Installing Apps for Users Who Manage Multiple iPads (with Meraki)

Installing Free Apps

Like one-to-one iPad users, you a can install FREE iPad apps under your district Apple ID and manage/update them yourself through the App Store. However, please see the directions below for the steps to purchase PAID apps if you manage multiple iPads.

Requesting and Installing PAID Apps

1. Locate the iTunes preview link by entering the name of the app in the Google or Bing search engine of your internet browser. Click on the link.
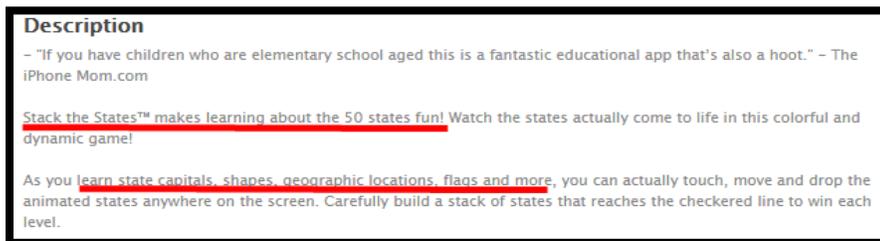

Figure 1 Google View

2. Using the information found in the left-hand column, copy and paste details into the **iPad Request Form**.
   a. App Name
   b. Version
   c. Size (ex. 15 MB)
   d. Cost
   e. Which cart or with Meraki?

3. For the **Educational Justification**, review the description and write or copy/paste/modify text to explain the purpose for installing the app.
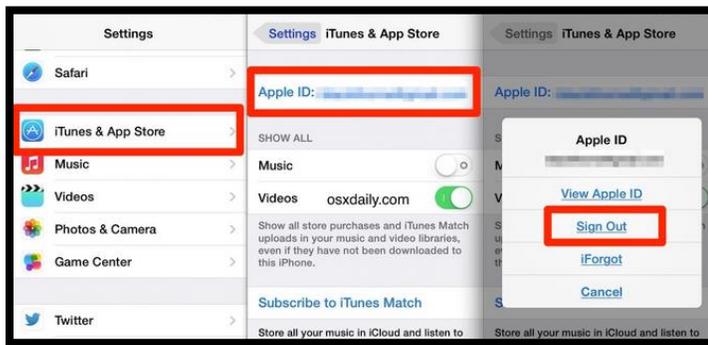

4. Double-check to make sure the apps can be installed on your iPads.
   a. *Remember that free apps with in-app purchases <u>cannot</u> be upgraded through Meraki and VPP. See the **Types of App** chart found in the Technology Resources folder on the U Drive in the iPad folder or at www.wssd.org/ipads.*
   b. *iPads on the shared carts are enrolled in the **Apple Volume Purchasing Program (VPP)**. Apps will cost 50% less than the original prices for purchases of 20 or more copies. Keep this in mind when totaling the costs, if needed.*
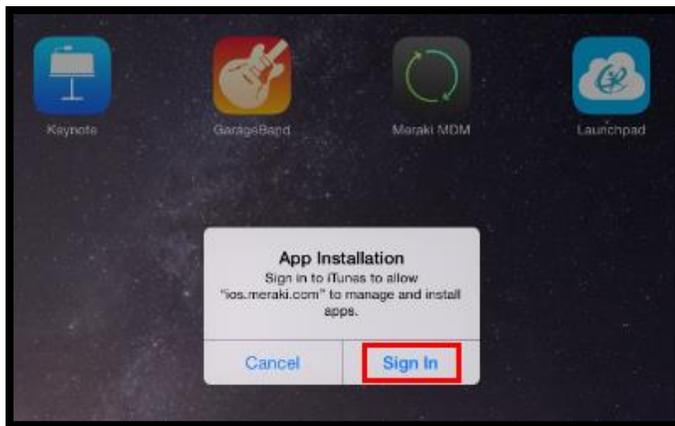
5. Submit the form to your principal for approval. The form will be forwarded to you building TSS for installation.
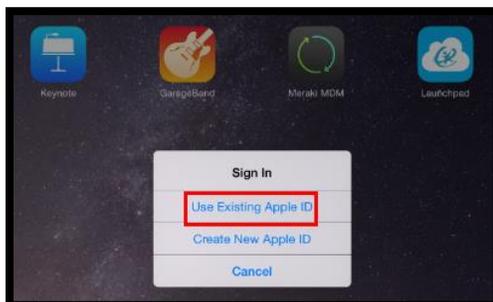
Next…

6. Check with your building TSS to make sure there are funds on the VPP account.
    a. If not, the TSS can get a quote from Apple for a VPP voucher. The building/department is then responsible for the purchase of the voucher.
    b. Once the voucher is received, it will need to go to the TSS to redeem on the Apple VPP site.
7. Once the tech is ready to push the app to your iPads, go to **Setting > iTunes & App Store.**
8. Tap on your **Apple ID** and select **Sign Out**.

9. Once the TSS pushes the app to your iPad(s), you will get prompted to **Sign Into iTunes & App Store.**

10. Click on *Use Existing Apple ID*
    a. **Apple ID:** wssdmeraki@wssd.org
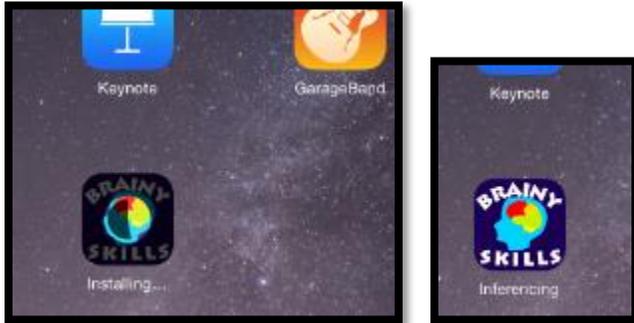   b. **Password:** Appinstall2015 (case sensitive)

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**If you type the wrong password, the TSS will need to push the app again

11. Once the app is installed, you will see the app on your screen.

12. That's it!

General Management Tips

1) **You may have apps that have been downloaded under different Apple IDs (your personal district Apple ID and the shared Meraki Apple ID.** This will only be an issue when an update is needed. The app will prompt you to log into the correct Apple ID at that time.
   a. https://support.apple.com/en-us/HT203983
   b. Video - http://youtu.be/Kh2DxnjEg0Y

2) It is a good idea to **turn on automatic downloads** to sync your devices when you install a new app. This means the newly installed app will download automatically to all of your iPads simultaneously so you won't need to install the app separately on each device.
   a. https://support.apple.com/en-us/HT202180
   b. Video - http://youtu.be/PYgLYbL4JKo

3) If you need to **reset your password** at any time, <u>forward your building TSS</u>.
   a. https://appleid.apple.com/

4) You are responsible for **running any updates to your iOS (iPad operating system) and apps**.
   a. How to find a new app in the App Store, install it on your iPad, update when the developer releases updates, and uninstall it when you don't want it anymore. http://www.dummies.com/how-to/content/installing-updating-and-uninstalling-apps-on-your-ipad.html
   b. How to update your iPad's operating system (iOS) from your iPad http://www.wikihow.com/Update-iOS-Software-on-an-iPad - Method 1