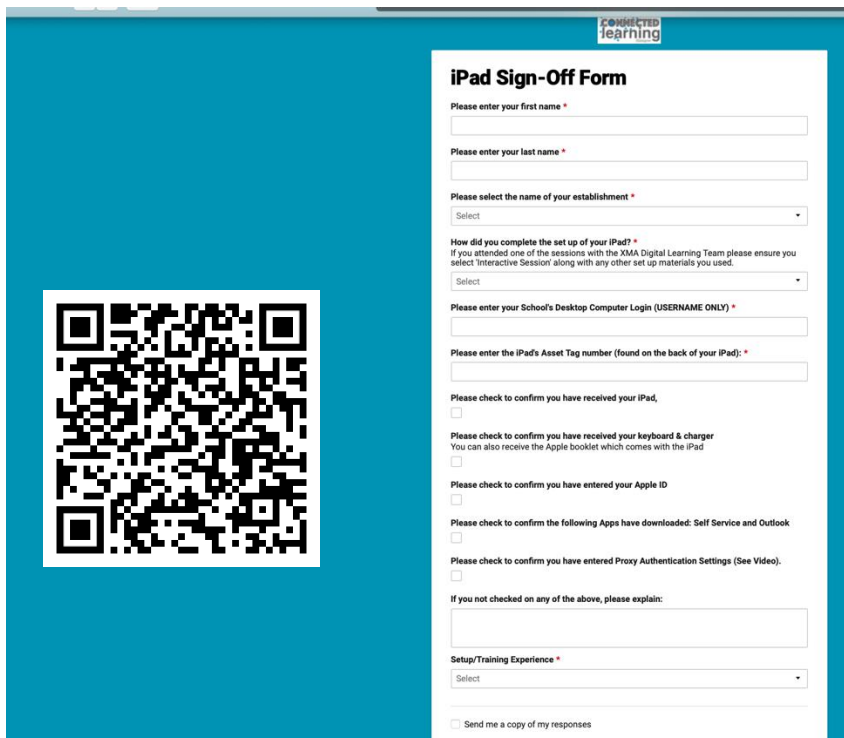


### I'm setup, how do I let you know?

Once you have completed all the steps and are setup, you must complete an iPad Sign-off form.

You can access the form in 3 ways, decide which option is best for you.

- In Teachable, which you can access through Glow: [https://connected-learning-glasgow.teachable.com/p/remote-ipad-deployment/?preview=logged\\_out](https://connected-learning-glasgow.teachable.com/p/remote-ipad-deployment/?preview=logged_out)
- Using this website link: <https://app.smartsheet.com/b/form/3ce38d9c4da14aec973bea7ab4abe233>
- Using the QR code below will also take you to the Sign off form.



**iPad Sign-Off Form**

Please enter your first name \*

Please enter your last name \*

Please select the name of your establishment \*

How did you complete the set up of your iPad? \*

If you attended one of the sessions with the XMA Digital Learning Team please ensure you select Interactive Session along with any other set up materials you used.

Please enter your School's Desktop Computer Login (USERNAME ONLY) \*

Please enter the iPad's Asset Tag number (found on the back of your iPad): \*

Please check to confirm you have received your iPad, ☐

Please check to confirm you have received your keyboard & charger  
You can also receive the Apple booklet which comes with the iPad ☐

Please check to confirm you have entered your Apple ID ☐

Please check to confirm the following Apps have downloaded: Self Service and Outlook ☐

Please check to confirm you have entered Proxy Authentication Settings (See Video). ☐

If you not checked on any of the above, please explain:

Setup/Training Experience \*

☐ Send me a copy of my responses

Your establishment and Education Services will be notified once your sign off has been received.

You will receive an email confirming how to access all future support from the CGI Service Desk.

**Please also make sure that your regularly check your iPad for iOS updates.**

iOS is the mobile operating system created by Apple – it's the brain of your iPad! Apple will send updates so that your iPad can perform the best way it can for you. Any iOS updates will go through CGI first to check for any issues so you can feel confident that these updates are needed.

If a message / notification says that an update is available, please follow the guide "How to install iOS Updates / Back up your iCloud".

**Frequently Asked Questions** are located on Glasgow Online, in the Digital Learning pages <http://www.goglasgow.org.uk/Pages/Show/2181>