

Procedure for Returning iPad to VAHS/EA

- **Backup data to iCloud**
 - Select Settings/iCloud/Storage & Backup
 - Turn iCloud Backup ON if it's OFF
 - Select "Back Up Now"
- **Wipe iPad**
 - Select: Settings/General/Reset/Erase All Content and Settings.
- **Return iPad, Case, Charging Cord & Brick & Keyboard** (if applicable) to teacher or VAHS Technology Dept. Report any damage to iPad or accessories. Pay any outstanding repair/replacement cost.

Only take the next step if you are permanently leaving VAHS/EA (graduating/moving).

- **Change school Apple ID to personal Apple ID**
 - Go to <https://appleid.apple.com/account/home>
 - Click on "Manage your Apple ID".
 - Log in with your school Apple ID account to edit.
 - Select "Edit" Apple ID and Primary Email Address.
 - Delete school email address and enter personal email address. "Save".

Note: You may be required to verify your new email address before you can start using your new Apple ID.