

# 基立学院 JUBILEE CHRISTIAN ACADEMY

Saved to serve with love and excellence for the Great Commission.

DATE : May 14, 2021  
TO : PARENTS / GUARDIANS OF ELEMENTARY  
FROM : Mrs. Roselle T. Clemena  
Property Manager  
SUBJECT : APPLE ID CREATION FOR SY 2021-2022

Greetings in the Lord!

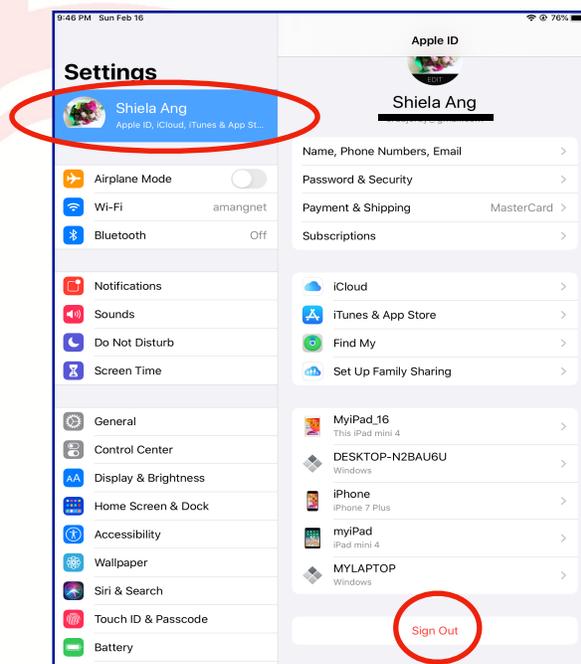
Jubilee Christian Academy (JCA) Information and Communication Technology (ICT) Office would like to assist students who wish to create their Apple ID. An Apple ID is needed for students using iPad for the first time. By following the JCA format, our JCA ICT personnel will be able to assist them better on Apple ID related concerns. To create an Apple ID, please be guided by the procedures below. If using an old iPad, follow steps 1 and 2. If using a new iPad, follow step 2:

1. Sign-out the Apple ID of the current user by following the procedure below:

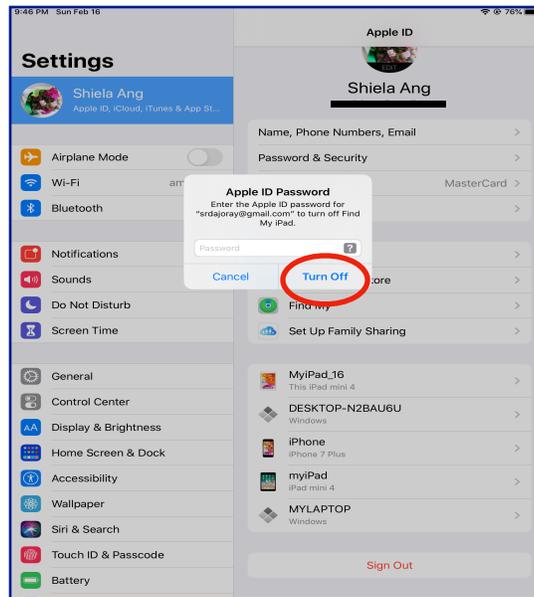
1.1. In the iPad Home Screen, tap Setting.



1.2. Click the name below the Setting Label and click "Sign-out"



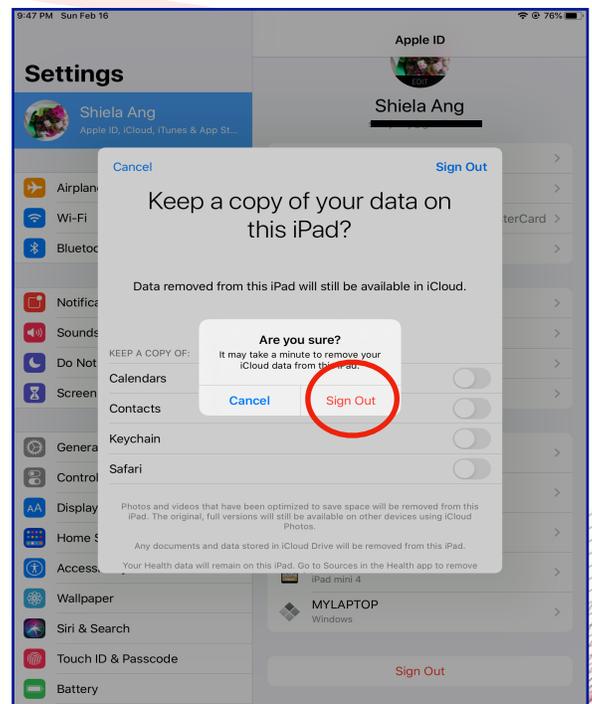
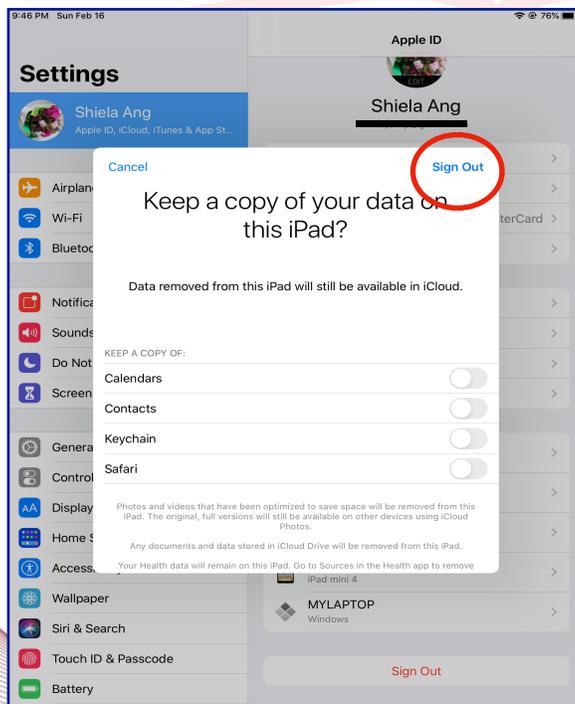
1.3. Enter the password of current signed-in Apple ID and click "Turn-Off"



1.4. Click "Sign-out" when asked to keep data on your iPad.

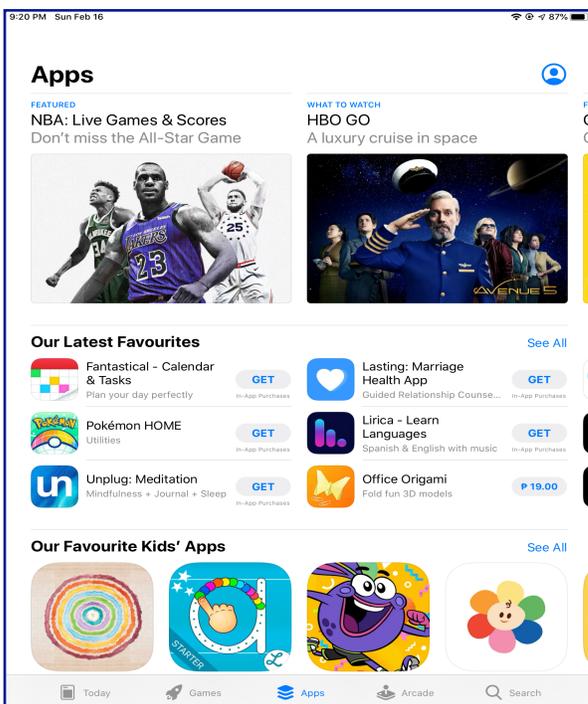
1.5. Click "Sign-out" once again for confirmation. Proceed to item#

3.

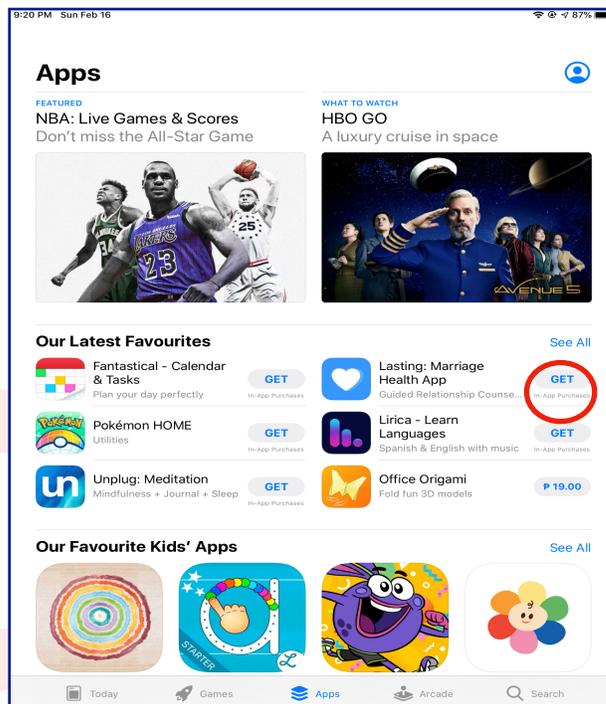


2. Create your Apple ID and register by following the steps below:

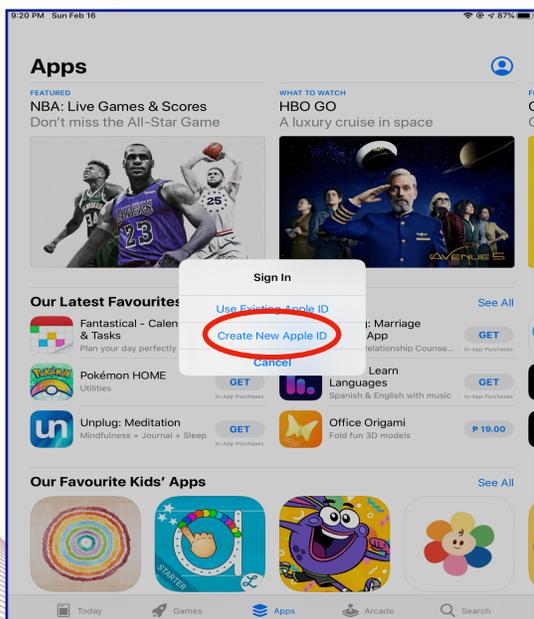
2.1. Go to App Store



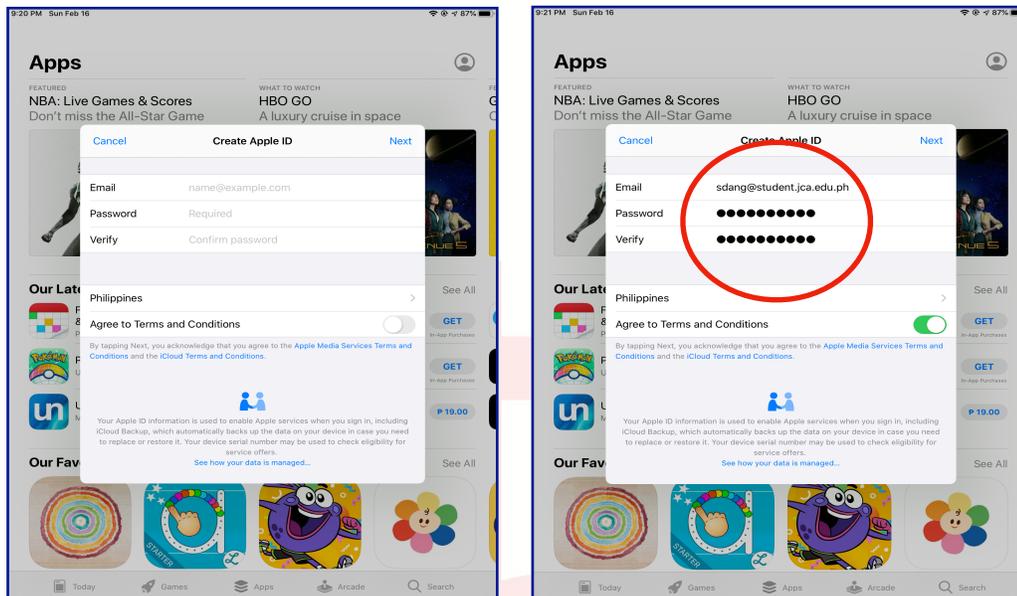
2.2. Tap any free Apps and click "GET"



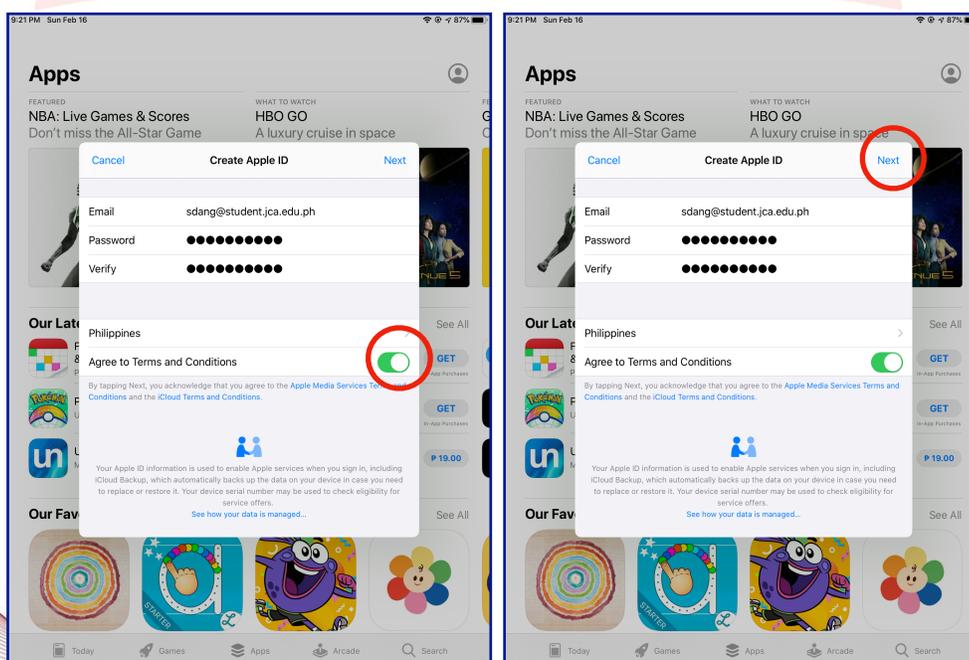
2.3. To sign-in, click "Create New Apple ID"



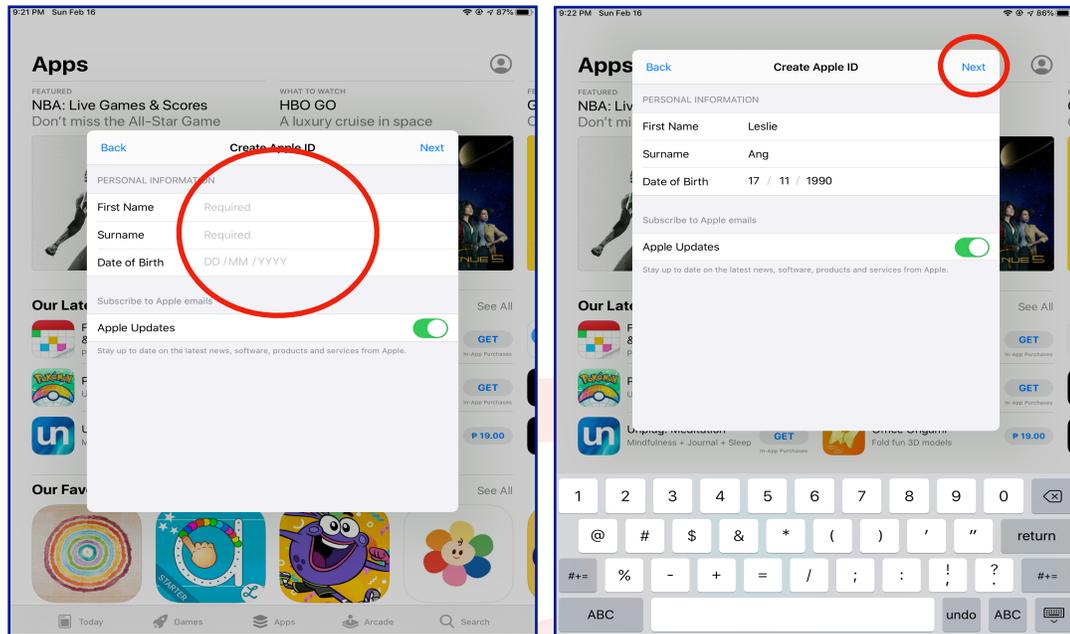
- 2.4. Enter the required information to create new account. Use the JCA student email address given by the Registrar Office as Apple ID. To confirm student's email address, email [registrar@jca.edu.ph](mailto:registrar@jca.edu.ph) or call at 8294-0844 to 45 local 600, Monday to Friday, 8:00 am to 3:00 pm. Expect a reply in 5 working days.



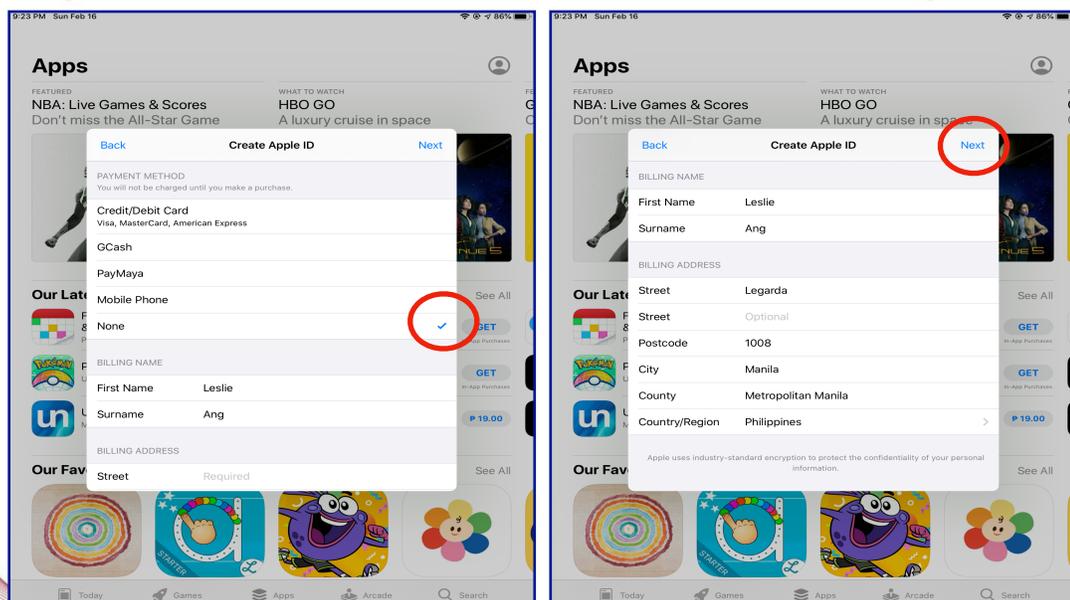
- 2.5. Toggle the "Agree to Terms and Conditions" then "Next" on the upper right side.



- 2.6. Encode the personal information being asked and tap "Next" on the upper right. If student is below 13 years old, use parent's birthdate.



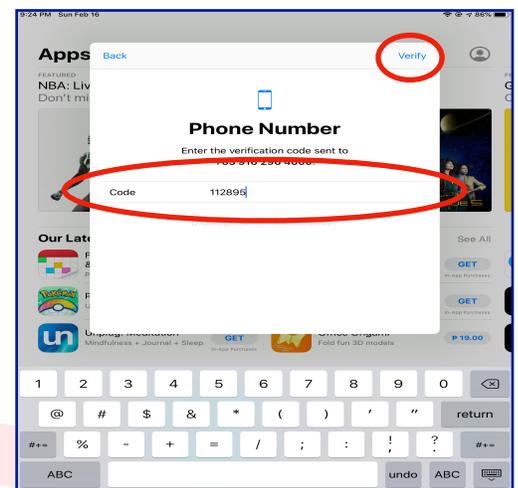
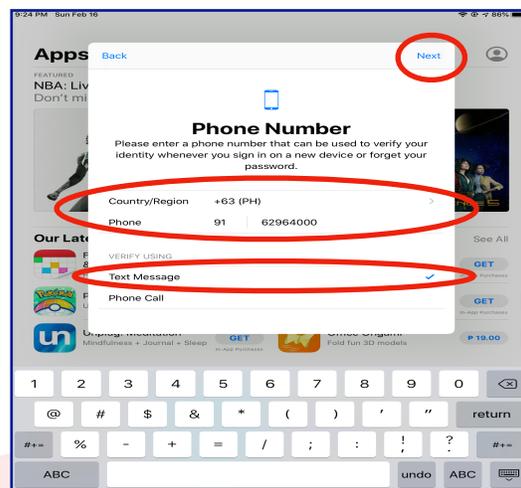
- 2.7. Under Payment Method, tap "None" and continue encoding the personal information, then tap "Next" on the upper right.



### 2.8. Registration will be verified in two ways,

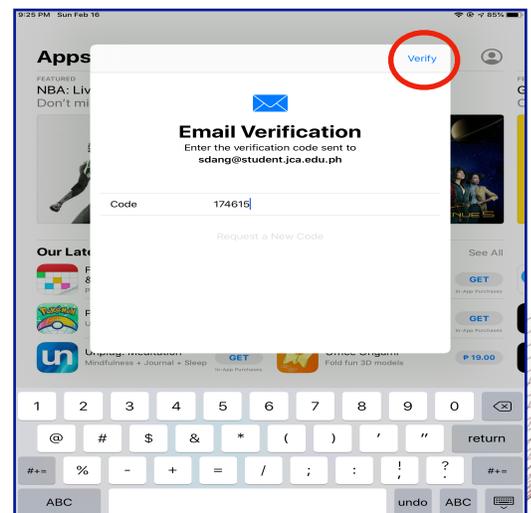
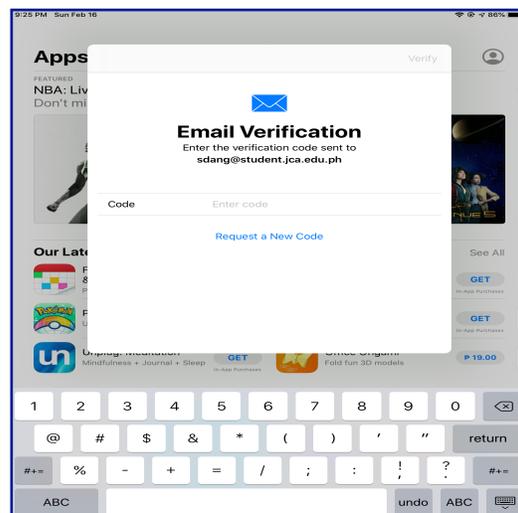
#### 2.8.1. Phone Number verification

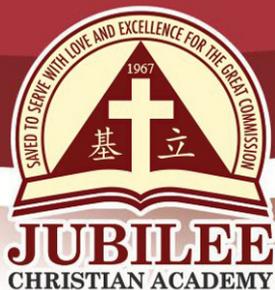
- 2.8.1.1. Encode mobile number. If student is below 13 years old, use parent's mobile number.
- 2.8.1.2. Tap "Verify Using Text Message" and tap "Next" on the upper right.
- 2.8.1.3. A code will be sent to the mobile number, encode it under "Code" to confirm the number
- 2.8.1.4. Tap "Verify" at the upper right



#### 2.8.2. Email verification

- 2.8.2.1. Open the Student email address in another device to read the email sent by Apple
- 2.8.2.2. Encode the code sent
- 2.8.2.3. Tap "Verify" at the upper right

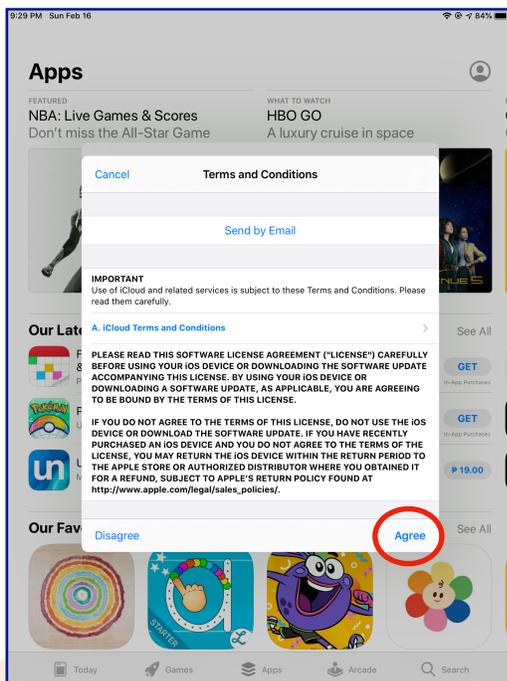




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2.8.2.4. Tap "Agree" at the lower right to confirm registration. Apple ID is now ready to use.



3. If the student is using a shared device, it is recommended to sign-out the Apple ID after every use.
4. Contact the ICT Office for assistance,

Level	Grade 1 to G6	Preschool, G7 to G12
Details		
ICT Personnel	Mr. Manuel A. Borneo	Mr. Alexander M. Ang
Schedule	Monday to Friday / 8:00 am to 3:00 pm	
Contacts	8294-0843 to 45; 34167285 local 300	8294-0843 to 45; 34167285 local 302
Email Address	ictdh@jca.edu.ph	icter@jca.edu.ph

Thank you very much for your kind cooperation.