Google App Purchasing Procedure

1. Login to the IPS 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. Tablet # (AssetID)
   f. Price
4. Click Submit
5. Your request will be approved, purchased and the app license will be applied to the Google login ID assigned to your tablet.
6. The app should be available the next time you login to the tablet with the Google login ID.
   a. For an individual teacher tablet – your email address will be assigned as the Google login ID
   b. For one student iPad – an individual student Google login ID will be assigned
   c. For a set of iPads – a program, room number or cart number Google login ID will be assigned

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

Google App Download Procedure

1. After submitting an app request using the IPS App Request Form posted online, the Google apps should be downloaded from the Google admin console and applied to the Google tablet user group for your set of tablets