Apple Business Manager iPad Setup Guide

Step 1: Add User to Apple Business Manager

1. Navigate to **Apple Business Manager** and sign in with your credentials.

2. Click **Add New User(s)**.

3. Retrieve the user's **First Name**, **Last Name**, and **Email Address** from **Active Directory**, then copy and paste this information into **Apple Business Manager**.

4. Input the following details:

   o **First Name**

   o **Last Name**

   o **Managed Apple Account** (Use the beginning of the email, e.g., awarren)

   o **Role** (Always select **Staff**)

   o **Email Address**

5. Click **Create Sign-In** after completing user creation.

6. Select **Create a Downloadable PDF and CSV**, which will generate a temporary password (**Save this password for Step 12**).

Step 2: iPad Setup

7. Power on the iPad and follow the initial setup prompts:

   o Select **English**

   o Select **United States**

   o Choose **Default Settings**

   o Select **Setup without Another Device** (unless transferring user data)

8. Connect to Wi-Fi:

   o Select ***Wifi*** and enter the Wi-Fi password.

9. The iPad will begin activation, retrieve configurations, and set up cellular features.

10. Enroll the iPad in **Remote Management** by entering the user's **email address** and **default password**.

11. Set the initial password to **11111**.

12. Enter the **Apple Account** by using the user's **email** and the **temporary password** from Step 6.

Step 3: Authentication and Password Setup

13. When prompted for a phone number, enter***phone number***. If this number is full, answer the **desk phone** and input the **6-digit code** provided.

14. When prompted to **create a password**:

- Use the **temporary password** from Step 6.

- Set the **new password** to the default company password.

15. The iPad will now sign the user into the device. This may take a few minutes. **Accept all terms and agreements** as needed.

Step 4: Final Configuration

16. Enable **Automatic Updates** and **Location Services** (All other settings are optional or can be skipped).

17. Leave the iPad open to allow installation and updates of **company-mandated applications**.

18. If the user is **not in the office**, label the iPad:

- Use a **label maker** to print the user's **last name** and attach it to the side of the box.

- This helps identify the iPad until the user picks it up.

19. Retrieve an **iPad case** and **strap** for the device.

20. Place the iPad back into the original packaging.

Step 5: Deployment

21. The iPad is now fully set up and ready to be sent into the field.

Prerequisites and things to keep in mind

- Tack truck drivers and fuelers (check onboarding PDF to find position) get mini iPads (After setting up, go into Meraki, and assign that iPad *search by Serial number * the Fueler tag and it will push a Fueler plus app to the iPad.