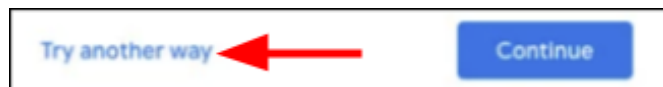# Setting Up An iPad

Step 1: Connect to Wi-Fi
- If setting up Wi-Fi at home
  - Settings, Wi-Fi
  - Select your home network and enter password
- If setting up at school
  - Settings, Wi-Fi
  - Tap the i next to BPS Enrollment, Forget this Network (in blue), Forget
  - Select Bellevue Public Schools if it hasn't already switched you to that

Step 2: Tap on the Mosyle School App.
- It will ask: Mosyle School would like to use Bluetooth. Select **Allow**.
- It will ask: Mosyle School would like to send you notifications: Select **Allow.**
- It will ask: Allow Mosyle Manager to access your location: Select **OK**.
- It will ask Allow Mosyle School to use your location: Select **Allow While Using App**.
- It may ask: Allow Mosyle School to also use your location even when you are not using the app: Select **Change to Always Allow**.
- Sign in with bpsne.net email and password.
  - If you get a screen that says "Use a passkey to confirm it's really you", tap on Try another way, continue with email and password

  - Students
    - Email: firstlastname.student##@bpsne.net (## is last two digits of graduation year)
    - Password: bpsStudentNumber (bps######)
- Select **Next.**
- Scroll up and select **Continue**.
- The remaining apps will download on your ipad. This may take a little time.
  If you get an error of any kind, close the app and reopen.
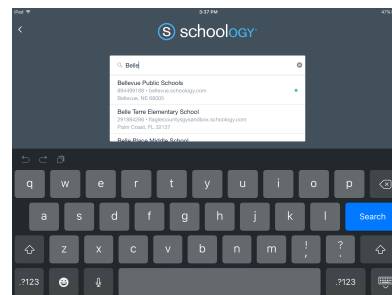- You may get a pop up box that says **Edit Home Screen.** If you do, tap **Dismiss**.

Step 3: Go to **Settings** and Sign in with School Apple ID, tap where it says **Sign in to your iPad**. This is above where it says airplane mode.
- Use your BPS email address and password
- Staff Only: 2-factor authentication will be required

Step 4: Download apps you may need from the Mosyle School app under the My Apps tab. Mosyle School is now your Self-Service app.

Logging to Schoology

1. Start at the login screen, select **Sign in through my school.**
2. In the box that says Enter your school or domain (white box) begin to type in **'Bellevue Public Schools'**
3. Locate the District name that has the green dot on the right-hand side and tap the name Bellevue Public Schools.
4. After selecting the correct - green-dotted - school, click on Go To SSO.
5. A **Google Login** should popup, if it is not Google start this process over!
6. Type in your email address and click 'NEXT'
7. Student's login email format; firstlastname.student**XX**@bpsne.net
   XX - Year of student's graduation
8. Type in the password bpsXXXXXX (the X represents the 5 or 6 digit student ID (lunch number) 'NEXT'
9. Finally, if this is the first time logging in from this iPad, you will need to select, I'm not a robot. You may be asked to select all images of a specific term before you can tap on 'Approve.'

Logging into PowerSchool

1. In the PowerSchool app, type in the District Code **ZCWG**
2. Select I'm a Student
3. Sign in with Google

Logging into Email/Drive or any app that uses Google

Student email is firstnamelastname.student**XX**@bpsne.net (**XX** - Year of student's graduation) and your password is bpsXXXXXX (the X represents the student ID #)

Getting Content Back into Notability

1. Open Notability
2. Click the + next to Subjects to create any folders you had created previously
3. Click and hold the blue +NEW button
4. Select Import
5. Google Drive
6. Sign into your Google Drive
7. Find your Notability Folder(s)
8. You can do entire folders at a time if you had them created or you can import individual files. Select the ones you want or click Import All