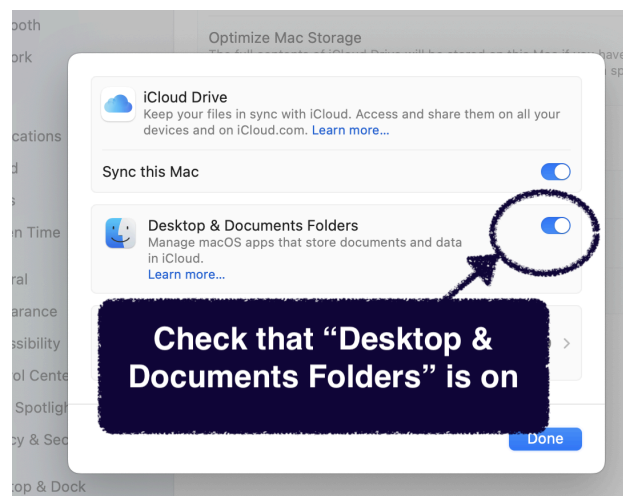# Grades 9-11, back up your iCloud data before returning your laptop for the summer

To back up your data…
1. Go to "system settings" (the gear icon)
2. Click on your Apple ID
3. Choose "iCloud"
4. Check that "Desktop & Documents Folders" is on

If you are asked for a verification code for your iCloud account, students can sign into their PowerSchool portal with their AD credentials, click **FORMS** > **General Forms** > **Important Student Information and Logins** to see their Apple ID verification code.

Note: _Anything in your downloads folder will not be backed up_. Move any files you want to keep out of downloads and into either your "Desktop" or "Documents" folder.