# iPad Sync Stations

## Using the Sync Station

1. Turn on the sync station computer.

2. Log in on the computer with the **MacOS** username and password for your department or grade level.

username_____

password_____

3. Authenticate to the wireless (Launch Safari to do so if you are not prompted automatically).

4. Launch iTunes

For iT3 we have set up two **iTunes** accounts for each school or grade level, one for free apps and one for paid apps. The free apps account is **shared** on all iPads at your school and is used for the most common free apps (Edmodo, Google Earth, etc.). The paid apps account is used to distinguish between apps (free or not) installed on 4th grade and 5th grade iPads, for example.

5. Go to the Store menu and verify the account last logged in by looking at the Apple ID listed underneath Sign Out. You will need to log in with your school's paid apps iTunes account for your department or grade level. In general, you don't want to use the school free apps account unless the school has agreed that the app should be on all iPads at the school.

Free apps: (School) username_____

password_____

Paid apps: (Grade Level) username_____

password_____

## Adding New Apps

1. Log in with your grade level paid apps account. Even though the app you want to add may be free, you will want to use the grade level account so that the app doesn't end up on all iPads at the school.

2. If the app is free, make the purchase and enter the password. The app will begin downloading.

3. If the app is paid, you will need to enter in a Redemption Code. This is provided by the VPP coordinator for your building or program (iT3, etc.). From the iTunes Store, home screen click on the Redeem link and enter the code. The app will begin downloading.

4. In order for new and updated apps to get copied to the iPads, you must have iTunes set to copy new apps (the button in the Apps tab is **Will Install**) and then sync.

## Updating Apps

1. In iTunes, there should be an Apps section on the left side of your screen. Depending on your version of iTunes, you may need to go to the View menu and select Show or Hide sidebar, or from the Library pulldown menu select Apps. A number will appear indicating the number of apps that have updates.

Updates will only show for the iTunes account you are currently logged in with.

2. Click on the button at the bottom of the screen labeled "Apps Available". This will take you to a new screen. Click on Download All Free Updates. Enter your password and click Get. Once the downloads complete, click Done.

## USB Syncing

1. Plug in a USB cable. The device will show up on the left hand side of the screen. Select it, and press the Sync button on the bottom right side of the iTunes window.