IPAD SETUP INFORMATION FOR FACULTY

CONNECT TO THE WIRELESS NETWORK

1. From the **Settings** icon, select **Wi-Fi**.

2. In the **Choose a Network** list, select **eduroam**.

3. Enter your **CSUN Email Address** followed by your **Password** and select the **Join** button.

3. In the **Certificate** window, select the **Accept** button.

Note: If the connection is successful, a checkmark displays next to the selected network indicating you are connected.

CREATE YOUR APPLE ID

Your Apple ID is needed to access the Apple App Store (to download apps), iTunes, and iCloud (for backing up data, storing photos, apps, contacts, calendars, etc.).

You can setup an Apple ID with or without a credit card. A credit card number is required to purchase apps, movies, or music that are not free; a credit card is not required if you do not intend to make purchases.

Continue by choosing one of the options:

- **Sign In with an Apple ID** if you have an existing Apple ID
- **Create a Free Apple ID** to create a new Apple ID
- **Skip This Step** to sign in later or create your Apple ID later

SET UP AND CONNECT TO CSUN EMAIL

1. Select the **Settings** app from your iPad.

2. Select the **Mail, Contacts, Calendars** tab.

3. Select the **Add Account…** option.

4. Select the **Exchange** option.

5. Enter the following information:

Email Address: e.g. jdoe@csun.edu
Password: *CSUN portal password*
Optional Description: eg. *Work Email*

6. Select the **Next** button.

7. Choose the notifications you want **On** or **Off** and select the **Save** button.

Note: Follow the same process to add other email accounts.

CONNECT TO YOUR myCSUNbox

The **myCSUNbox** storage provides a secure and collaborative online "cloud" storage solution that you can access from your iPad and other computers at any time, from anywhere.

*If you are accessing **myCSUNbox** account for the first time, activate the account first by accessing **myCSUNbox** via a Web browser at (https://mycsun.box.com). Once you are logged in, the **Confirm myCSUNbox Terms of Service** page displays. Select the **Agree** button to activate the account.

To access your **myCSUNbox** file storage visit the **App Store** and download the **Box for iPhone and iPad** app. Open the Box app and choose the **Log In** option and then **Use Company Credentials**. In the email address field, enter your **CSUN portal username** (the same used to login to myNorthridge portal) followed by **@csun.edu** and select **Log In**.

From the CSUN Login page, enter your **CSUN User ID** and **Password** followed by the **Login** button.

Please note that confidential university data (e.g. SSN's, credit card #'s, and medical data) may not be stored in **myCSUNbox**

SECURING YOUR DEVICE

Find My iPad allows you to locate your iPad on a map and remotely lock or erase your iPad.

Set Up Find My iPad

1. Select **Settings** from your iPad.

2. Select **iCloud**.

3. If you are asked to sign in, enter your Apple ID, or if you don't have one, select "Get a free Apple ID," and follow the instructions.

4. Select **Find My iPad** button to enable this feature. Confirm this option by selecting **Allow**.

5. Use the **Find my iPad** app (free) to find your device.

Note: You may also locate your device by logging in to iCloud.com

Set Up Passcode Lock

1. Select the **Settings** app from your iPad.

2. In the **Settings** menu, select the **Passcode** option.

3. Select the **Turn Passcode On** and enter a four digit code. In these settings you can also adjust your passcode lock time duration.

Note: You can create a custom passcode using letters and numbers. From the **Passcode Lock** options, turn the **Simple Passcode** option **OFF** then select the **Turn Passcode On** to enter a complex passcode.

iCloud Backup

To enable automatic backup of your personal data:

1. Select the **Settings** from your iPad.

2. Select **iCloud**.

3. Select **Backup**.

4. Slide the **iCloud Backup** button to the right to enable this feature.

5. Select **OK** to confirm.

Note: iCloud backup is automatic once enabled (iOS 5 or later) providing that your device is:

- Connected to the Internet over Wi-Fi.
- Connected to a power source.
- Screen locked.

DOWNLOAD AN APP

Upon downloading your first app, you will be asked to **Sign In** and **Use Existing Apple ID** or **Create New Apple ID**. You need to link your Apple ID to a credit card number to purchase apps, movies, or music that are not free.
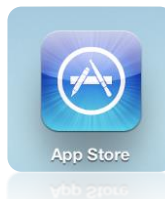
1. Select the **App Store** icon on your iPad.

2. Select the **Free** button next to the free app to install the app.

3. **Sign In** with your Apple ID.

4. Verify your **Account Settings.**

5. Enter your credit card billing information OR select the **None** option for no credit card.

6. Enter your Billing Address information and select the **Next** button.

7. Select **Done** to complete the process and continue installing your app.

CONNECT THE KEYBOARD TO YOUR TABLET

1. Turn on your keyboard.

2. Select the **Settings** app from your iPad followed by the **Bluetooth** option.

3. Slide the **Bluetooth** option to the **On** position.

4. On the keyboard, press the **Connect** button. The **Bluetooth Status Indicator Light** starts blinking.

5. Once your keyboard is discovered, select the **Bluetooth Wireless Keyboard** option.

6. Your iPad screen displays a passkey. Enter the passkey on the keyboard and press **Enter**.

7. Your iPad screen shows the keyboard as **Connected**. On the keyboard, the **Bluetooth Status Indicator Light** turns off.

LEARN TO USE YOUR iPAD

All CSUN faculty and staff have access to the online Lynda.com library that includes training videos on how to use your iPad, as well as iPad tips and tricks.

1. Download the free **Lynda.com** app.

2. Open the app when it has completed the installation.

3. Select the **Web Portal Access** option and enter: **csun.edu**. Select the **Go** button when finished.

2. Enter your **User ID** and **Password** to log in to Lynda.com.

NEED HELP?

Visit: http://csun.edu/mycsuntablet

For questions on iPad setup, wireless access, email, passcode lock, myCSUNbox and Lynda.com contact **the IT Help Center** (x1400).

For questions on myCSUNtablet initiative, content creation and faculty training contact the **Faculty Technology Center** (OV 34, x3443).

For questions on iOS, iTunes, iBooks Author and hardware support contact **Apple iPad support:** https://expresslane.apple.com/Issues.action