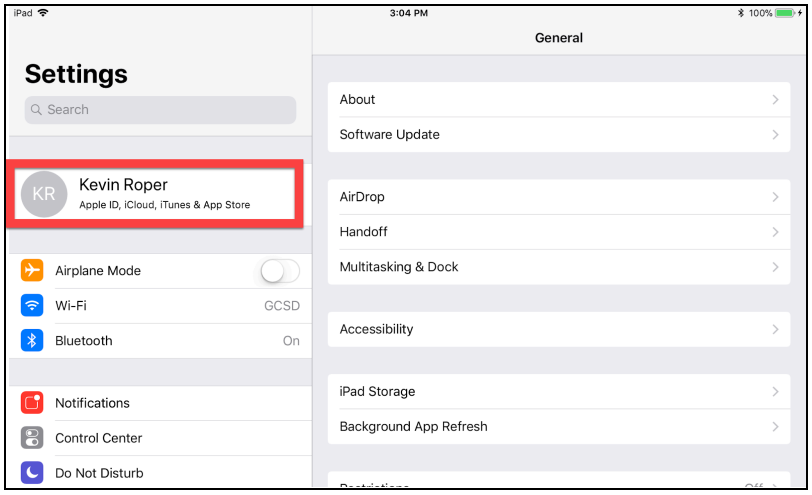
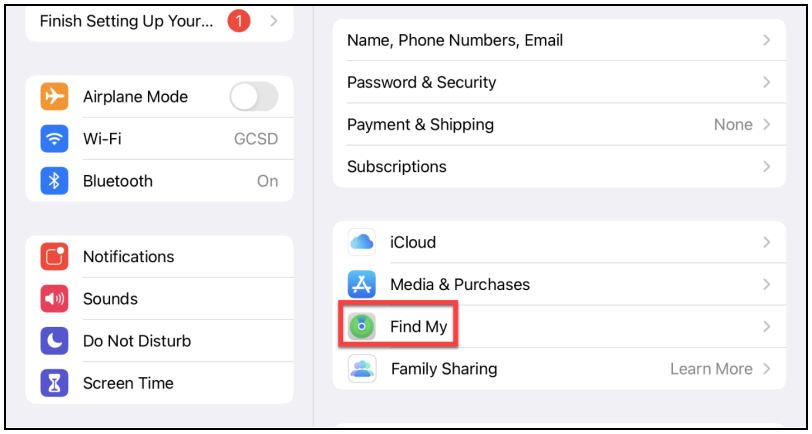
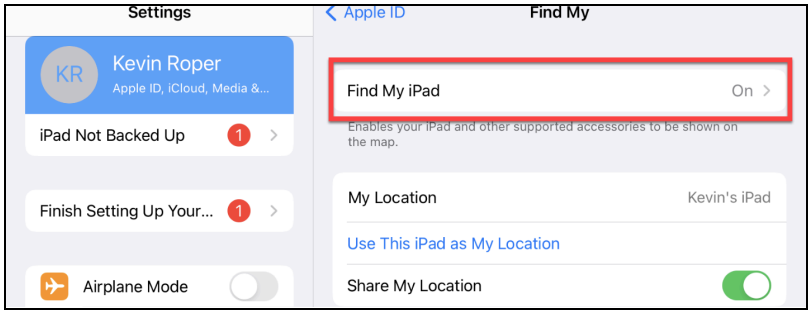
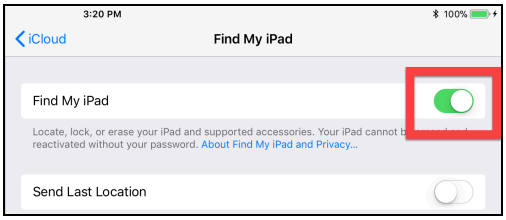
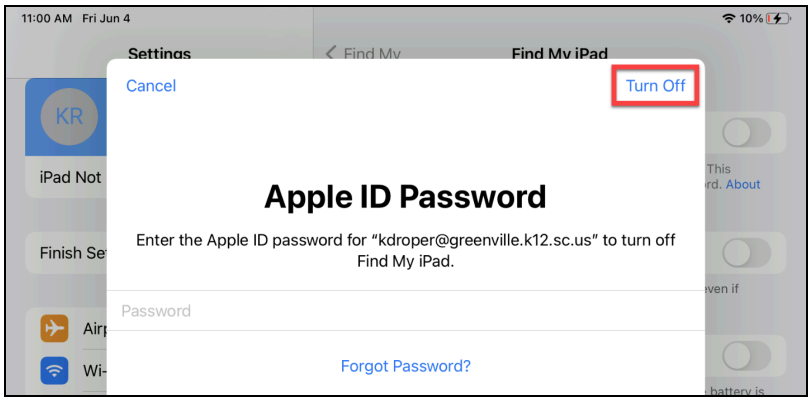
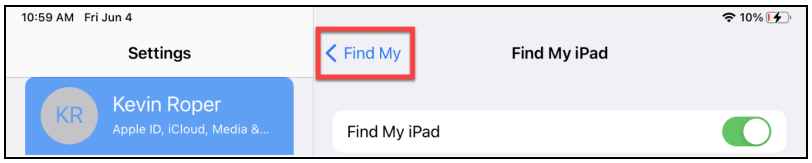
Reset Teacher iPads

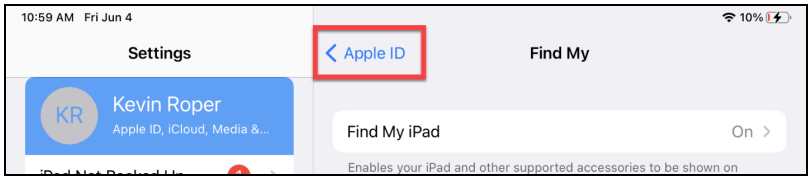
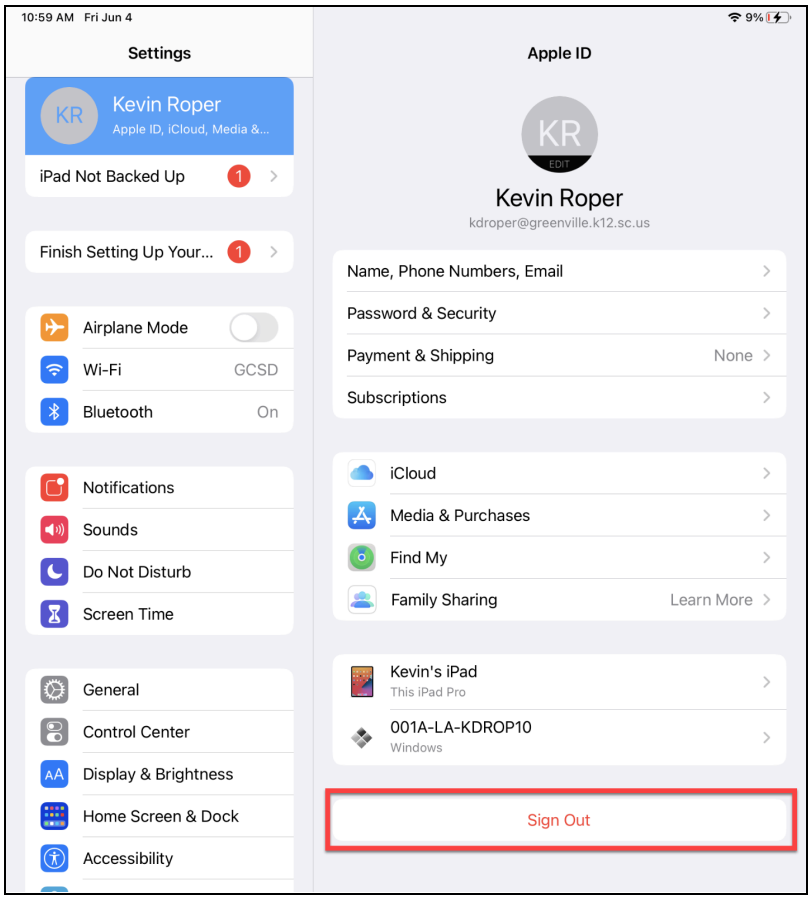
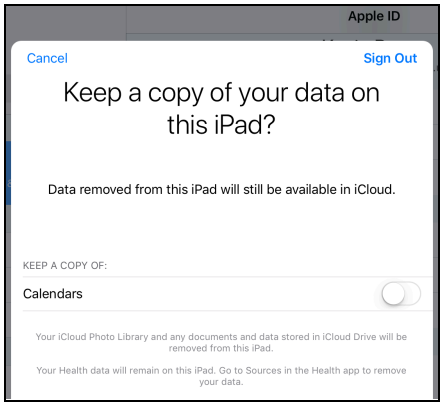
If a teacher is not returning for the upcoming school year, it is extremely important to complete the following set of directions. Steps 1 and 2 must be completed by the teacher before the iPad is returned to the school at the end of the school year. If these steps are not completed, the iPad will not have the ability to be reassigned to a new teacher for the upcoming year.

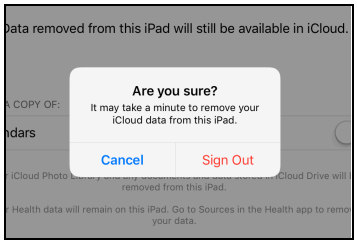
Need help with your Apple ID or Password:
https://iforgot.apple.com/password/verify/appleid

Step 1 – Turn off Find My iPad and Sign Out of iCloud (completed by the teacher)

Begin by opening the **GCSD Authenticate** app on the iPad. When the website loads, type in your current GCS username and password. You can close Chrome upon successful authentication.	
Open the **Settings** app.	
Tap your **name** in the top left corner	

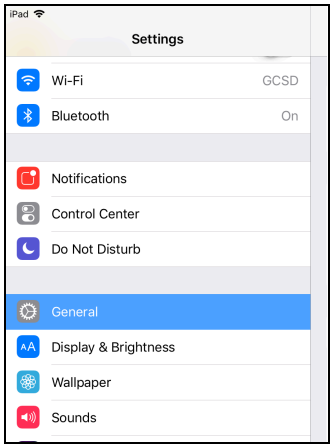
In the right side pane, select **Find My**	
Click on **Find My iPad**	
Switch the button to **Off**.	
When you turn the button off, you will be prompted to enter the password for your Apple ID. This is NOT your district password. After entering your password, tap the **Turn Off** button.	
The Find My iPad button will now be off and should be grey. Go back to **Find My.**	

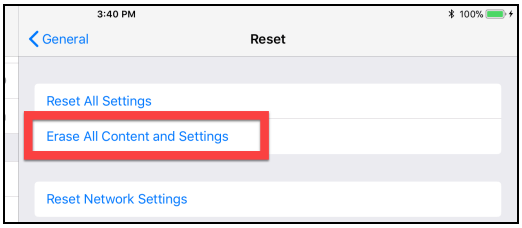
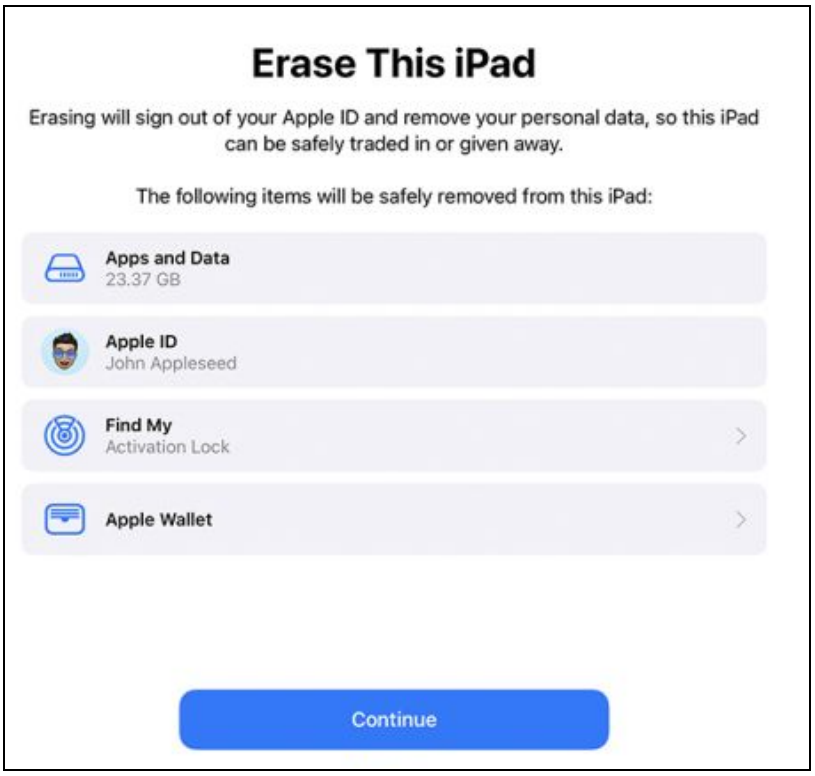
Select the back arrow to go back to the **Apple ID** screen	
Scroll to the bottom of the Apple ID screen and tap **Sign Out**	
A pop-up window will appear to confirm. Tap **Sign Out**.	

Tap **Sign Out**	

If the teacher has not signed out of iCloud first, they cannot perform this step.

Step 2 – Erase All Content and Settings (completed by the teacher)

Tap the **Settings** app.	
Tap **General** in the left-hand pane.	
Scroll down to the bottom of the screen and tap the **Transfer or Reset iPad** button.	

Tap **Erase All Content and Settings**.	
You will be prompted to type in your **iPad passcode**. This is the same passcode you use to unlock your iPad.	
The next screen will show all of the items on your iPad. Click **Continue** at the bottom.	

Step 3 – Place a HEAT Ticket (completed by the school TAC)
Please have your school TAC place a HEAT ticket to ETS letting them know the iPad has been reassigned. Please include the former teacher's district username and the new teacher's district username (if you know who it will be assigned to). Please also include the serial number which can be found on the back of the iPad. The ETS technicians will need to remove the former user's name from MobileIron (our device management system).