Directions For Setting Up a Regis iPad

• Turn the power on, slide the cursor at the bottom to the right to begin the setup process
• Follow the prompts of the Setup Assistant
  o Choose Language
  o Choose Country
  o Choose a WiFi Network
    ▪ On Campus this will be “RegisSecure” – log in with the same username and password as your Regis Email
    ▪ When the Certificate Authentication pops up, click the “Accept” button
  o Choose “Enable Location Services”
  o Choose “Set Up as New iPad”
  o Sign in with your Apple ID – this is the same Apple ID that is used for iTunes to purchase music. If you do not have an Apple ID – choose the “Create a Free Apple ID” option and follow the prompts
  o Agree to the terms and conditions, you will do this twice.
  o Choose “Use iCloud”
  o Choose “Use Find My iPad”
  o Choose “Don’t Add Passcode” at the bottom center of the screen and Continue
- Choose “Automatically Send” Diagnostics and Usage
- Click on “Get Started”
  - Click on the “Settings” icon
  - Click on “General” in the left hand pane

- In the right pane, click on “Auto-Lock” and choose any option except for “Never”
• Click on “Passcode” in the left pane and disable “Simple Passcode”

  o In the right pane, click on “Turn Passcode On”
    ▪ This will prompt you to set a passcode, you are required to have at least 6 characters with 3 of the 4 criteria: uppercase, lowercase, numbers, special characters

  ▪ You will be prompted to re-enter the passcode a second time
- Click on “iCloud” in the left pane and then click on “Storage & Backup”

- Disable iCloud Backup and click OK (AS A REGIS COLLEGE EMPLOYEE IT IS AGAINST SECURITY POLICY TO BACKUP TO ICLOUD AT THIS TIME)

- Click on “Mail, Contacts, Calendars” in the left pane and then click on “Add Account”
- Click on the “Exchange” account
- Enter your Regis email (firstname.lastname@regiscollege.edu),
- Enter your Regis password, and give this email a Description such as “Regis Email”
- Click “Next” then Continue when “Cannot Verify Server Identity” pops up
- For the Server, fill in “cas.regiscollege.edu”
- For the Domain, fill in “regis_nt” (The underscore is located by pressing the “.?123” key and then the “#+=” key)
- Fill in the username and password for your Regis Email
- Click “Next” at the top right, make sure “Mail” is enabled, then click “Save”

- Click the Home button at the bottom on the front of the iPad to return to the home screen

If you have any questions please contact the ITS Helpdesk at 781-768-7177, via email at helpdesk@regiscollege.edu, or in College Hall room 131.