iPad Usage at Minnesota West

iPads are a great educational and communication tool. This short document addresses some of the questions you may have about your college-purchased iPad.

Acceptable Use

Do keep in mind that the iPad is state property and you should follow the acceptable use policies (5.22.1) of the college and MnSCU.

Accessing the Internet

When you are on campus, you can access the Internet by opening your browser (Safari) and accepting the terms of use on the screen. You will be connected to the open network on your campus.

To access the Internet elsewhere, you can generally find open networks by going to **Settings** and then **Wi-Fi**. If the network has a padlock next to the name, you will need a password to join the network. If there is no padlock, this is an open network. Tap on the network you want to access.

Backing Up Your iPad

Occasionally, you should plug your iPad into the computer where you have your main iTunes account for work (likely your work computer). This will ensure that software is updated and your iPad content is backed up.

Help

If you need assistance with your iPad, contact your campus computer support person.

iTunes Account

You will need an iTunes account to access your iPAD. It is recommended that you set up your own college account (separate from your personal account). You will need a credit card to set up this account and to purchase applications. Applications that are for college use can be purchased with department funds. Be sure to get pre-approval as needed. Complete an expense form for any application purchases for which you need to be reimbursed.

IT Support

IT will support the iPad itself but cannot support applications that have been downloaded. If you have difficulties with purchased applications, a hard reset may be required, and you may lose data. Keep this in mind when storing anything on your iPAD. Be sure to back up any data on your iPad.

Initial Form / Annual Review

At the outset and each year, you'll need to have the authorization form completed for having a mobile computing device (per MnSCU policy). http://www.mnwest.edu/images/faculty-staff-forms/cell_phone_authorization.pdf

Passcode Lock

You should set a passcode lock on your iPad, especially if you have your email accessible on your iPad.

1. On the home screen, select **Settings**.
2. Select **General**.
3. Click on **Passcode Lock**.
4. Tap **Turn Passcode On**.
5. Set your passcode (4 digit number).
6. Type in your passcode again.

Your passcode is now set. To turn off your passcode, go to **Settings | General | Turn Passcode Off**. To set how quickly your iPad locks after no usage, click on **Auto-Lock** and set the timing. Default is 2 minutes.

Resetting your iPad back to Default Settings

When you are done with the iPad and turning it back in, or if you just want to reset your iPad back to its original state, you can do this yourself. Note that this will erase all settings and data currently on the iPad.

1. On the home screen, select **Settings**.
2. Select **General**.
3. Select **Reset**.
4. Select which option best suits what you want to do (**Reset All Settings, Erase All Content and Settings**, etc.).

If you need help with this, please see your campus IT support person.

Setting Up Email, Contacts, and Calendars on your iPad

You can access your college email on your iPad. As a reminder, be sure you have a passlock code set if you are going to set up this feature. Not doing so means that anyone who picks up your iPad can read your email.

1. On the home screen, select **Settings**.
2. Select **Mail, Contacts, Calendars.**
3. Tap **Add Account**.
4. Choose **Microsoft Exchange.**
5. Enter your email address (firstname.lastname@mnwest.edu).
6. Enter **mnwestad** for the domain.
7. Enter **firstname.lastname** in the username box.
8. Enter your password.
9. Click Next.
10. Enter **email.mnwest.edu** for the server.
11. Click **Save.**
    Technically, you can set up multiple email accounts on your iPad. **This is not recommended.**