



IPAD SETUP

Information Technology
Mt. San Antonio College
1100 North Grand Avenue
Walnut, CA 91789
Help Desk 909.274.4357



Laptop Loans Program (LLP)

iPAD User Guide

Summer 2020

Contact Information:

For technical assistance or problems with login, contact the IT Help Desk at (909) 274-4357 or by email at helpdesk@mtsac.edu

For general questions about the Laptop Loans Program, email laptoploans@mtsac.edu

Returns Information:

- *Not registering for Winter 2020/1 courses?* You must return the technology during the month of December unless notified otherwise. Returns will be by appointment. Appointment information will be sent via email before finals week.
- *Registering for Winter 2021 courses?* Students that register for Winter courses may keep the loaned technology through the end Winter term.

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****Students are responsible for reading & abiding by the LLP Student User Agreement***

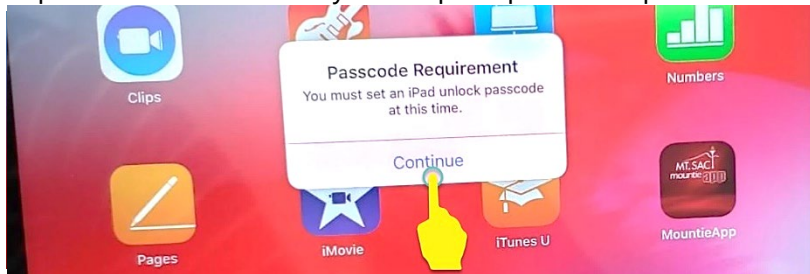
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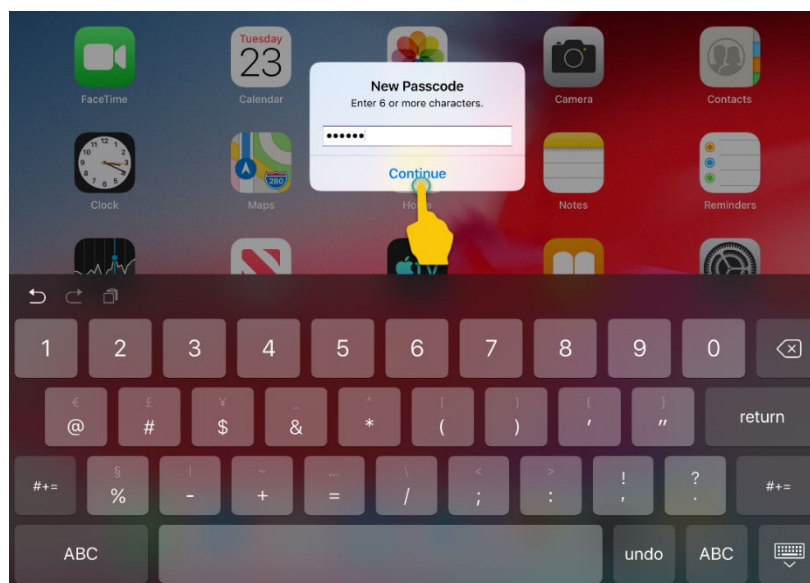
Creating a Passcode

For security, you are required to create a passcode for your iPad. This passcode will be entered when you turn on or wake up your iPad.

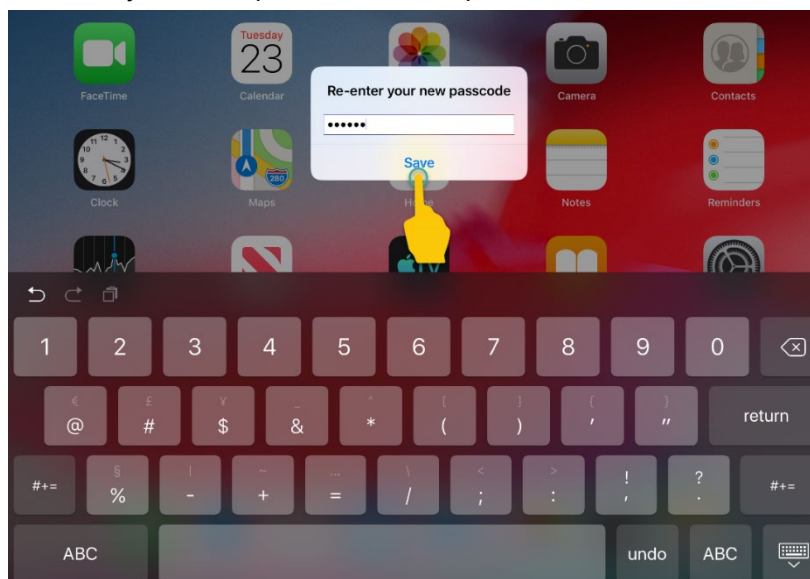
1. Press the **home button** on the iPad to turn screen on
2. Tap on **'Continue'** when you are prompted for a passcode



3. Create a passcode by entering 6 or more characters of your choice and press **'Continue'**



4. Re-enter your new passcode and tap **'Save'**



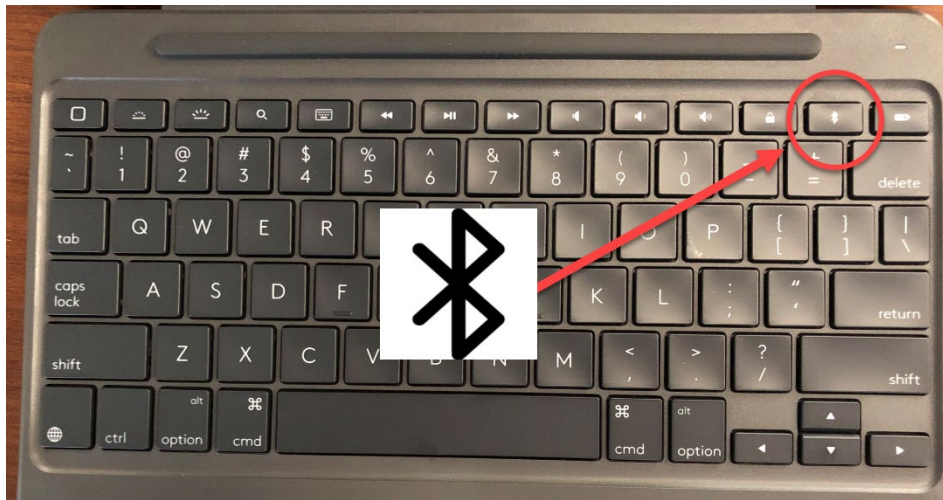
Pairing a Bluetooth Keyboard

To pair your bluetooth keyboard, make sure your iPad and keyboard are fully charged.

1. Turn on the physical keyboard. (Make sure you see the **green dot** on the side keyboard.)



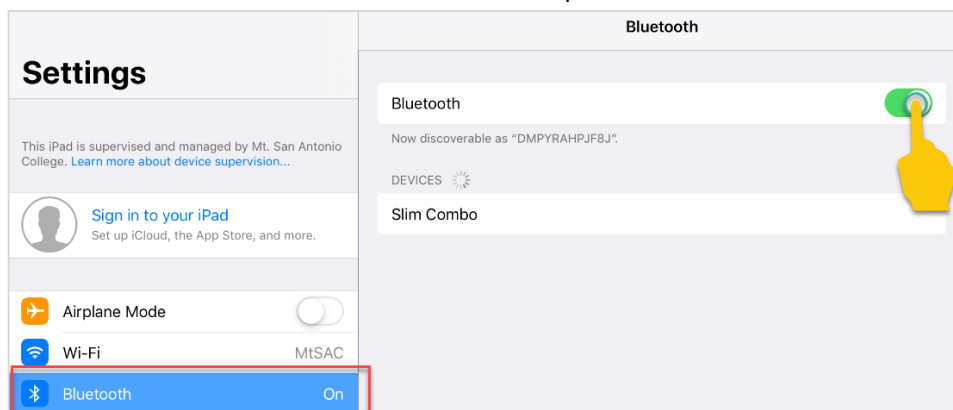
2. Press the **bluetooth** button down on the keyboard for **3 seconds** (or until the light flashes fast)



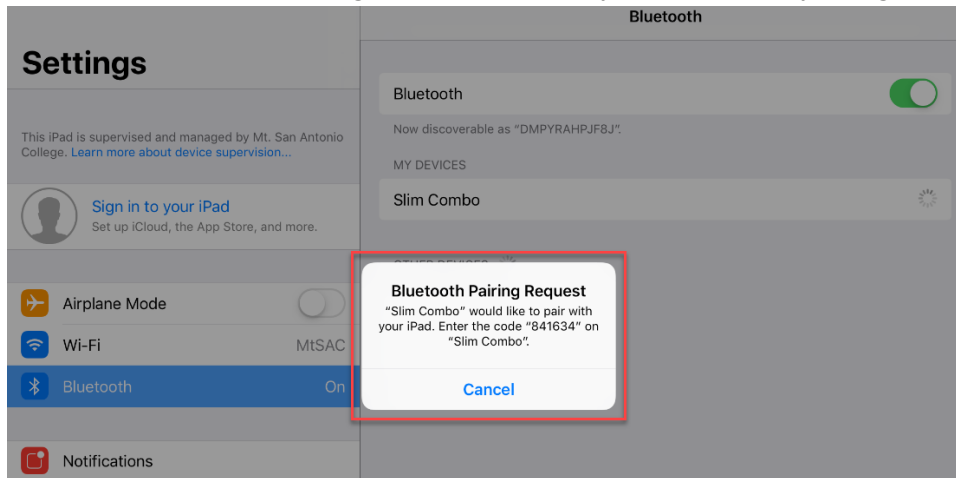
3. On your iPad, tap on '**Settings**'



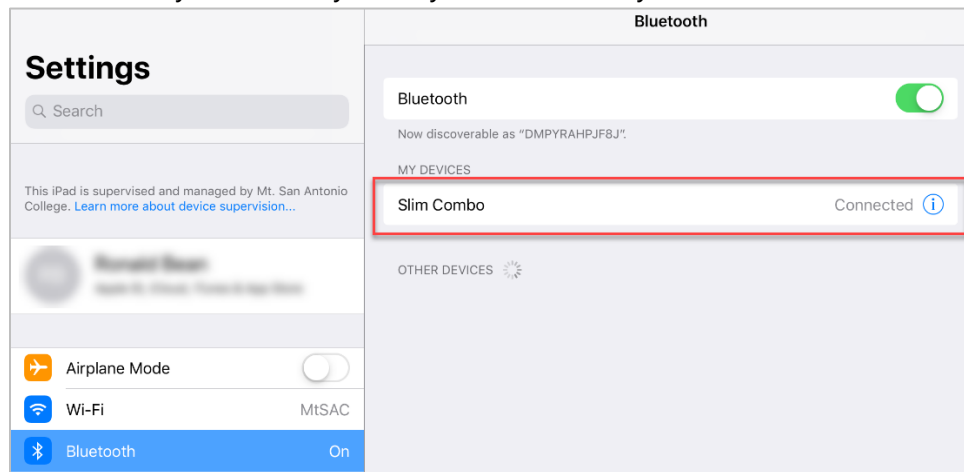
4. Select Bluetooth on the left menu, then tap Bluetooth to **turn on**



5. Tap the **keyboard name** ('Slim Combo') when it appears in the device list
6. Enter the **code** in the dialog box followed by the **'Enter'** key using the 'Slim Combo' keyboard



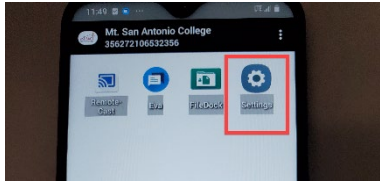
7. If successful, you will see your keyboard in the My Devices list as **'Connected'**



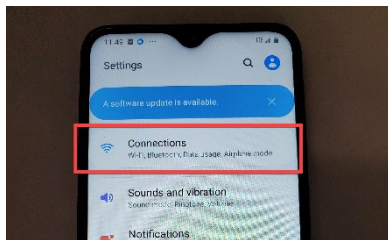
Connect to Hotspot:

Connecting to Your Sprint Mobile Hotspot:

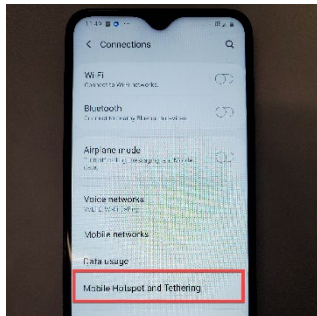
1. Remove the device from the box and **power it on**
 - a. You may need to charge the device (charger can be found in the box)
 - b. The device (phone) is locked to serve **ONLY as a hotspot**- there is NO other functionality
2. Once your phone is powered on, select **Settings** on the home screen



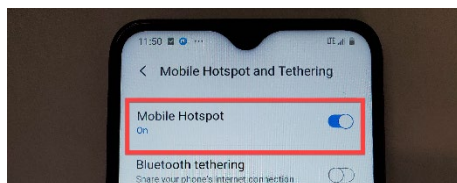
3. Select the **Connections** option



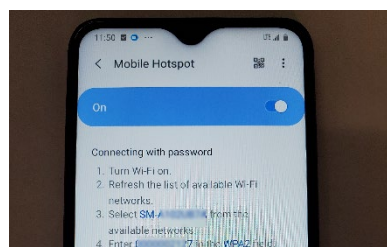
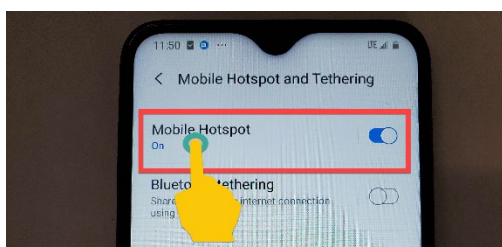
4. Select the **Mobile Hotspot and Tethering** option



5. Turn on the **Mobile Hotspot** by tapping on the On/Off toggle to the right of the screen



6. Tap on the Mobile Hotspot option to view security key and details. Hint: tap directly on Mobile Hotspot text

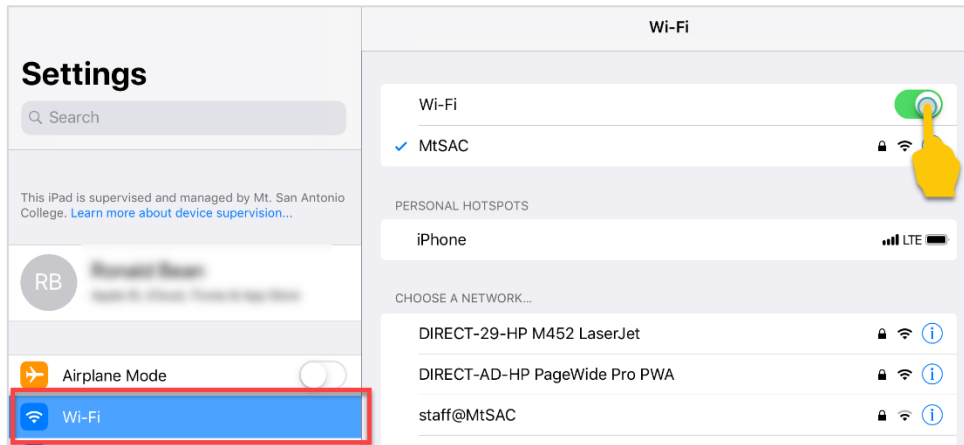


Connecting to your Verizon Hotspot:

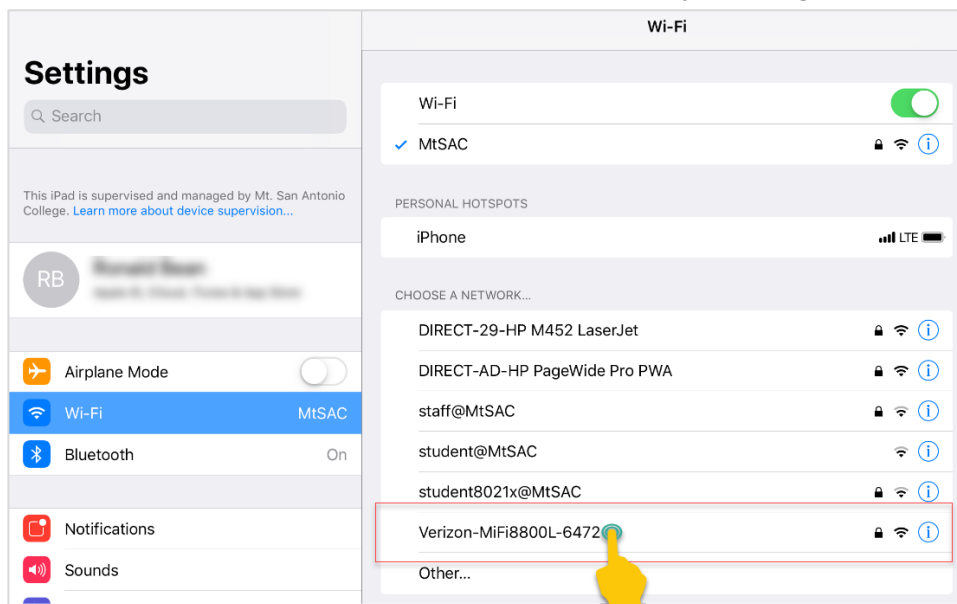
1. Tap **'Settings'** on your iPad



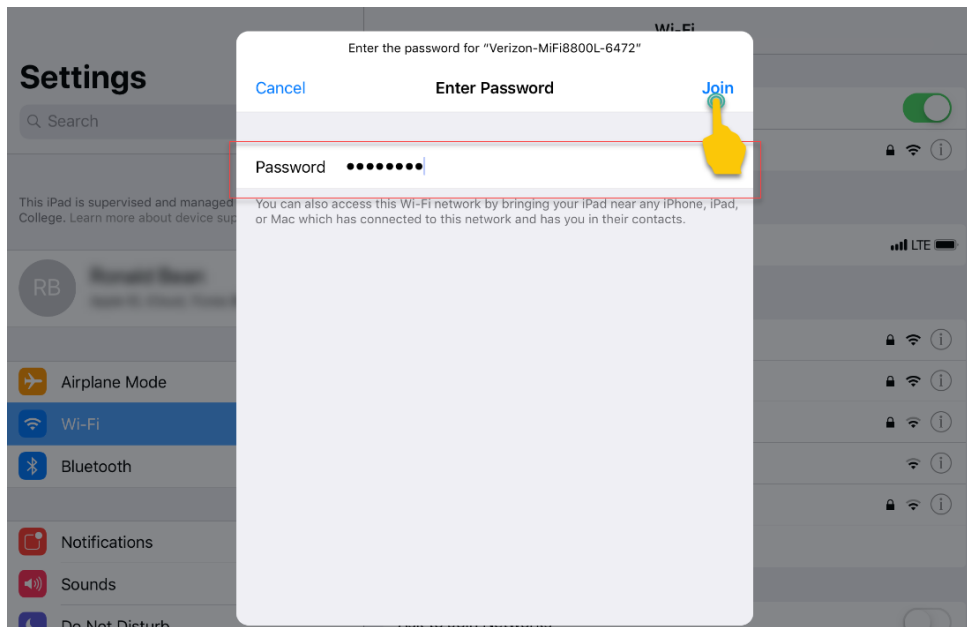
2. Tap the 'Wi-Fi' option and turn **Wi-Fi on**



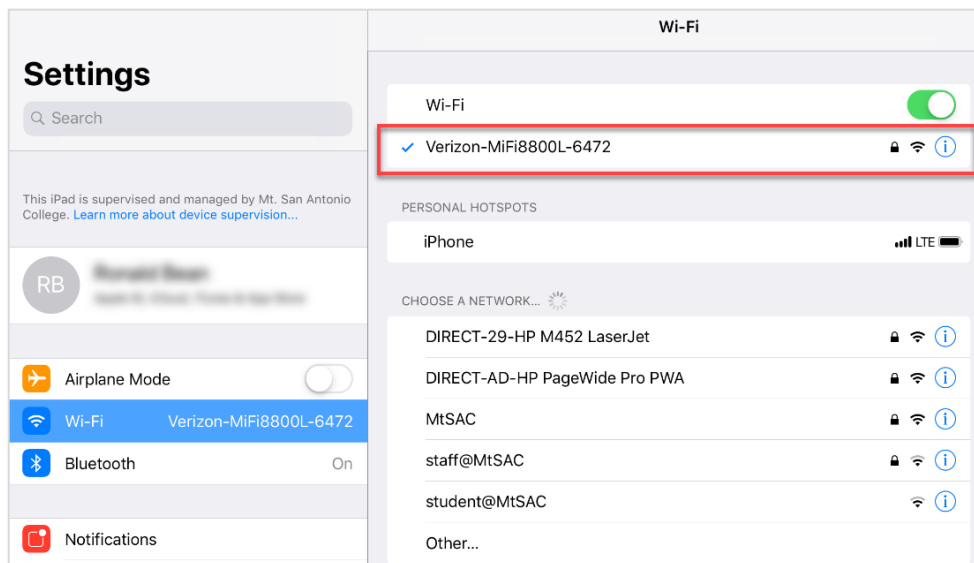
3. Tap the **Wifi Name** in the network list that matches your assigned hotspot device



4. On the security screen, enter **your Hotspot password** located on your hotspot device, then tap **'Join'**



5. If successful, your hotspot device will be listed on your Wi-Fi networks



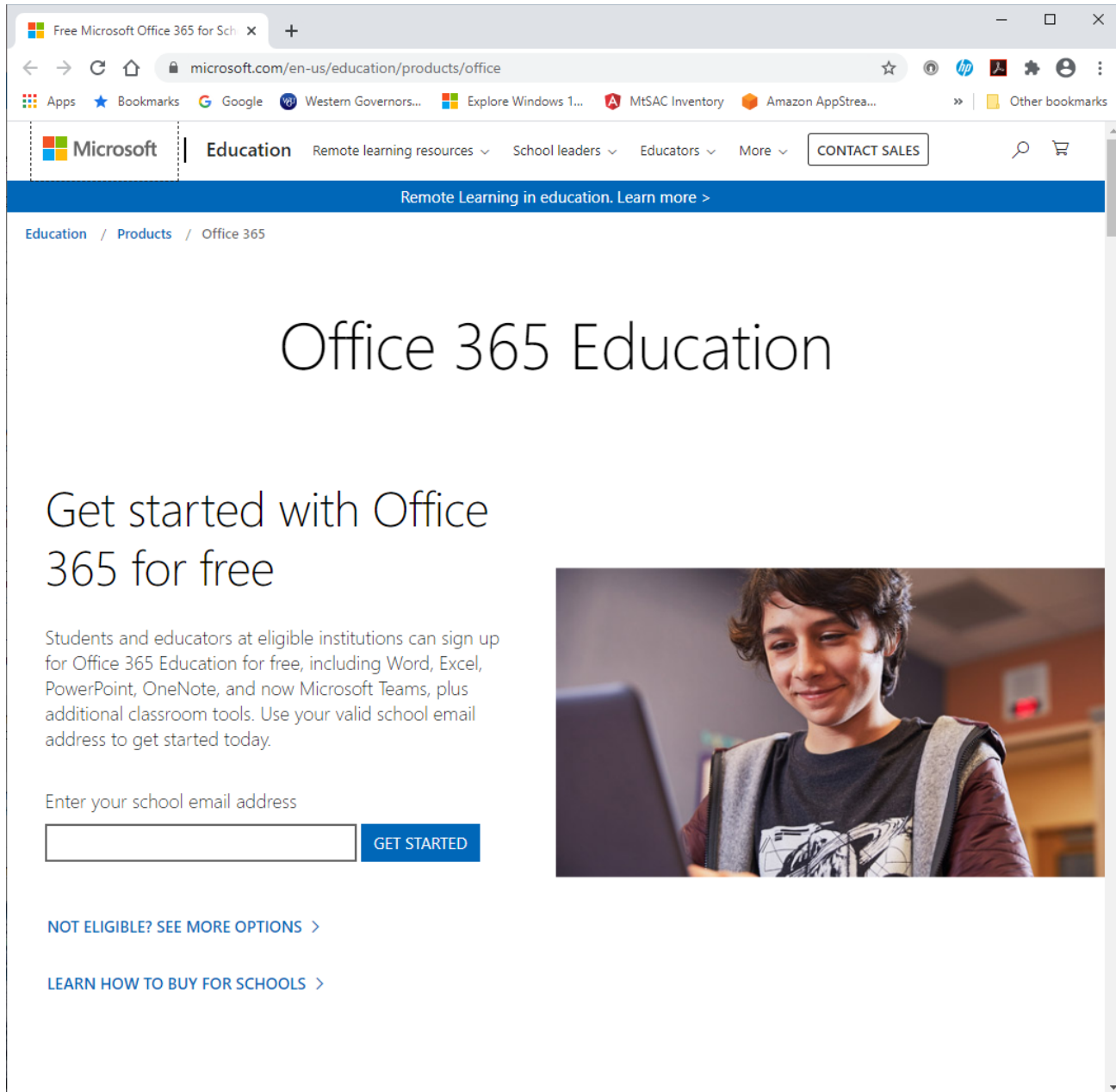
Sign-Up for Microsoft Office 365

Follow this link to Office 365 Education:

<https://www.microsoft.com/en-us/education/products/office>

Enter your Mt. SAC student email address (ie joemountie@student.mtsac.edu). A verification code will be sent to that email address.

Select Get Started.

A screenshot of a web browser displaying the Microsoft Office 365 Education sign-up page. The browser's address bar shows the URL "microsoft.com/en-us/education/products/office". The page features the Microsoft logo and navigation links for "Education", "Remote learning resources", "School leaders", "Educators", and "More". A "CONTACT SALES" button is visible. Below the navigation bar, a blue banner reads "Remote Learning in education. Learn more >". The main heading is "Office 365 Education". Below this, the text "Get started with Office 365 for free" is displayed. A paragraph explains that students and educators at eligible institutions can sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and Microsoft Teams. A form field labeled "Enter your school email address" is followed by a blue "GET STARTED" button. To the right of the text is a photograph of a young man smiling while looking at a laptop. At the bottom, there are two links: "NOT ELIGIBLE? SEE MORE OPTIONS >" and "LEARN HOW TO BUY FOR SCHOOLS >".

Free Microsoft Office 365 for Sch

← → ↻ ↺ microsoft.com/en-us/education/products/office ☆ ⓘ hp 🔧 👤 ⋮

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Office 365 Education

Get started with Office 365 for free

Students and educators at eligible institutions can sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. Use your valid school email address to get started today.

Enter your school email address

GET STARTED

NOT ELIGIBLE? SEE MORE OPTIONS >

LEARN HOW TO BUY FOR SCHOOLS >

Select I'm a student

The screenshot shows a web browser window with the address bar displaying "signup.microsoft.com/signup?sku=Education". The page features a dark header with the "Office 365 Education" logo. Below the header, the main heading asks "Are you a student or a teacher?". A paragraph of text describes the benefits of Office 365 Education, mentioning Microsoft Teams and the ability to chat, work on assignments, and co-create documents. It also includes a link for IT admins to "sign up your school". At the bottom of the main content area, there are two buttons: "I'm a student" and "I'm a teacher", both with right-pointing arrows. The footer contains a "Privacy & cookies" link, a copyright notice for 2020 Microsoft, and the Office 365 logo.

Office 365 Education

Are you a student or a teacher?

Office 365 Education includes Microsoft Teams and other tools you need for your online classroom. Teams allows students and teachers to chat, work on assignments, and co-create documents. If you're an IT admin, [sign up your school](#).

I'm a student → I'm a teacher →

Privacy & cookies © 2020 Microsoft Office 365

Complete the form. **Type First name, Last name, create and confirm password.**

Retrieve the verification code from your email. The email will be from **Office 365** (support@email.microsoftonline.com).

Enter your birthdate. Opt in (if you want) to share your data with Microsoft.

Press Start.

The screenshot shows a web browser window with the address bar displaying "signup.microsoft.com/signup?skug=Education&StepsData.Email=rgregg%40student.mtsac.edu&sku=...". The page has a dark header with "Office 365 Education" in white. The main content area is titled "Create your account" and contains several input fields: "First name", "Last name", "Create password", and "Confirm password". Below these is a message: "We sent a verification code to [redacted]@student.mtsac.edu. Enter the code to complete signup." followed by a "Verification code" input field and a "resend signup code" link. The "Your date of birth" section includes a question mark icon and three dropdown menus for "Month", "Day", and "Year". A paragraph of text states: "Microsoft will send you promotions and offers about Microsoft products and services for businesses. You can unsubscribe anytime." Below this is a checkbox with the text: "I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#)." Another paragraph follows: "By choosing **Start**, you agree to our [terms and conditions](#) and [Microsoft Privacy Policy](#) and acknowledge that your email address is associated with an organization (and is not a personal use or consumer email address). You also understand an administrator of your organization may assume control over your account and data and that your name, email address, and organization name will be visible to other people in your organization. [Learn more](#)." At the bottom is a "Start" button with a right-pointing arrow icon.

Office 365 Education

Create your account

First name Last name

Create password

Confirm password

We sent a verification code to [redacted]@student.mtsac.edu. Enter the code to complete signup.

Verification code [resend signup code](#)

Your date of birth (?)

Month Day Year

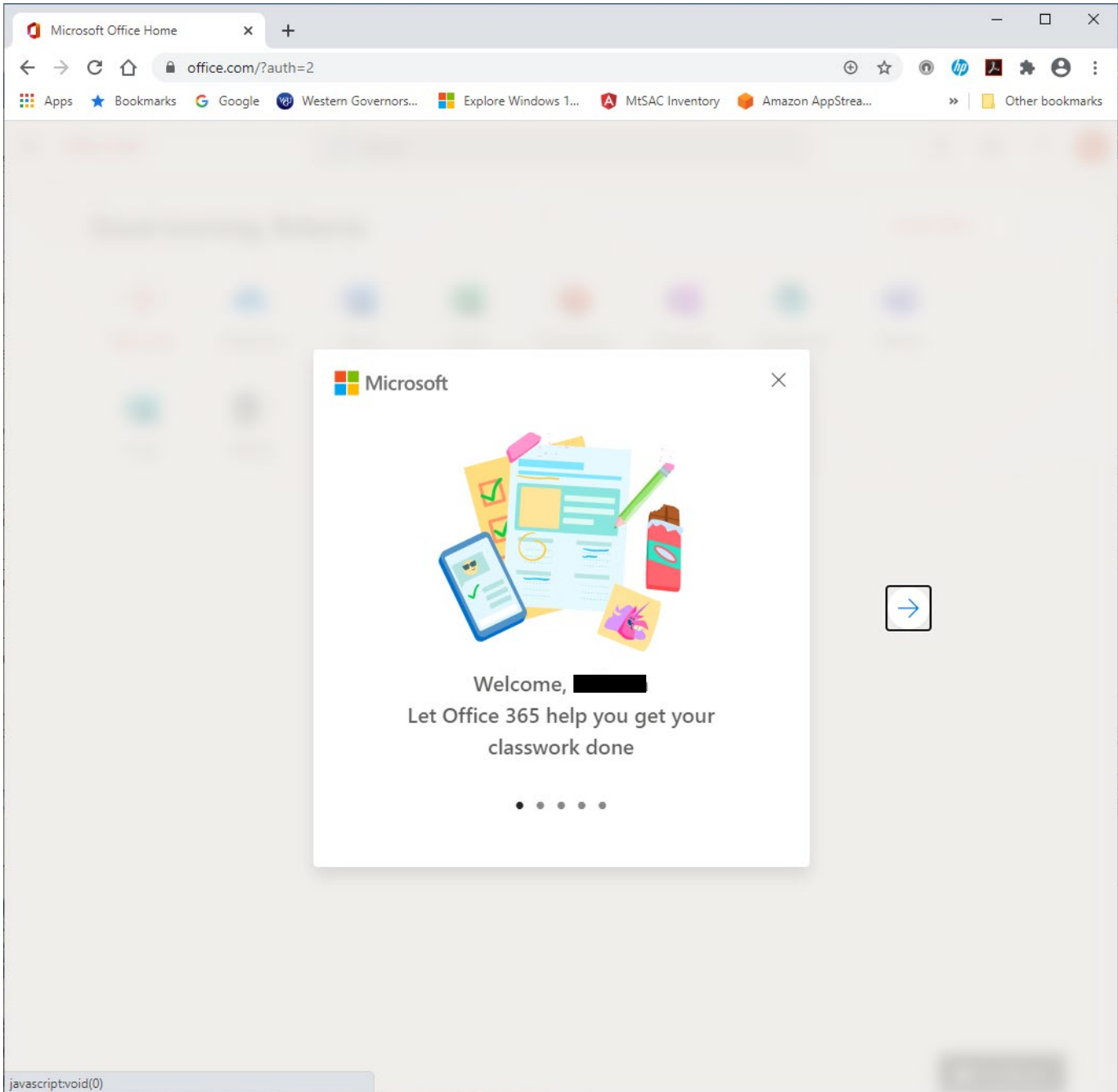
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☐ I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).

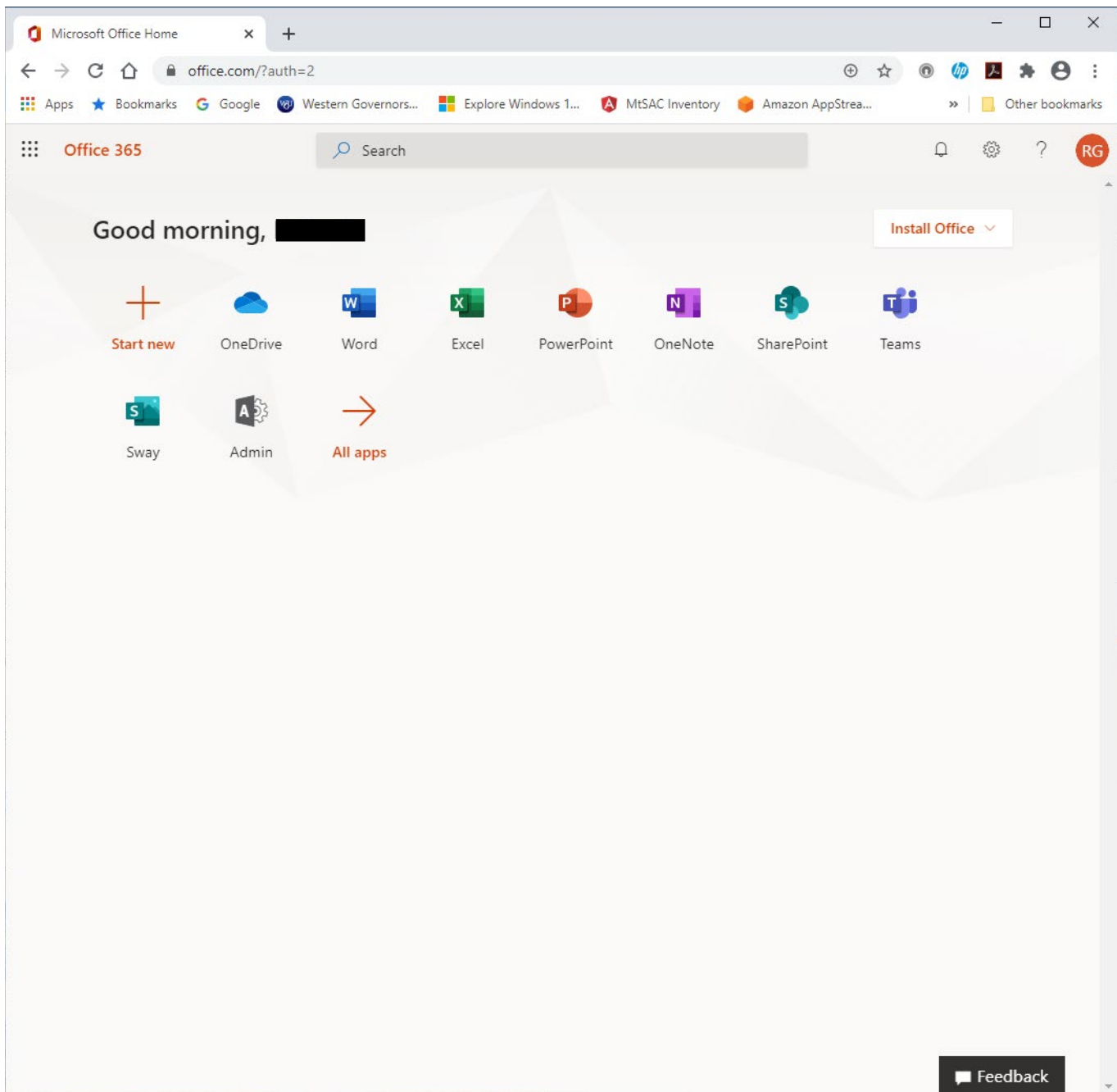
By choosing **Start**, you agree to our [terms and conditions](#) and [Microsoft Privacy Policy](#) and acknowledge that your email address is associated with an organization (and is not a personal use or consumer email address). You also understand an administrator of your organization may assume control over your account and data and that your name, email address, and organization name will be visible to other people in your organization. [Learn more](#).

Start →

Office 365 Welcome screen. You can use the arrows to view the assorted applications or press the X to close the window.



This is the Office 365 landing page. Select the application you would like to use.



Mt. San Antonio Community College

Fall 2020-Laptop Loan Program (LLP) STUDENT User Agreement

The following Technology Resources User Agreement (AGREEMENT) is made by and between Mt. San Antonio Community College, and the student receiving technology. In the interests of furthering the educational goals of the STUDENT, Mt. SAC will make available to the STUDENT loaned technology for educational/college purpose.

For LLP user agreement questions laptoploans@mtsac.edu For technology assistance helpdesk@mtsac.edu

THEREFORE: The STUDENT agrees to the following terms of use.

1. Description of Equipment

The STUDENT will be provided with the following equipment under this AGREEMENT including, but not limited to the following (CIRCLE WHAT YOU RECEIVED):

Laptop, *includes charger*

Apple iPad, *includes charger*

Mifi Hotspot, *includes charger*

2. Care of Equipment

The STUDENT is responsible for reasonable care handling and use of said technology, agrees to return the technology including accessories in good condition. Return instructions will be emailed to the student in late December. Mt. SAC accepts and acknowledges the reasonable and normal wear and depreciation in the value of the technology. However, examples of damage listed below will disqualify the STUDENT from future technology loans:

- a. Negligent use or misuse intentional or unintentional damages
- b. The damage, depreciation, or wear and tear is beyond what is considered normal wear and tear.

3. Rules of Laptop Operation

- a. The STUDENT will abide by the following computer use policies:
- b. All loaned technology are to be used for acceptable educational purposes only.
- c. STUDENT may only use software that is already available on the Mt. SAC LAPTOP and/or MIFI. Mt. SAC does not allow any outside software to be used on or loaded onto Mt. SAC LAPTOP and/or MIFI. If additional software is needed, contact the IT help desk (909) 274-4357
- d. Technology is only to be used for assigned college related homework and not to be used for games, personal, business, or recreational purposes.
- e. It is prohibited to damage, attempt to damage or modify loaned technology. It is prohibited to modify, upgrade or attempt repairs to the loaned technology or its installed software without express written permission of Mt. SAC. Any modifications, upgrades, or repairs made shall become property of Mt. SAC.
- f. Loaned technology, software or services may not be used for sexual harassment or any harassing or discriminatory behavior based on race, sex religion, age, national origin or disability. This includes intentionally accessing Internet sites that endorse or present such harassing or discriminatory materials.
- g. Using Internet or any other computer services through the loaned technology to access and display sexually-explicit materials is strictly prohibited.
- h. Unauthorized use of any technology resources is cause for suspension of STUDENT rights to use the Mt. SAC LAPTOP LOAN PROGRAM.

4. License Agreements

Mt. SAC is sole owner of the software included with the loaned technology. Any copying, modification, merging, or distribution of the software by the STUDENT including written documentation, is prohibited. The STUDENT is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections.

5. Delivery and Acceptance

By receiving this agreement and through our library records, the STUDENT acknowledges receipt of the loaned technology, including peripheral equipment and software, in good condition and working order. The STUDENT agrees to return all loaned technology upon the end of the Fall 2020, unless instructed otherwise. In the event that the STUDENT is no longer attending Mt. San Antonio College, the STUDENT will be expected contact laptoploans@mtsac.edu to make arrangement to return all loaned technology and all associated equipment and software.

6. **Overdue Technology**

Returns for your technology will be required in December 2020 by appointment for students unless otherwise instructed. Appointment information will be sent to the student via email in December. Failure to return the technology, will result in a registration hold for the following term placed on the STUDENT account until all loaned technology is returned. The technology will be shut off remotely so that the STUDENT may not use it.

7. **Stolen Technology**

In case of theft, the STUDENT must file a police report within **24 hours**. To file a police report, a STUDENT must immediately notify the local police (and Mt. SAC Public Safety if the theft occurred on campus). After filing a report with the local police, STUDENT must email a copy of the police report laptoploans@mtsac.edu. Failure to file a report of stolen property with the local police will cause the STUDENT to incur the same consequences listed above in #6.

8. **Termination of Agreement**

Termination of this AGREEMENT shall occur automatically under the following circumstances:

- a. Anytime the STUDENT is no longer attending Mt. San Antonio College.
- b. Breach of the rules of the AGREEMENT.

Upon such termination, the STUDENT shall return all loaned technology and all associated equipment and software to the Mt. San Antonio College by making arrangements through laptoploans@mtsac.edu and will no longer be eligible for future laptop loans.

9. **Notice of Rights**

The STUDENT has no ownership and no right to title in the LAPTOP, iPad, and/or MIFI. Mt. SAC is the equitable owner of all loaned technology. If the technology is not returned by the due date, a registration hold will be placed on the STUDENT account until all technology is returned in good condition and they have met with the Associate Dean of Library Services. The technology will be shut off remotely to terminate access and use.

Fall 2020 Return of equipment

The STUDENT agrees to return the LAPTOP, and/or MIFI and all related cables/technology in good condition at the end of the Fall 2020 term (in December unless instructed otherwise-appointment information will be emailed to students in December). *Failure to do so will result in a registration hold on the STUDENT record that will prevent registration for the future term (see #6).*

Certification

By RECEIVING this AGREEMENT I certify that I have read, understand, and will abide by the policies stated in the AGREEMENT. I understand that the loaned item(s) are intended for my educational use and to not for the use of others. The effective date of this agreement shall last until **THE END OF THE FALL 2020 TERM.**

Authorized Official Name: Eric Lara, Associate Dean of Success & Equity (Co-Lead for Laptop Loans Program)

Authorized Official Signature:

Date: