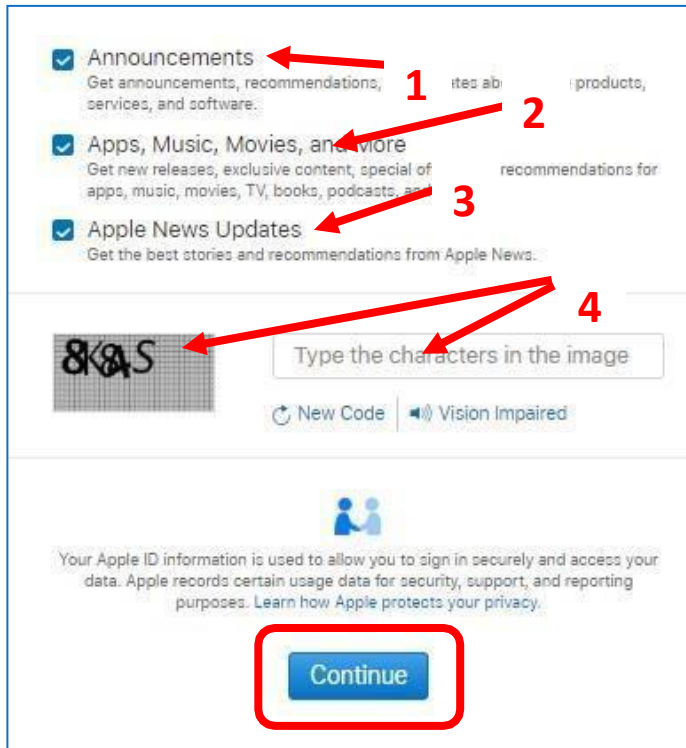
The screenshot shows the 'Create Your Apple ID' form. At the top, it says 'Create Your Apple ID'. Below that, there is a link for 'Already have an Apple ID?' and a link for 'Find it here >'. The form has several input fields: 'first name' (labeled 1), 'last name' (labeled 2), 'COUNTRY / REGION' (set to 'United States'), 'birthday' (labeled 3), 'name@example.com' (labeled 4), 'password' (labeled 5), and 'confirm password' (labeled 6). A blue question mark icon is visible next to the birthday field.

3. Continue scrolling and select three security questions and provide three answers:

The screenshot shows the security questions section. It has three rows, each with a dropdown menu for a security question and a text input field for the answer. The questions are labeled 'Security Question 1', 'Security Question 2', and 'Security Question 3'. Below the questions, there is a note: 'These questions will be used to verify your identity and recover your password if you ever forget it.'

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4. Continue scrolling and make selections about communications (1, 2, 3), type in the verification code (4), then click Continue:

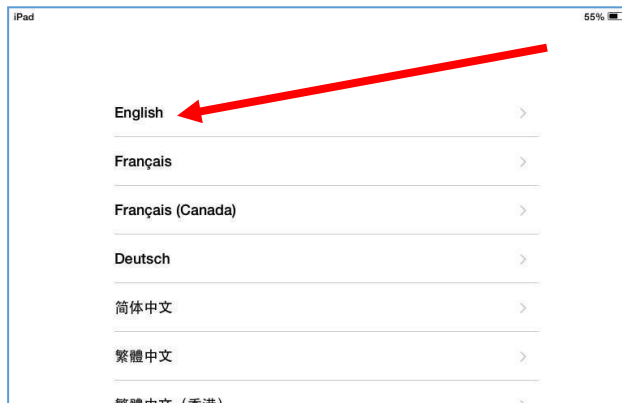


5. You will be sent a verification email. Open this email and follow the steps to verify your email address.

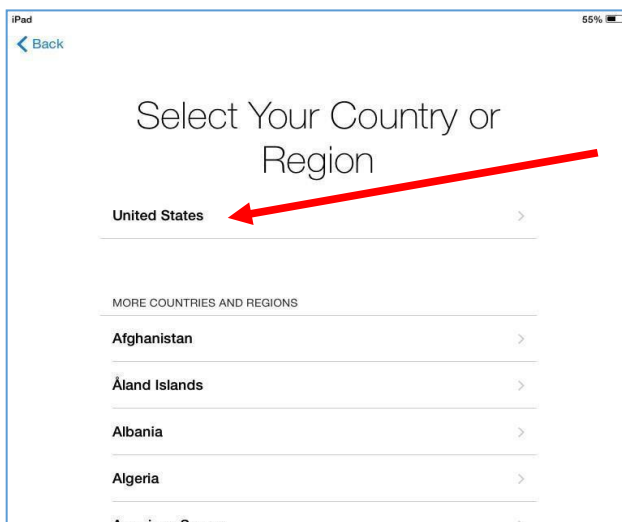
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## iPad Setup

1. Open your iPad box! You may remove the plastic overwrap or work the following steps with it on. This is your choice. After you complete your iPad setup steps you will use the charging block and cable, so these may remain in the box during these next steps.
2. Turn on your iPad by pressing the power button on the top right edge
3. Your device will display a white Apple icon on a black background for a few moments.
4. On the “Hello” screen, press the Home button (the circular button on the bottom of the screen) 5. Tap “English” for your language



6. Tap “United States” for your country (this is usually at the top)

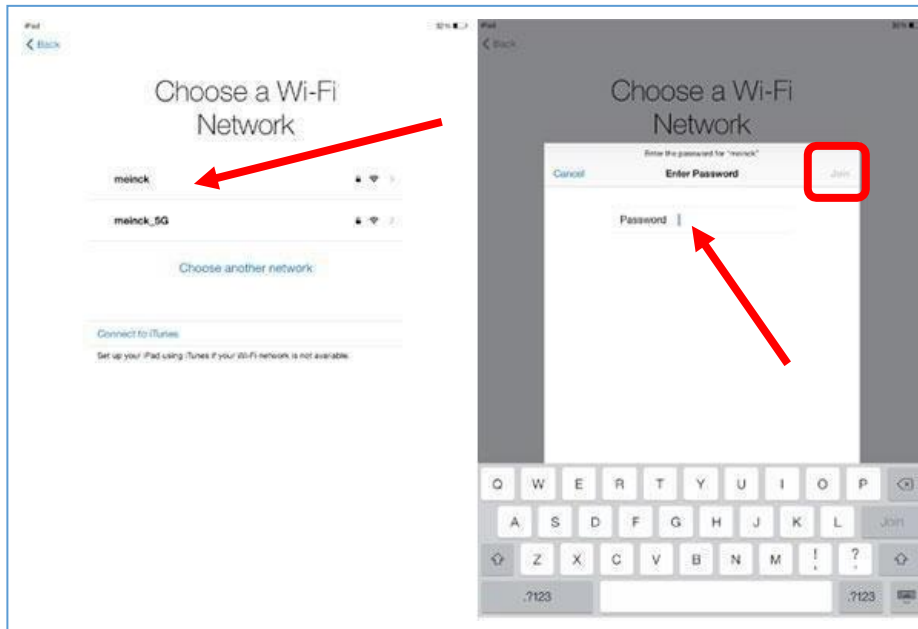


**The next steps may vary depending upon the version of iOS that your iPad came with. Please read the screens as they are presented to you on your iPad and make any setting choices as you choose. 7. Tap to “Set Up Manually”**

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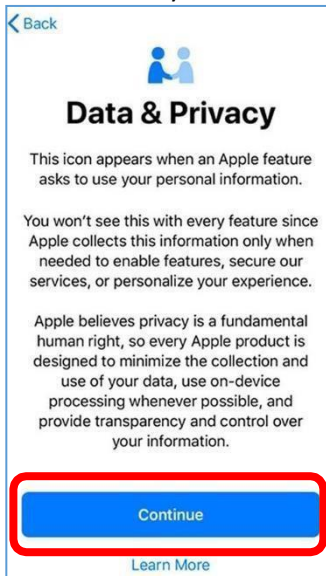
8. The next screen shows a list of all available Wi-Fi networks within range of the iPad. You MUST connect your iPad to a Wi-Fi network to continue the setup. If you are at the Carrington Campus, tap the "Carrington - Student" network, then the password is "sacramento95826". \*\*Note, you may then also then be asked to sign in with your S0# and password\*\*\* If you are at home, tap the name of your home Wi-Fi network. Depending on the security of your network, you may be prompted to enter your password. Enter your password and tap "Join.":



9. Once connected to your Wi-Fi, your iPad will take a few moments to finish setting up

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10. Data & Privacy Screen – select continue



11. Touch ID – You will be prompted to setup Touch ID. You can set this up at this time or skip and set up later.



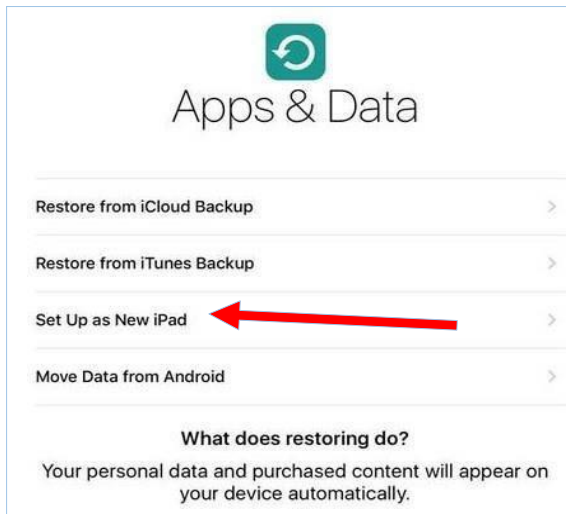
12. Passcode – it is suggested to establish a passcode to ensure the safety and privacy of your data. These next steps will tend to be standard steps – however, if there is a difference please read the screen. screen



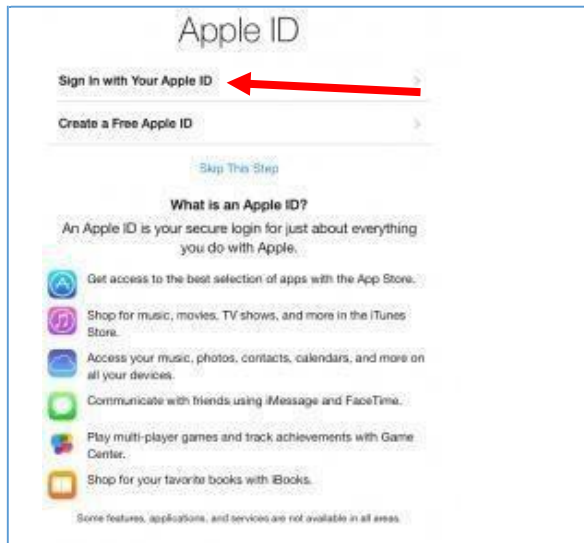
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13. Apps & Data – Select to “Set up as new iPad”.



14. Apple ID – tap, “Sign in with Your Apple ID”

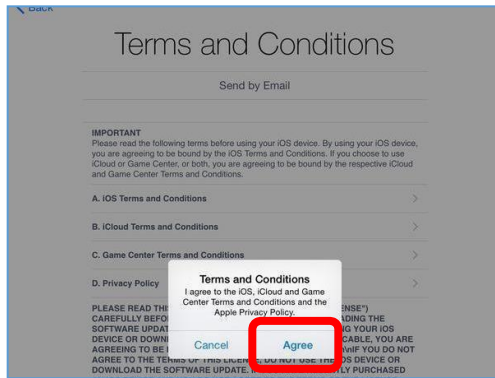


15. Enter the Apple ID you created earlier in this guide or your existing Apple ID and Password on the next screen.

16. Apple ID Verification – you may be asked to enter in an Apple ID Verification sent to your cell phone. Please follow the directions provided.

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17. Tap “Agree” to the Terms and Conditions:



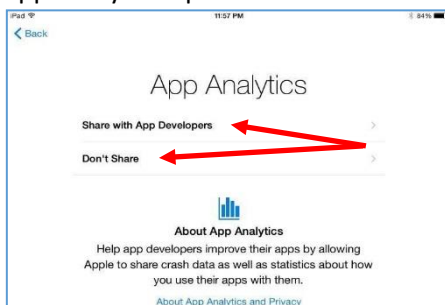
18. Wait a few moments while the iPad sets up

19. On the Express Settings page, select Continue (you may go through custom settings, however there are no further directions for these)



20. Apple Pay (feel free to set this up now or later)

21. App Analytics - please read and select to share or not share.



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22. Quick Access the Dock From Anywhere – tap Continue

23. Switch Between Recent Apps – tap Continue


24. Quickly Access Controls – (tap Continue)

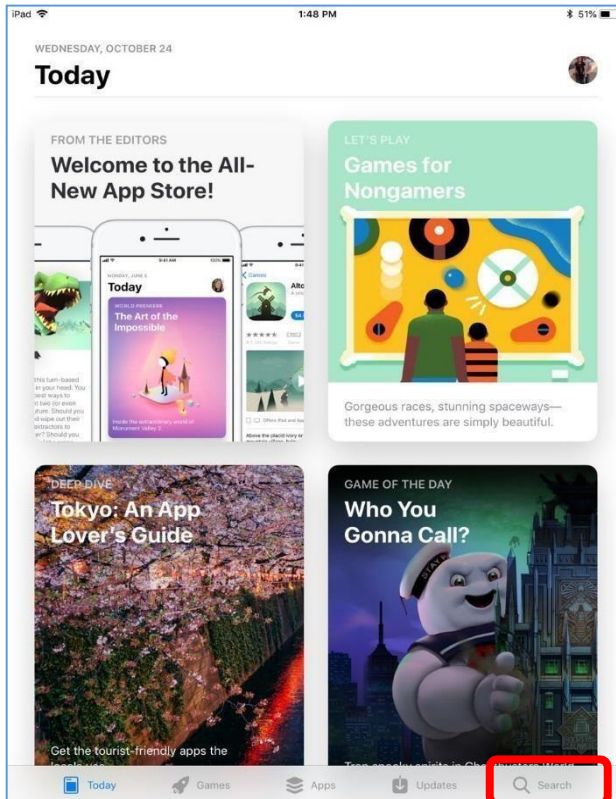
25. Welcome to iPad – tap Get Started

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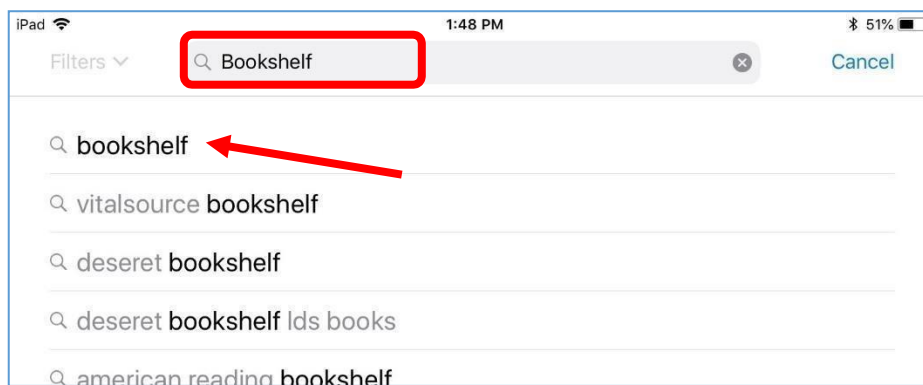
## Vitalsource App

From your Home Screen:

26. Tap on the App store icon: 
27. Welcome to the App Store – tap Continue
28. Allow or don't allow the App Store to use your location – this is your choice and can be changed in Settings at any time.
29. Tap on the Search Icon in the far bottom right:



30. Search for the app called "Bookshelf":



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31. The Bookshelf icon appears like this (ensure you are selecting the right app):



32. Tap “Get”


33. Tap “Install”

34. If asked to enter your Apple ID password, do so. If asked for further verifications, please provide as prompted.

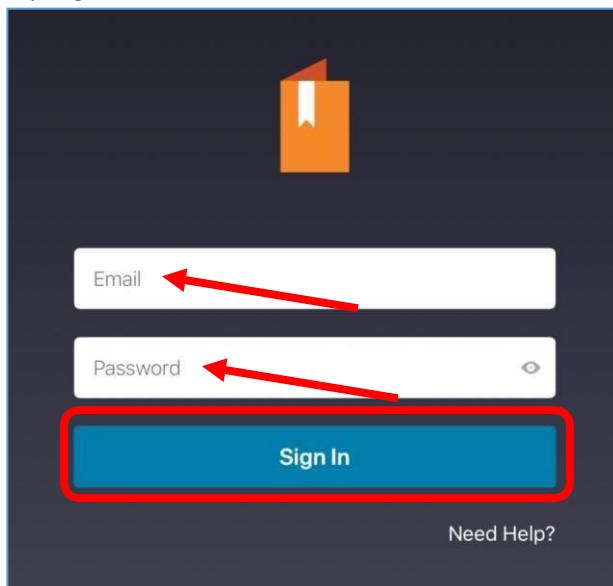
35. Select your response if prompted to save your Apple ID password for free items

36. Please allow a few minutes for the App to download.

From the iPad Home Screen (Press the round button on the bottom, center of the iPad)

37. Tap on your Bookshelf Icon  (it is usually placed on the second page of your iPad – to access swipe to the left)

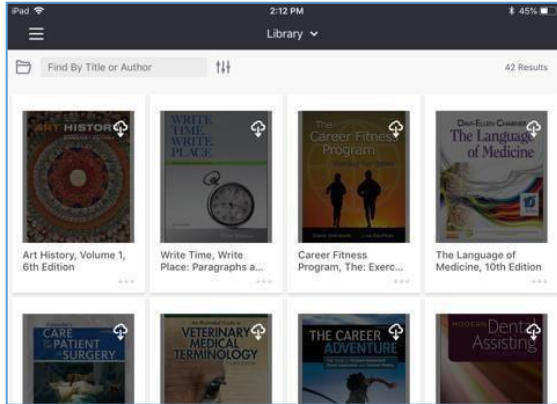
38. Login using the Email and Password you established in the steps at the beginning of this guide, then Tap Sign In:



39. You will be sent through a series of “Welcome” screens, feel free to flip through them or tapSkip

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40. Your books are now available for you to download. They appear grayed out because they are not yet downloaded:



41. Tapping on the grayed out book cover will begin the download process. Please download all of your books prior to the first day of class.
42. Your iPad setup at home is now complete! You may retrieve the charging block and cable and plug your iPad in to get a full charge prior to your first day of class. Be sure to document your Vitalsource login and password, Apple ID and password, and iPad passcode and keep these in a secure place!

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## Connect to the Carrington Network!

**STOP! Are you on a Carrington Campus? If not, please do not move ahead.**

**You must be at a Carrington Campus in order to complete the following steps.**

1. From the Home Screen, tap on the Settings Icon:



2. Tap on the Wi-Fi menu item on the left side:



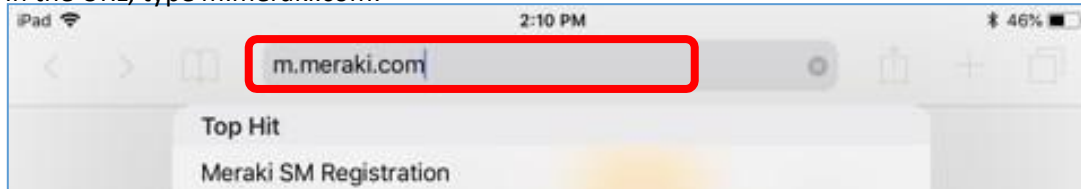
3. From the list on the right, select the "Carrington-Student" Wi-Fi Network:
4. Enter the password "sacramento95826"
  - a. If you receive an error "Could Not Activate iPad", tap the back button. After a few seconds click Next. You may be prompted to enter a Username (This is your Student Number – enter it starting with "S0". Your password is your computer login password
5. Once connected, go to the Home Screen.

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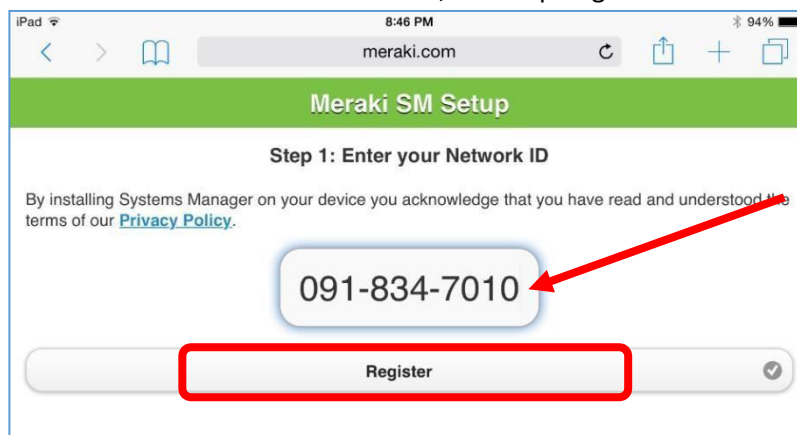
6. Tap the Safari icon:



7. In the URL, type m.meraki.com:

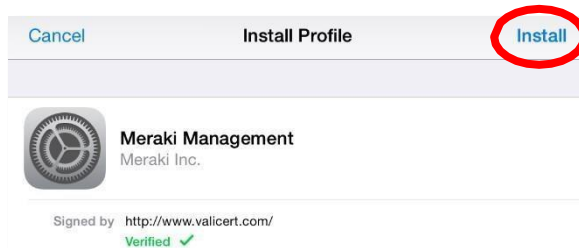


8. Enter the Network ID: 091-834-7010, then tap Register:



9. You will be prompted to Allow Meraki access to the Settings, you must click Allow

10. Meraki Management Install Profile, click "Install":



11. Enter your iPad 4 or 6 digit passcode (NOT your Apple ID password)

12. Click "Install" when prompted again

13. On the mobile device management warning, click Install

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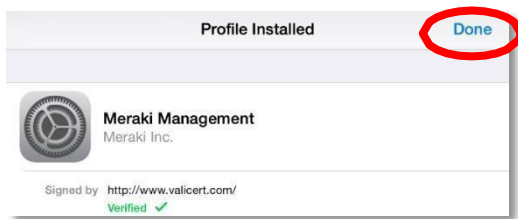




14. On the Remote Management popup, select "Trust":



15. Tap "Done":



16. Once this process is completed, you'll be taken back to Safari, you can then click the Home button.

17. You will be prompted with a series of popup windows asking you to "Install" or "Cancel" various apps. Click "Install" on all messages that appear. Please note, there are approximately 15 apps that will download. Continue clicking install – the messages will stop!

18. If you are not on your Home Screen, press your Home Button

19. Tap on Settings:

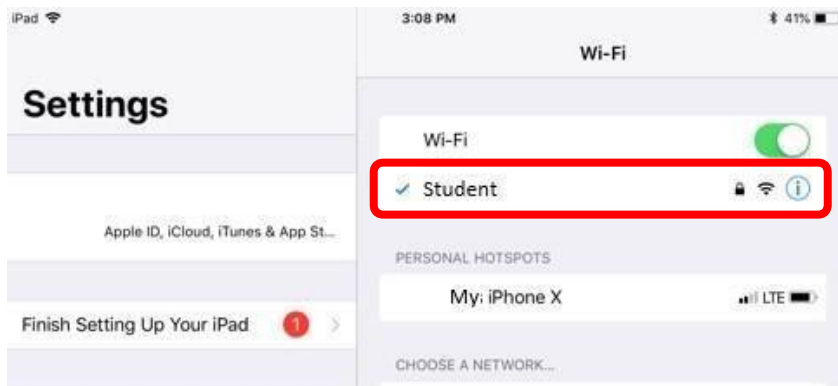


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20. Tap on the Wi-Fi menu item on the left side:



21. Find the Wi-Fi Network "Student" near the top:

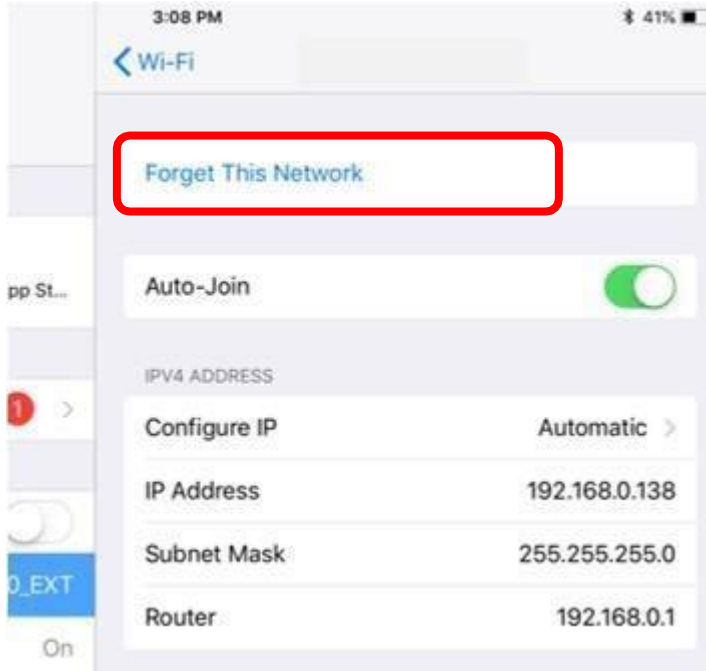


22. Tap the little blue "i" to the right of the Student Network name:



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23. Tap “Forget This Network”



24. You will be prompted again: Tap “Forget”

25. Your iPad will now connect automatically to the “Always On” Carrington Wi-Fi Network when you are on campus!

**CONGRATULATIONS!!! Your iPad is now setup!**

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