Apple App Purchasing Procedure

1. Login to the Apple App Request form found in "Tech Tips for Staff" on the Technology webpage
2. Enter your IPS username and password
3. Fill out the form with the following required information:
   a. Publisher
   b. Title
   c. Purpose
   d. Quantity
   e. IPad # (AssetID)
   f. Price
4. Click Submit
5. Your request will be approved, purchased and an app redemption code will be emailed to you.
6. Redeem the code using the assigned Apple ID account for the iPad
   a. For a teacher iPad – use your ipsk12 email address
   b. For one student iPad – redeem the code in iTunes using the assigned individual Apple ID
   c. For a set of iPads – redeem the code in iTunes using the assigned program Apple ID and then sync the other iPads with iTunes
   d. For a cart of iPads – redeem the code in iTunes using the assigned cart Apple ID and then sync the other iPads with iTunes

Note: Please submit a tech help request form if you would like help with this process.
Link to App request form: http://secure.ipsk12.net:737/Forms/Software_Request/login.php

Apple App Syncing Procedure for Multiple iPads

1. Submit a Tech Request for the district macbook to use for syncing apps
2. Login to the macbook with the assigned iPad set or iPad cart account
3. Open iTunes and sign in with the assigned Apple ID
4. Redeem the app in iTunes using the app redemption code (from procedure above)
5. Connect the iPads to the macbook
   a. For an iPad cart, connect all iPads to the charging cables in the cart and connect the macbook to the cart management cable.
   b. For a set of iPads, connect the iPads (up to 10 at a time) to the USB synchronization adapter and connect the macbook to the control connection on the adapter.
   c. If you only have a few iPads, you may sync then one at a time. Connect each iPad directly to the macbook with the USB cable.
6. Select the app you want to sync and click "Install"
7. Wait until all iPads are completely synced before disconnecting the cable. The app synchronization time depends on the size of the app and the number of iPads being synced simultaneously.

Note: Someone from the technology department will help you with the synchronization process.