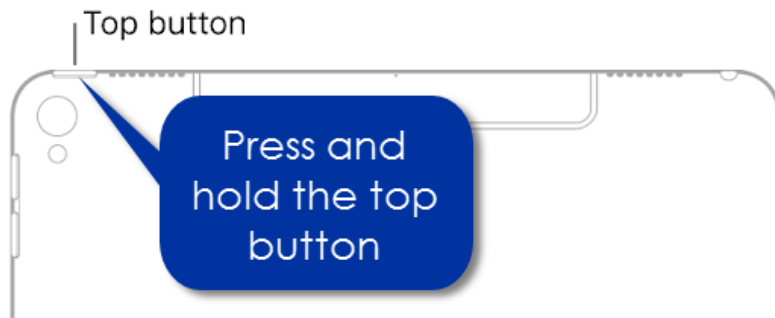# iPad Quick Start Guide

For students and parents

An iPad is a tablet device running Apple's operating system (iOS) offering a simplified user experience. This document provides guidance on how to get started with your iPad for the first time.
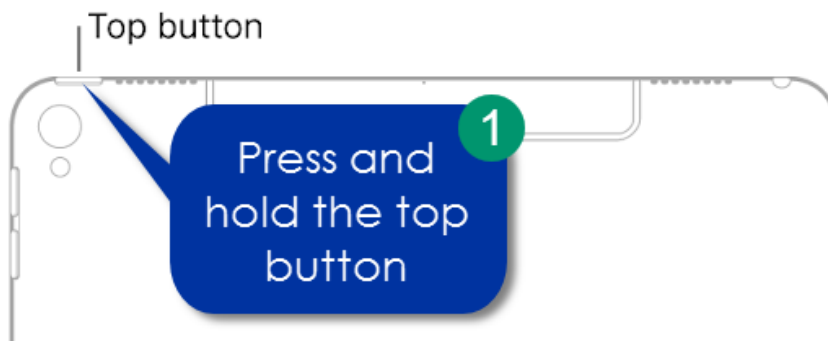
Turn on your iPad

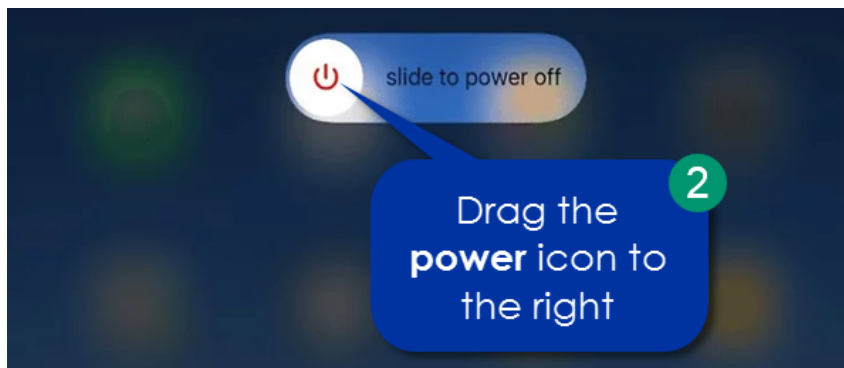Press and hold the top button until the Apple logo appears to turn on the iPad.

Turn off your iPad

1. Press and hold the top button until the **slide to power off** button appears.

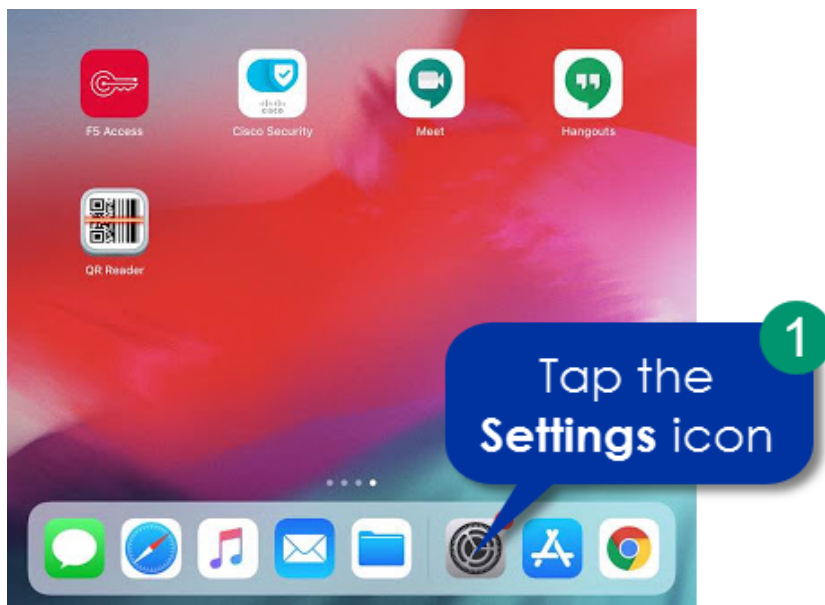2. Drag the **power** icon to the right to power off the iPad.

Connecting an iPad to a Wi-Fi Network

To begin using your iPad, you will first need to connect to a wireless network. A typical wireless network will require two pieces of information in order to connect. Make sure you have both of the following pieces of information to get started.

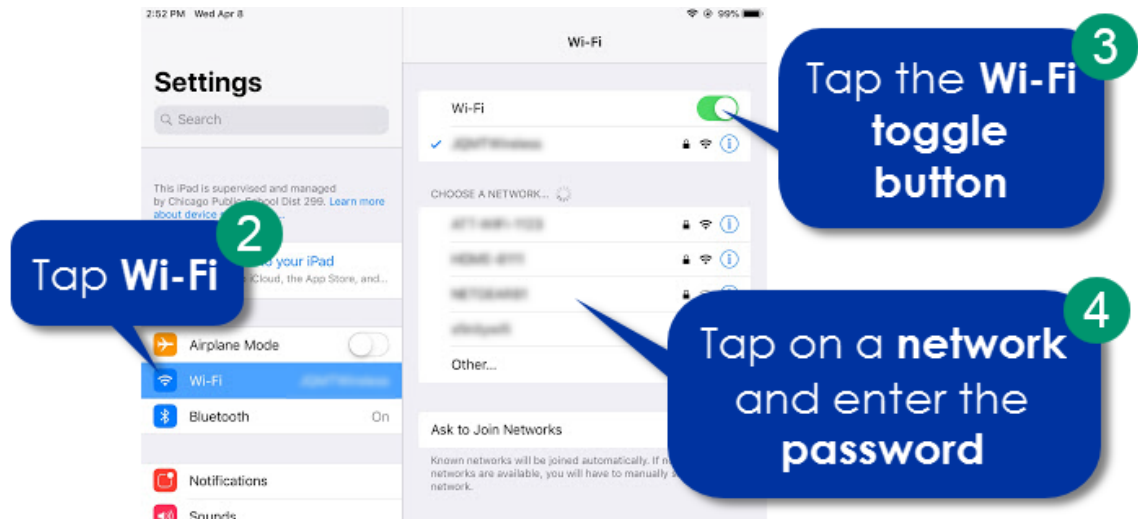1. Network SSID (i.e., network name)
2. Network password

Some internet providers label the network SSID (i.e., network name) and password on the bottom or side of the wireless router. If you are unsure of your network name or password, please contact your internet service provider for assistance. If you don't already have an internet Service Provider (ISP), you will need to choose one. Here is a helpful resource for you.
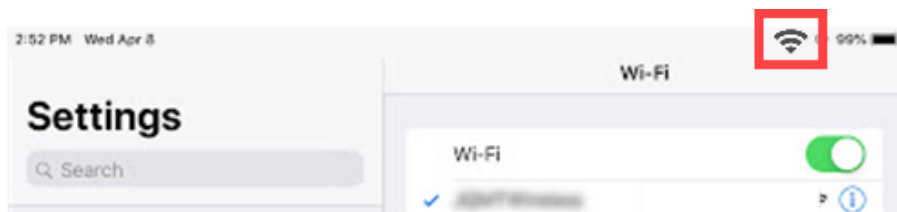
1. Tap the **Settings** icon.

2. Tap **Wi-Fi**.
3. Tap the **Wi- Fi toggle button** to turn on Wi-Fi. Wi-Fi is on when the button is 'green.'
4. Select and tap on a **network** and enter the **password** if required.

   NOTE: If you do not see the name of the network you want to join, tap **Other**. Then enter the name of the hidden **network, security type** and **password** to connect to the other network.
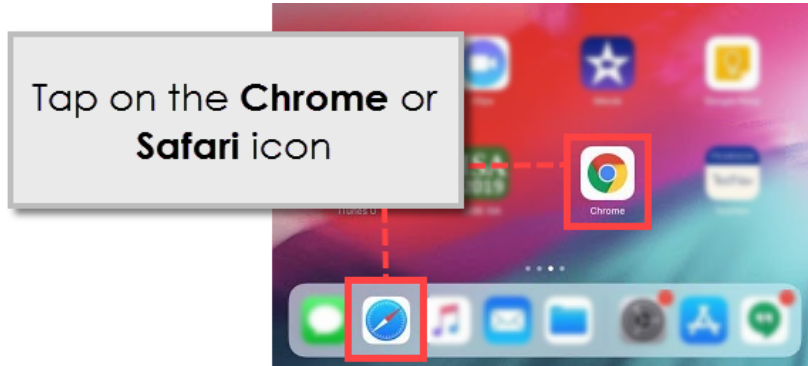

NOTE: Your iPad is connected to a Wi-Fi network when you see the Wi-Fi strength icon like in the picture below.

Chicago Public Schools

Navigating your iPad

Getting on the internet

On your home screen, tap on the Google Chrome or Safari icon to open the web browser for the internet.

Tap on the **Chrome** or **Safari** icon

Search your iPad

Spotlight allows you to quickly search for content on your iPad such as apps, email and the internet.

1. From your home screen, place your finger somewhere in the middle of the grid of icons and swipe down to open the Spotlight search feature.
2. Enter the search term in the **Search bar** such as the name of an application or key word for the internet

Enter search term in the **Search bar**

Swipe **down** from the middle of the **home screen grid**

Notification Center

To access the **Notification Center**, swipe down from the top of any screen — whether on the home screen or in an app. This screen displays information like push notifications and events from your calendar.

Control Center

To access common settings, swipe up from the bottom anywhere on your iPad to open the Control Center. For iPads running iOS 12 and higher, swipe down from the top right corner of the iPad to access the Control Center. Tap anywhere outside the Control Center and it will slide back downwards, off your screen.

A. Adjusting volume

In the Control Center, next to the **speaker** icon, drag the dot to the left to lower the volume or to the right to increase the volume.

B. Mute volume

In the Control Center, tap the **bell** icon to put your iPad on silent mode and to mute all audio.

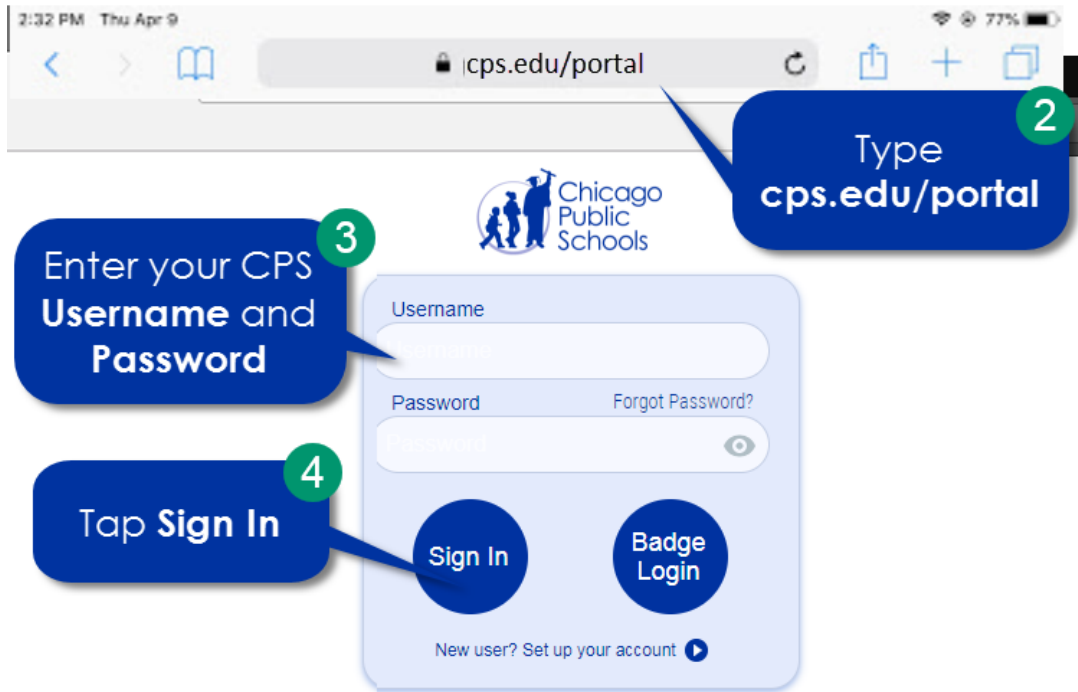**C. Adjusting screen brightness**

In the Control Center, next to the **sun** icon, drag the dot to the left to lower the screen brightness or to the right to increase the screen brightness.

Sign in to your CPS Account

1. Tap the Chrome or Safari icon to open an internet browser.
2. Type **cps.edu/portal** in the browser.
3. Enter your CPS **Username** and **Password**.
4. Tap **Sign In**.

   NOTE: If you forgot your password, please follow the instructions in the Changing or Forgetting Your Password document. If you need to set up your CPS account for the first time, please follow the instructions in the Creating a New CPS Email Account document.

NOTE: You can quickly get to your CPS apps from the portal by tapping on the app icon.