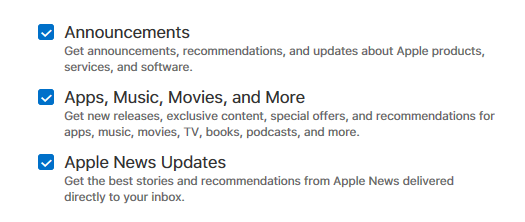
Creating an Apple ID

This guide is only supported at the latest iOS version because Apple makes continuous changes to the creation methodology, please update under settings>general>software update

Please note apple ids are not required for iMessage or Facetime on an iPhone or for any app in the Catalog, iMessage and Facetime on an iPad do require an Apple ID

1. Open <https://appleid.apple.com> then click on Create Your Apple ID in the upper right
2. Fill out all the information needed
   1. Enter your first and last name
   2. Enter your birthday
   3. Enter your state email
   4. Create and enter a password for your Apple ID, this should not be used for anything else
3. Create security questions – choose questions and create answers. These can be used to reset the password on the account
4. Uncheck the three check boxes after the security questions
5. Type the characters from the image in the grey box (an example of what the image of characters looks like) 🡪
6. Click continue
7. Type in the six number verification code sent to your state email and click verify. If you did not receive an email from Apple click on Send a new code
8. Once you get to the next screen showing your account information you are finished creating your Apple ID.
   1. **DO NOT add a payment method**
9. The first time you use your Apple ID to download an app on your iPad you will be promoted to verify your information.
   1. \*\*This process **will not** work if you are connected to the State’s Private Wi-Fi; Turn off your Wi-Fi connection or disconnect from the private Wi-Fi for the password to work.
   2. Enter in your title
   3. Enter in the Billing Address
   4. Again DO NOT add a payment method

Using FaceTime

1. Open the FaceTime App
2. Enter your Username and Password if prompted
3. A screen will appear that states: “You can start FaceTime Video or Audio Calls by entering a name, email address, or phone number”
4. Click the blue plus sign (+) in the dialog box
5. Enter a name, email address, or phone number and hit the plus sign enclosed in a circle
   1. (This will only work if the other user is also logged into FaceTime).
6. If you are calling a co-workers iPad, you will need to enter their iPad phone number. This can be found under: Settings🡪General🡪About🡪Cellular Data Number
7. Once the person/group is entered, click the green Audio or Video button at the bottom of the screen. \*\*If the Audio/Video button isn’t green, the other user is not signed into their Apple ID or FaceTime and the call will not go through.