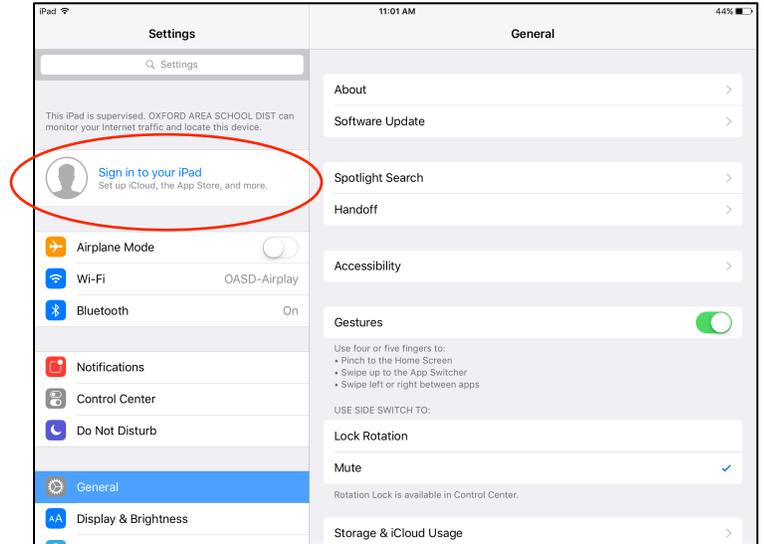


Backing Up to iCloud

If you are not signed into iCloud, you MUST complete this process first before you can backup your iPad to iCloud.

Make certain you have setup or created an iCloud account

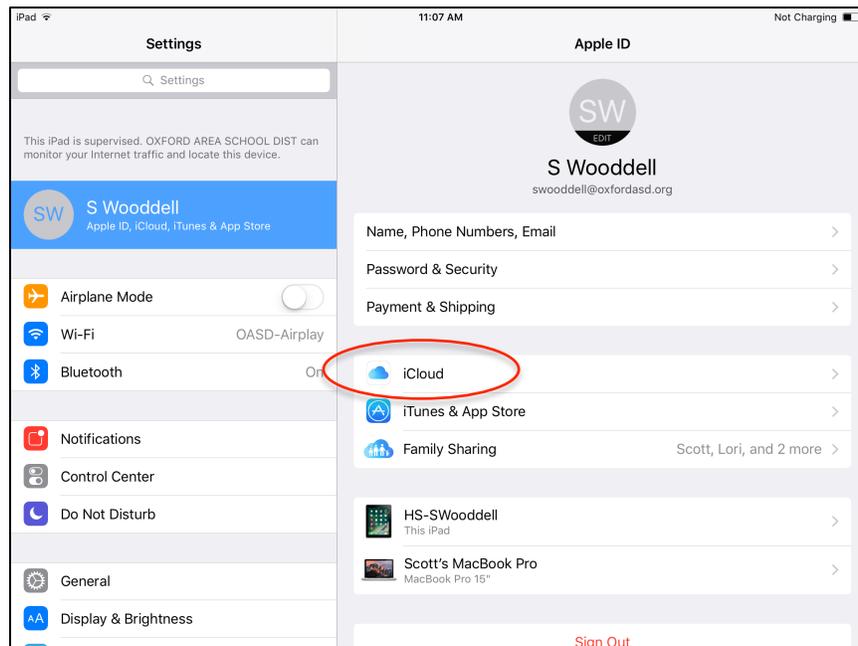
1. You were sent an email at the beginning of the school year from **Apple School Manager** to “Set Up Your Managed Apple ID”.
2. Follow the directions in the email to change the password and setup this Apple ID. Remember this username and password.
3. Go to Settings > “Sign in to your iPad or Settings > iCloud to sign in to iCloud using your Apple ID and password.



****There are subtle differences between iOS 10.3 and earlier versions with how to access the iCloud Settings. Please pay close attention to the directions.**

Backup iPad to iCloud

1. Make certain you are connected to a WiFi network.
2. Go to Settings > [Your Name], and tap iCloud. If you're using iOS 10.2 or earlier, go to Settings, then scroll down and tap iCloud.
3. Tap iCloud Backup. If you're using iOS 10.2 or earlier, tap Backup. Make sure that iCloud Backup is turned on.



4. Tap Back Up Now. Stay connected to your WiFi network until the process completes.
5. Make sure that the backup is finished: Go to Settings > [Your Name] > iCloud > iCloud Storage > Manage Storage, then select your device. If you're using iOS 10.2 or earlier, go to Settings > iCloud > Storage > Manage Storage, then select your device. The backup should appear in details with the first backup size.

Choose Apps to Back Up to iCloud

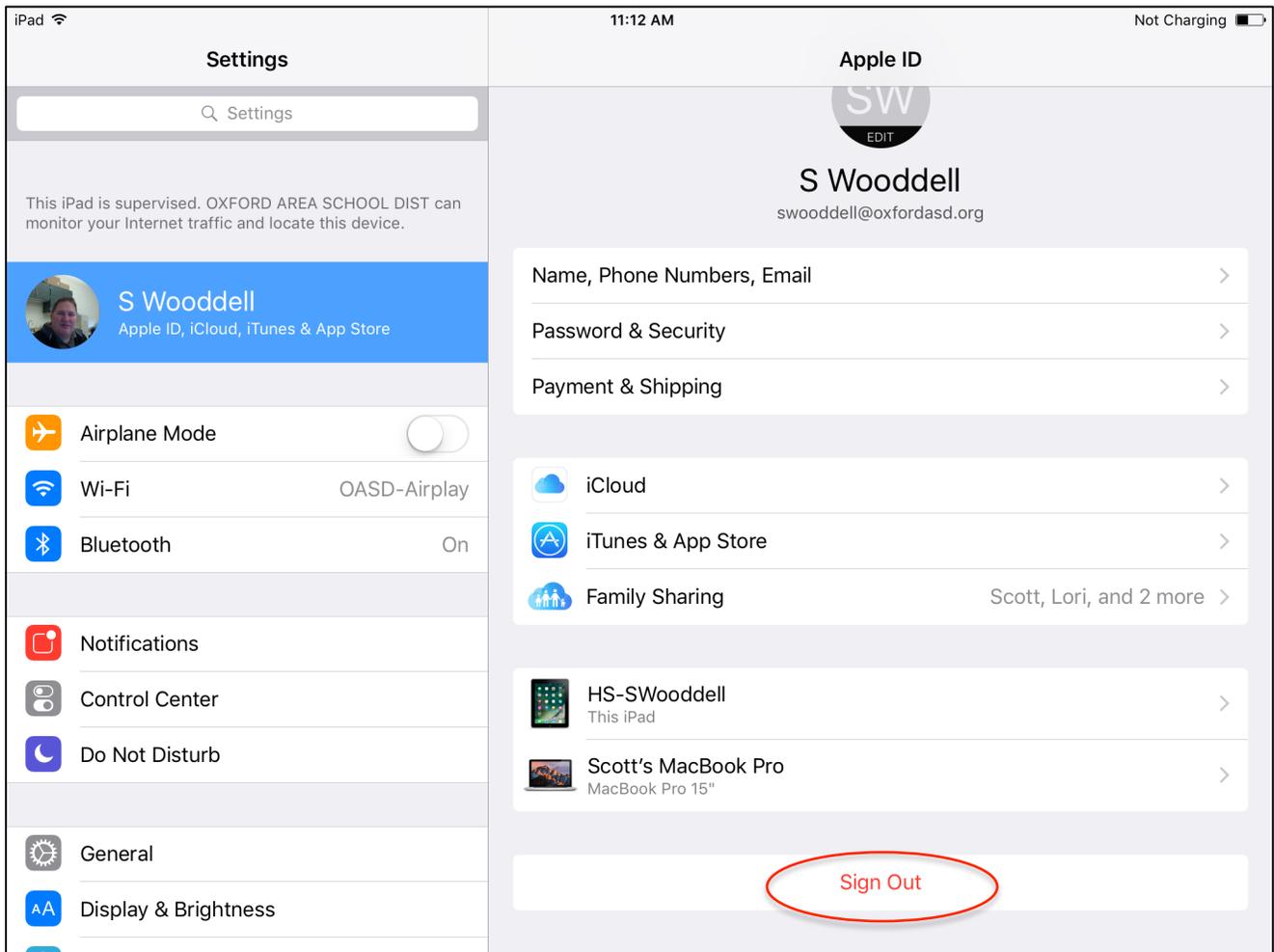
1. Go to Settings> [Your Name], and tap iCloud. If you're using iOS 10.2 or earlier, go to Settings, then scroll down and tap iCloud.



2. Scroll through the list of apps that are using iCloud and select the ones that you want to backup to iCloud.
3. Scroll down to iCloud Drive and tap to turn on iCloud Drive.
4. Choose apps to backup to iCloud Drive. The apps chosen here should be ones that you have documents in that you want to have backed up and keep (i.e. Pages, Keynote, etc.)

Sign Out of iCloud

1. Go to Settings> [Your Name], and tap iCloud. If you're using iOS 10.2 or earlier, go to Settings, then scroll down and tap iCloud.
2. Scroll to bottom and select Sign Out.
3. Enter the Password for your Apple ID and select Turn Off to turn off Find My iPad.



If you complete this process, when you sign into your iPad next school year with the same Apple ID and password, you will have access to anything backed up to iCloud.