

# Job Aide – EFB Device Management

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## How to set up an iTunes account

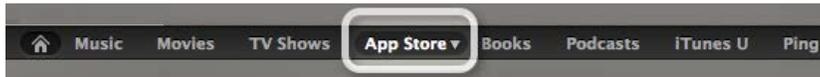
To obtain an Apple ID, the user must agree to Apple's Terms and Conditions. Users can create an Apple ID on the iOS device or online at <https://appleid.apple.com> or follow the steps below. An Apple knowledge base article at <http://support.apple.com/kb/HT2534> explains how to create an Apple ID without a credit card.

It is recommended that each user use his or her primary DoD email address for the Apple ID. However, it is acceptable to use a previously created personal Apple ID on government furnished iOS devices.

Apple IDs are protected by passcodes to prevent unauthorized use. The Apple ID passcodes are distinct from the iOS device unlock passcode. Users should be encouraged to select Apple ID passcodes within DoD guidelines.

### Creating an account on a computer

1. Click iTunes Store (on the left side of the iTunes window), and pick your country by clicking the appropriate country flag located in the bottom-right corner of the main iTunes Store page.
2. Navigate to the App Store by clicking on App Store from the top navigation bar.



3. **Important:** Before proceeding to the next step, you must **download and install a free application**. To find a free application, navigate to the Top Charts column on the right side of the App Store window. Scroll down until you see the list of Free Apps. Select any application by clicking on it. Then, click Free App underneath the application icon.



- In the pop-up window, click Create Apple ID.



- You are directed to the "Welcome to the iTunes Store" screen. Click Continue.



- You'll need to read and agree to the iTunes Store Terms & Conditions. Make sure you select the checkbox next to "I have read and agree to these terms and conditions."
- Click Continue.
- Enter your email address, create your password, continue to create and answer your security questions, and then enter your birthday.
- You can also enter an optional rescue email address. If you frequently change email addresses, this is recommended.
- Once you are satisfied with the information entered, click Continue.
- Select None as the payment type.



- Continue to fill out the required name and address fields.
- You'll then see a "Verify your Account" screen. Click Done, and then check your email for a verification email from iTunes Store.
- Open the email, and click the link enclosed in the email to activate your account.

## Creating an account on iPhone, iPad, and iPod touch

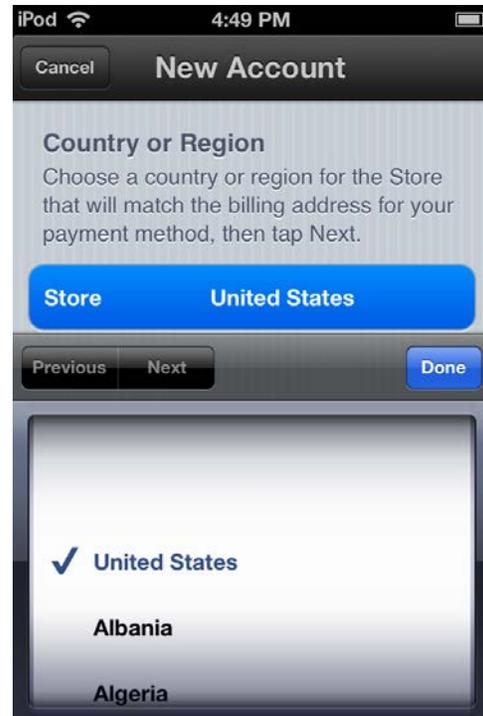
1. Open the App Store on your device.
2. Find a free application on the App Store.
3. **Important:** Before proceeding to the next step, you must download and install the free application by tapping **Free** followed by tapping **Install App**.



4. Tap Create New Apple ID.



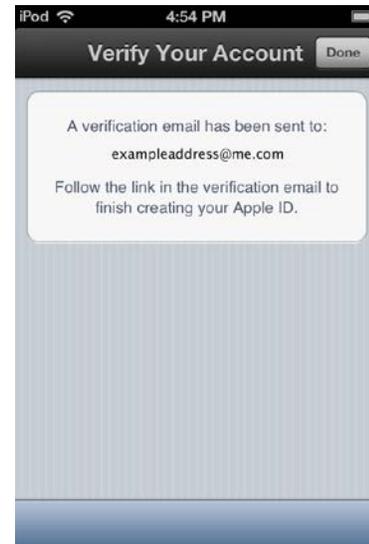
5. Choose your country, and then tap Done.



6. You'll need to read and agree to the iTunes Store Terms & Conditions. Tap Agree located at the bottom of the page to continue.
7. Enter your email address, security questions, birthday, and create your password.
8. You also can enter an optional rescue email address. If you frequently change email addresses, it is recommended that you add a rescue email address. Learn more about the [rescue email address](#).
9. Once you are satisfied with the information entered, tap Next.
10. Select None as your payment option.



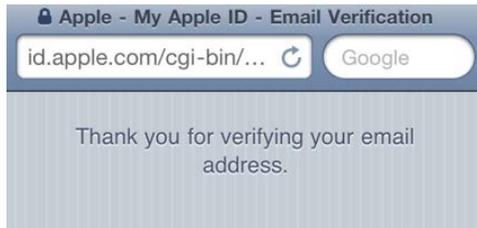
11. Continue to fill out the required email, address, and phone number fields. Tap Next.
12. You'll then see a screen that says "Verify your Account." Tap Done, and check your email for a verification email from iTunes Store.



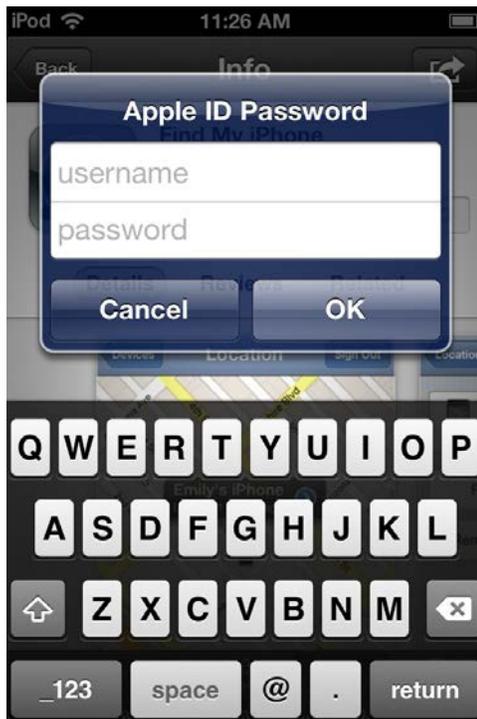
13. Open the email, and click the link enclosed in the email to activate your account.
14. Once you tap the link, the App Store should automatically open and prompt you to sign in with your account name and password.



15. Tap Sign In, and you will see a thank you screen.



16. You have set up your account successfully.

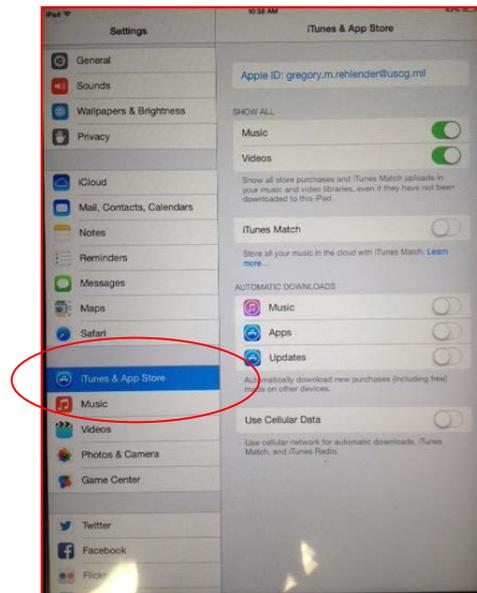


**Follow the following steps if you have already set up an iTunes account and wish to update your payment type to “None”.**

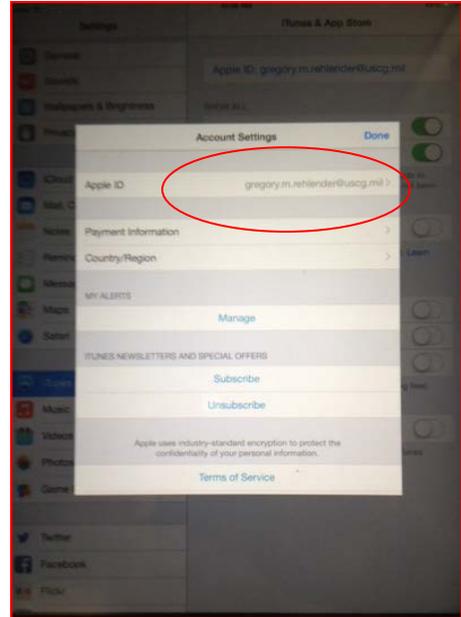
Step 1: Start EFB, when EFB is turned on select “Settings”.



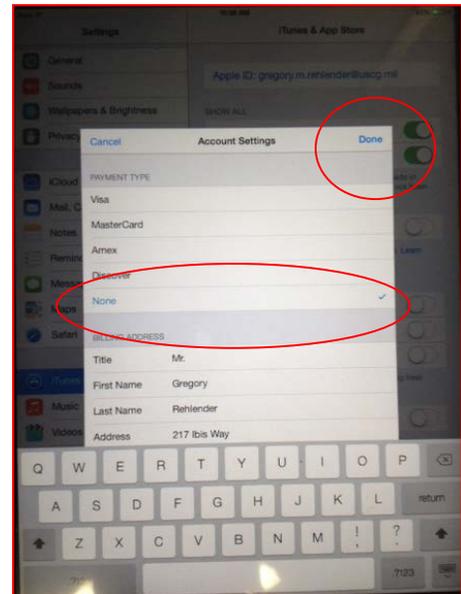
Step 2: Select “iTunes & App Store”



Step 3: Select “Apple ID” and select “View Apple ID” when the window pops up.



Step 4: Select “None” under Payment Type and select “Done”.



## **Manual Configuration settings required:**

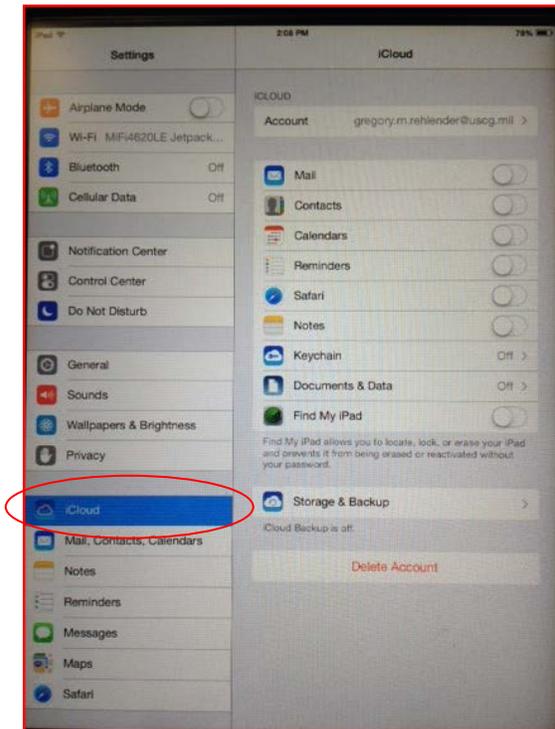
### **How to enable iCloud for the purpose of erasing iPad in the event of loss**

Find My iPhone helps you locate and protect your iOS device if it is ever lost or stolen. Find My iPhone requires an iCloud account to be present on the iOS device and activated by the end user. iCloud is a suite of services provided by Apple and approved for use. Note: The following iCloud features shall be disabled: iCloud Backup, My Photo Stream, Photo Sharing, iCloud Keychain, and Documents & Data.

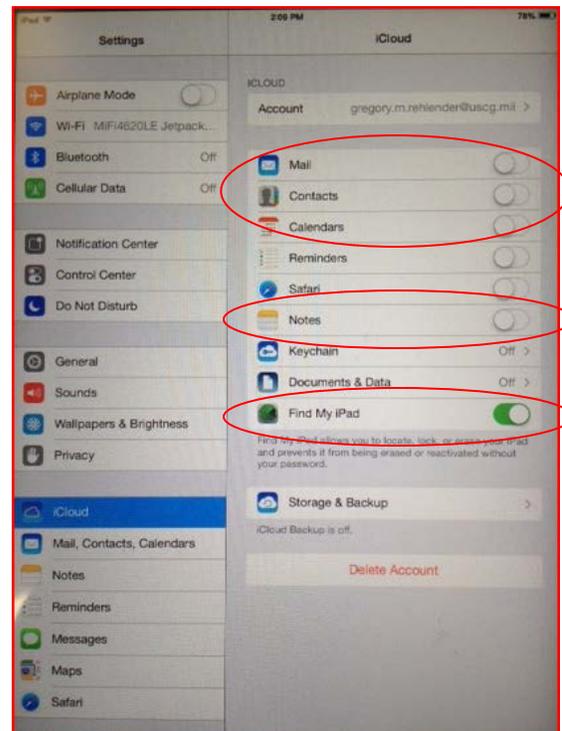
Step 1: Start EFB, when EFB is turned on select “Settings”.



Step 2: Select “iCloud”



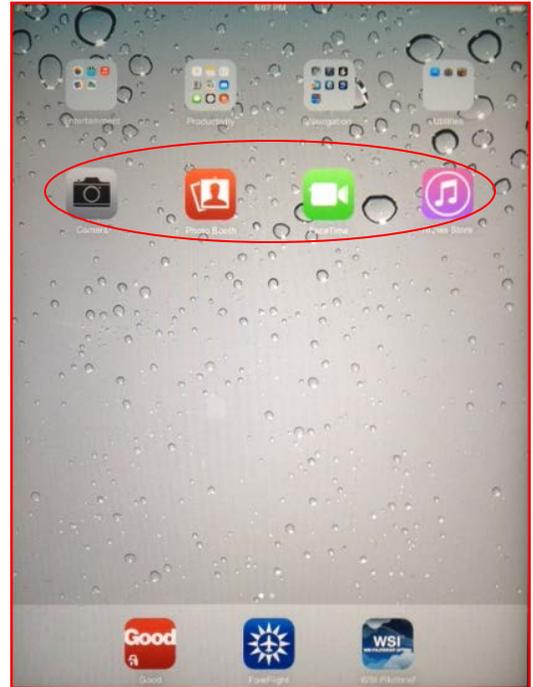
Step 3: Select “Find My iPad”. This feature allows you to locate, lock, or erase your iPad and prevents it from being erased or reactivated without your password. Mail, Contacts, Calendars and Notes are optional. iCloud Storage & Backup and all other options should remain disabled.



## For Flight Configurations:

### How to disable camera and other unauthorized applications

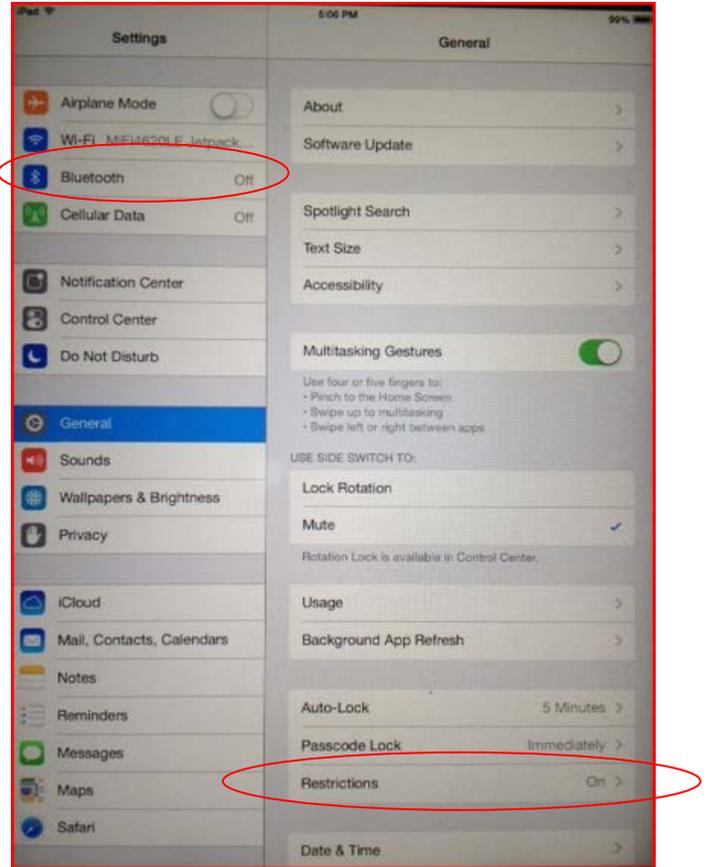
Step 1: Start EFB. When EFB is turned on you may see the following Apps which are indigenous to the IPAD suite i.e. Camera, Photo Booth, Face Time, Safari and iTunes. (After registering your IPAD there is no reason to have iTunes on your IPAD. Your App Store app is all you will need to receive updates.)



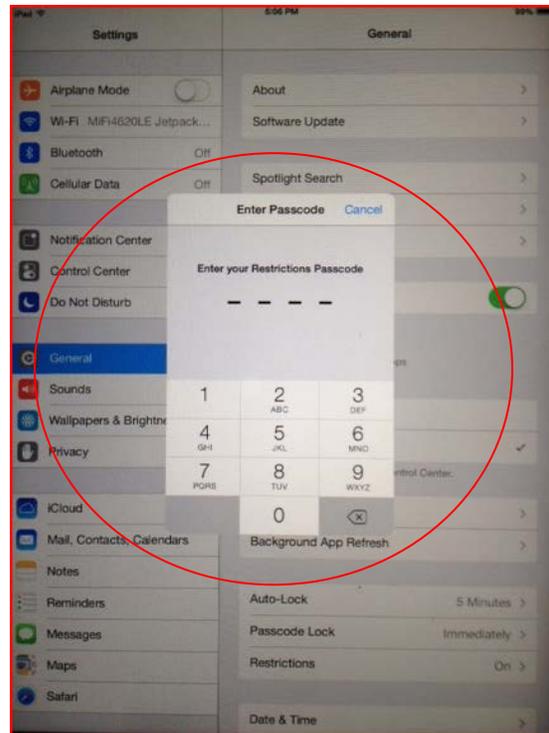
Step 2: Select Settings App.



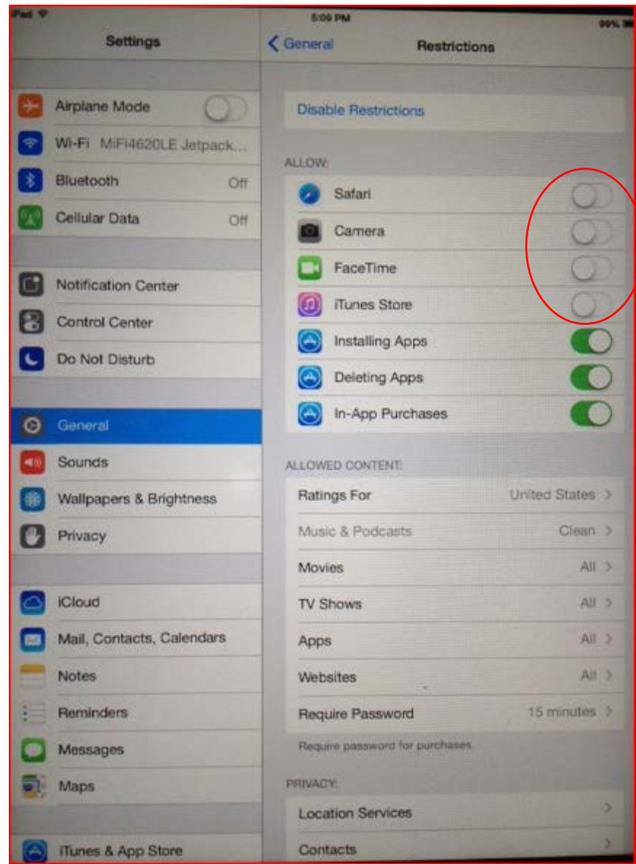
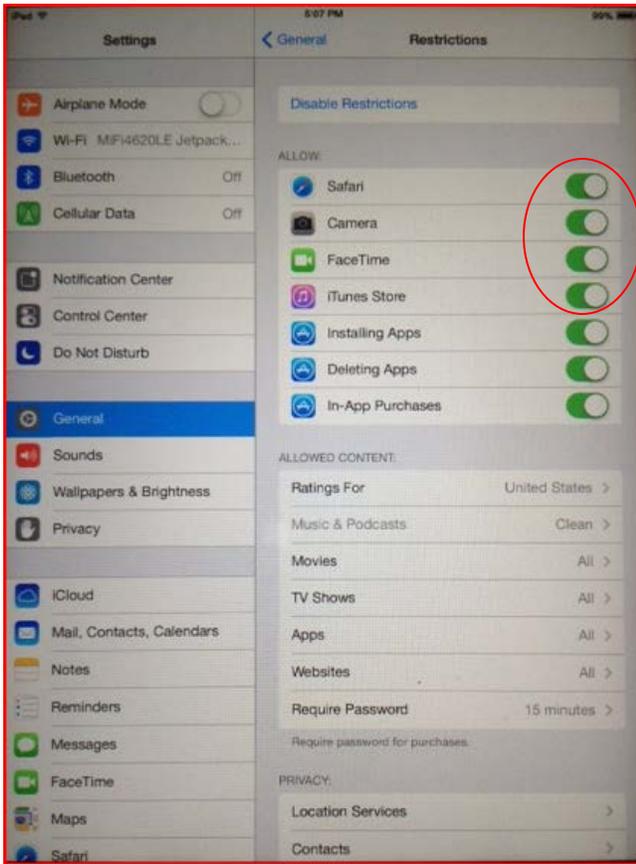
Step 3: Select “Bluetooth” and select off.  
Select “Restrictions”.  
(Also this is the App you will use to disable  
Wi-Fi before each flight)



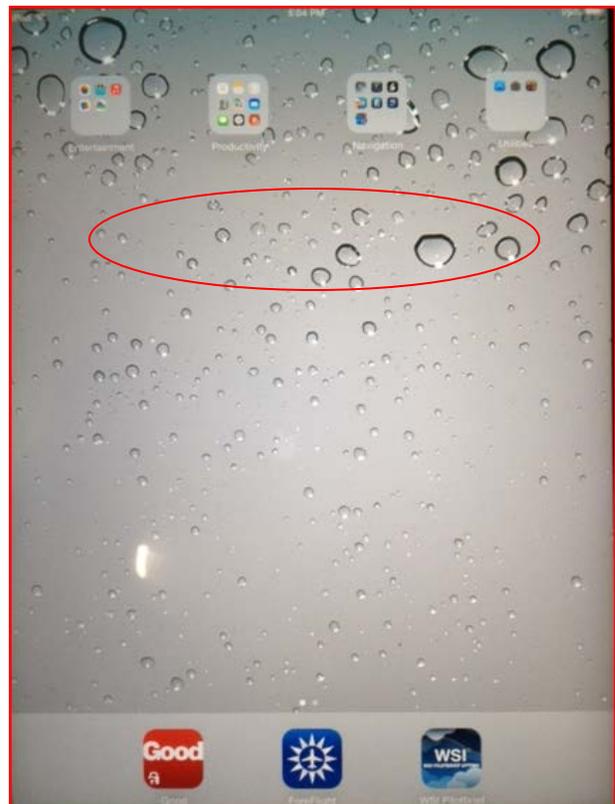
Step 4: The following Key pad will be  
displayed for you to set a restrictions  
pass code.



Step 5: Select off on Safari, Camera, Face Time, iTunes.

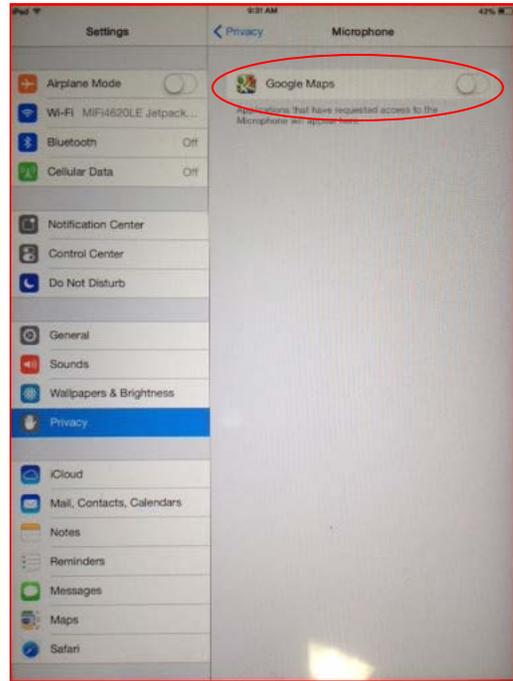
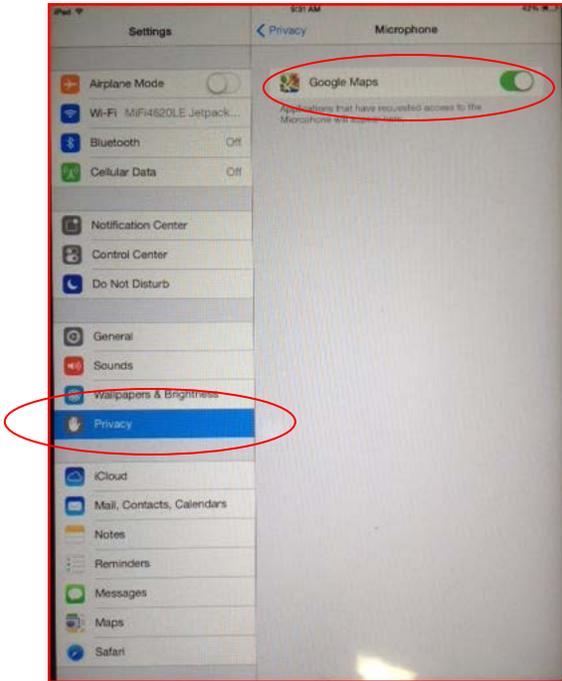


Step 6: The apps will be removed.





Step 2: Select “Privacy” and deselect the applications that are using the microphone.



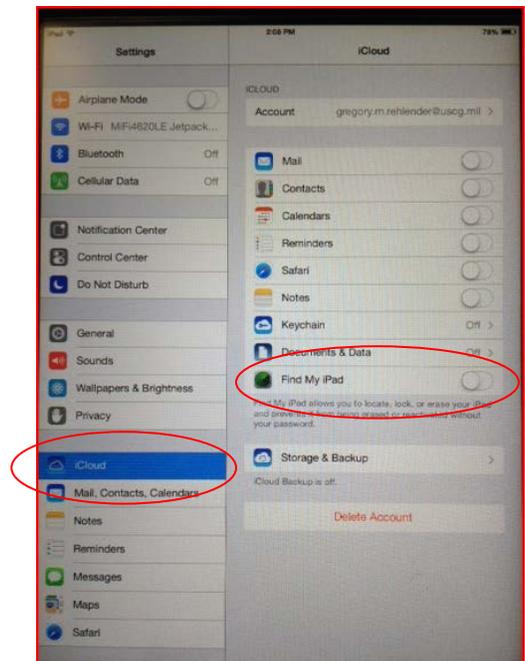
## How to deprovision the EFB

A deprovisioning process is required for iOS devices at end of life or when an employee transitions to another role. Deprovisioning is the act of unenrolling a device from management, deleting the current user's accounts, and wiping all data from the device. iOS 7 includes a feature called Activation Lock, which makes it difficult for anyone to use or sell an iOS device once lost or stolen. Activation Lock is enabled by signing into iCloud on a device and turning on Find my iPhone. As part of the deprovisioning process, it is necessary for the end user to remove their iCloud account or turn off Find my iPhone from the device, thereby disabling Activation Lock.

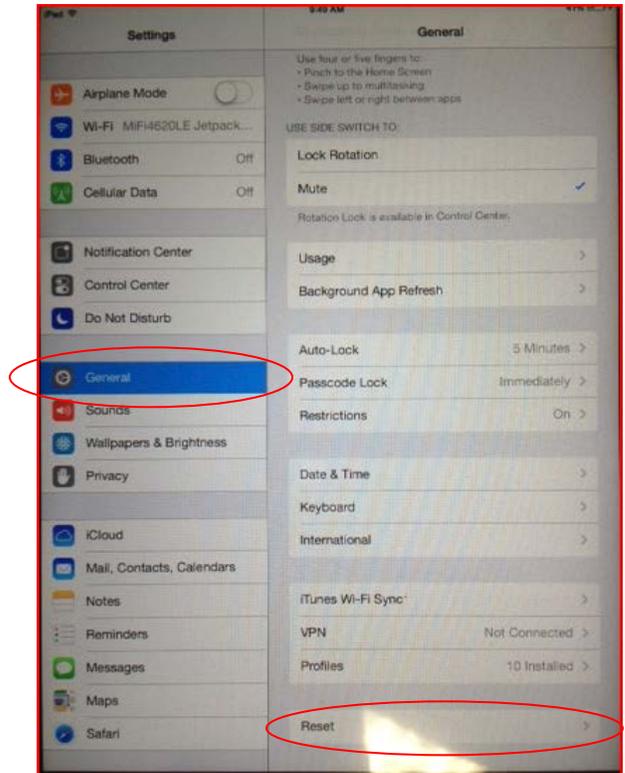
Step 1: Start EFB, when EFB is turned on select "Settings".



Step 2: Select "iCloud" and deselect "Find My iPad".



Step 3: Select “General” and select “Reset”.



Step 4: Select “Erase All Content and Settings”.

