

# S1 PDLP

**Onboarding Guide**

**Date: 20 Feb**

**Time: 8.45 – 11.00 am**

# Admin

## Instructions

# 3 Reminders before 20<sup>th</sup> Feb

- ✓ **Have your student iCon ID and **School Managed Apple ID** , and working password.**

Example of student iCon:  
peter\_lim\_jones@students.edu.sg

Example of School managed apple ID:  
peter\_lim\_jones @appleid.hougangsec.moe.edu.sg

- ✓ Be on time (8.45 am seated in assigned class), Bring EZ-Link.
- ✓ Have breakfast, make arrangements to go home to complete HBL/SIL

## 3 Things to Complete on 20<sup>th</sup> Feb

- 1) Collect iPad and install the Device Management Application
- 2) Make sure you are logged into the school managed apple ID
- 3) Set up your self-service password recovery for student iCon

**Follow the instructions. Do not skip step.**

# Note

To ensure you get your device smoothly,

- CCs will run through the slide and maintain class discipline. Contractor and HQ staff will facilitate and assist students.
- Students are to sit according to your index number.
- **Do not touch** any items without instructions.
- Place your EZ-link/transitlink card on the top right hand corner of your table. The contractor will verify your identity.

**A** - Technical Support

C1-03 (4A)	1A	<p>Level 1</p> <p>The diagram shows a floor plan with the following layout:</p> <ul style="list-style-type: none"> <li>A yellow box labeled "Stair case" on the left.</li> <li>An orange box labeled "Detention Room" with a brown box "A" below it.</li> <li>A white box labeled "Edtech Room".</li> <li>A yellow row of four boxes: "4H" (with "1H" below), "4O" (with "1O" below), "4UG" (with "1U" below), and "4E" (with "1G" below).</li> <li>A brown box "B" and a yellow box "Stair case" on the right.</li> <li>A yellow row of four boxes: "4S" (with "1S" below), "4N" (with "1N" below), "4A" (with "1A" below), and "5A" (with "1E" below).</li> <li>A grey box labeled "Toilet" on the far right.</li> </ul>
C1-04 (5A)	1E	
D1-06 (4E)	1G	
D1-03 (4H)	1H	
C1-02(4N)	1N	
D1-04 (4O)	1O	
C1-01 (4S)	1S	
D1-05 (4UG)	1U	

**Take note of your assigned classroom**

Venue

# Onboarding

Instructions

# Instructions

To ensure you get your device smoothly,

- Sit according to your index number.
- Do not touch any items without instructions.
- Place your EZ-link/transitlink card on the top right hand corner of your table.
- Wait patiently and quietly while the contractor verify your identity.

## PLEASE TAKE NOTE:

Please follow the steps in the slides CLOSELY. Please wait patiently and DO NOT skip ahead.

**We will begin the device check when everyone is ready.**



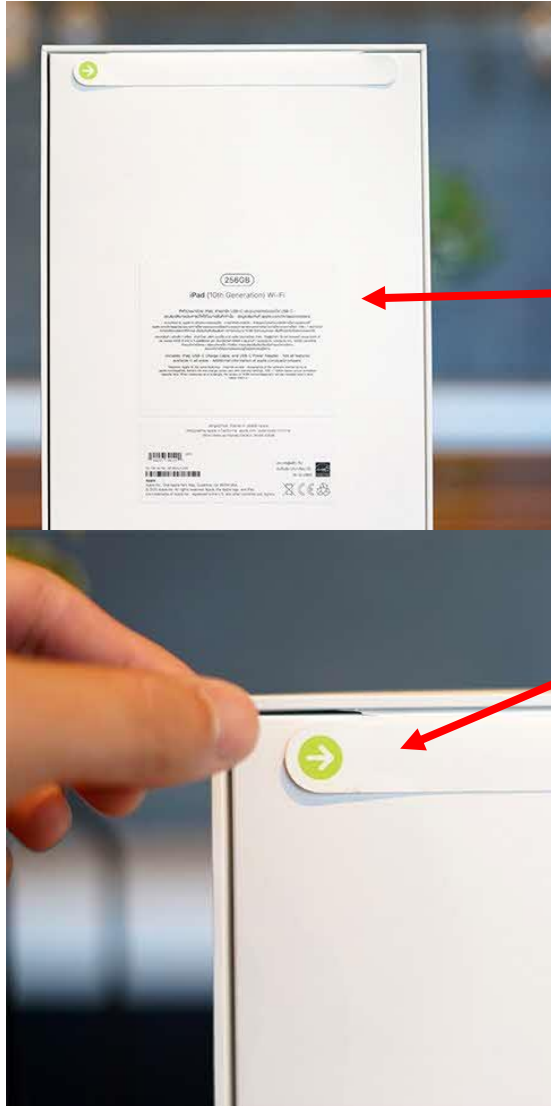
# Items on your table

- 1) iPad 10<sup>th</sup> gen
- 2) Logitech Combo 4
- 3) USB-C Pencil



# Unboxing

(for 10<sup>th</sup> gen iPad)



1. Turn the box over. Check for 64GB.
2. Keeping the back of the box facing you. Peel along the sticker.
3. Turn the box back to the front.

# Unboxing

Unbox your new iPad.

1. Follow the instructions in the video to remove your iPad.

# Unboxing

2. Check that you have
  - Device
  - Charging cable
  - Power adapter



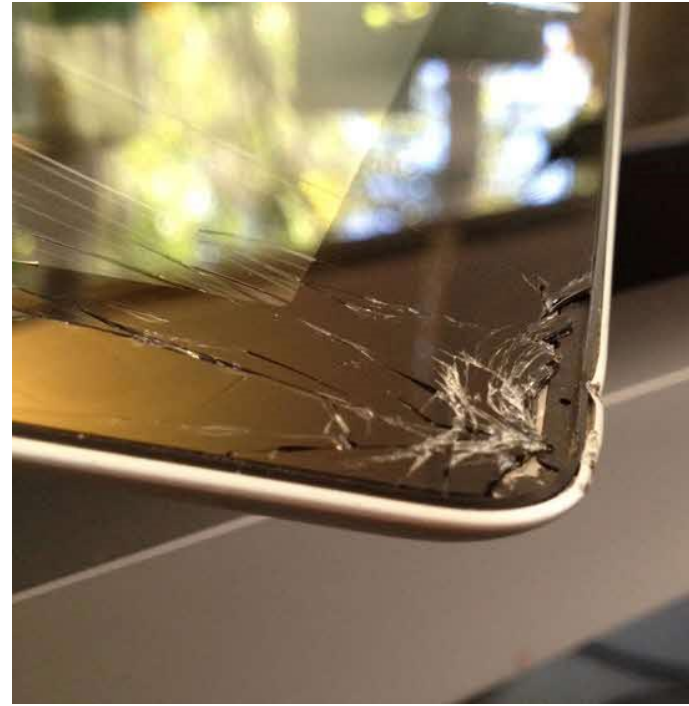
3. Take out your iPad and leave only your iPad on your table. Keep the box and accessories away.



**Lift this tab** to find the power adapter underneath.

# Check for surface defects

1. Remove the plastic protective sheet on your iPad screen.
2. Check for any surface defects.



Please raise your hand if you notice any surface defects.

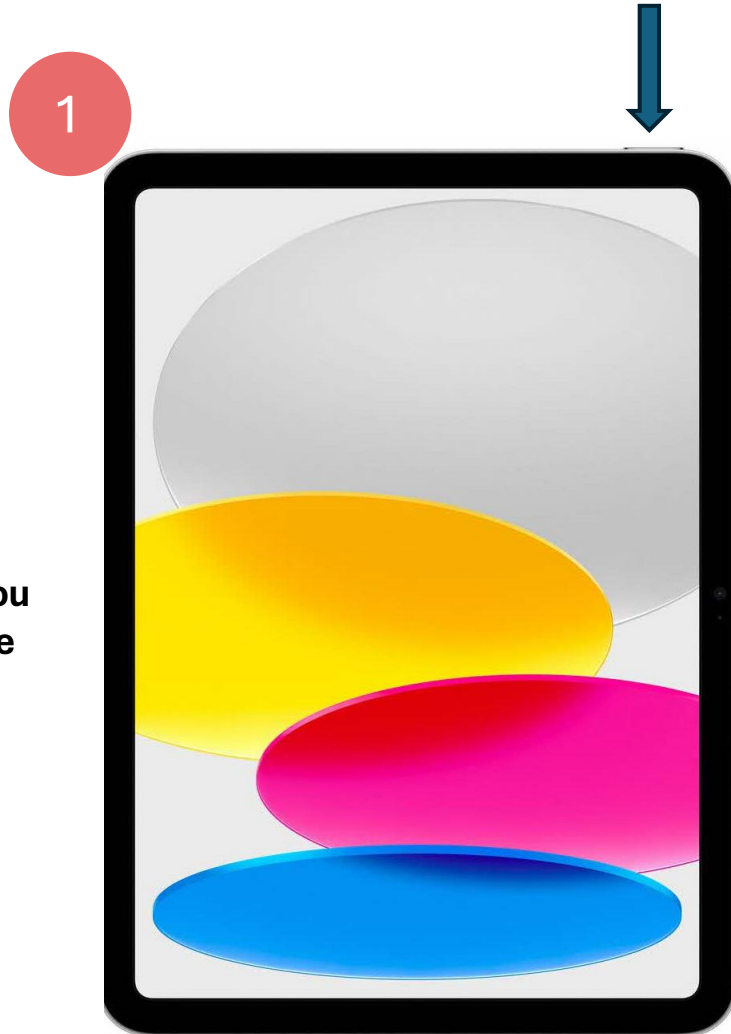
# Casing

## **RUGGED COMBO 4 SETUP GUIDE**

1. Follow the instructions in the video.
2. Place your iPad completely into the casing with keyboard.

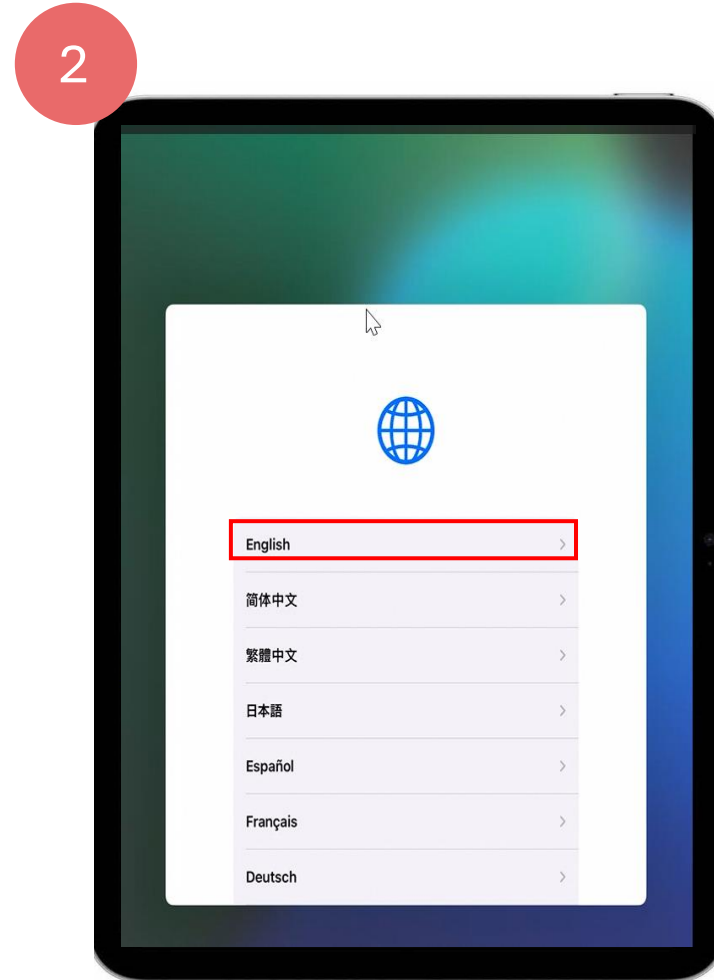


# Getting Started (iPad)



**Step 1:**  
**Power** on  
your iPad.

If iPad doesn't turn on, you  
might need to charge the  
battery.



**Step 2a:**  
**Press** the Home  
button.

**Step 2b:**  
**Select** 'English'.\*

*\*Language settings can be  
adjusted later to your own  
personal preference.*

# Getting Started (iPad)

3

**Step 3:**  
**Tap** on  
'Singapore'.



4

**Step 4:**  
**Select**  
'Default' for  
Appearance  
and click  
'Continue'.

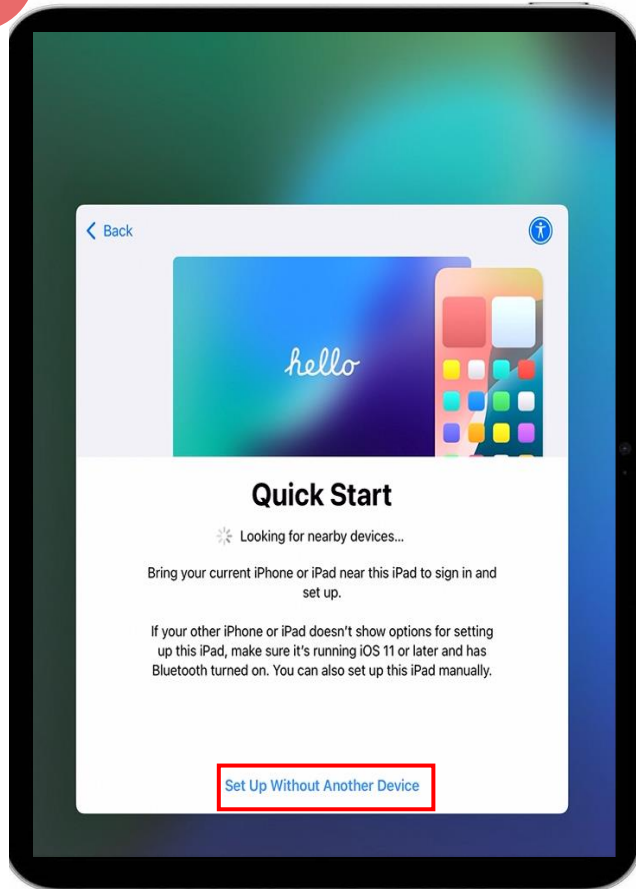




# Getting Started (iPad)

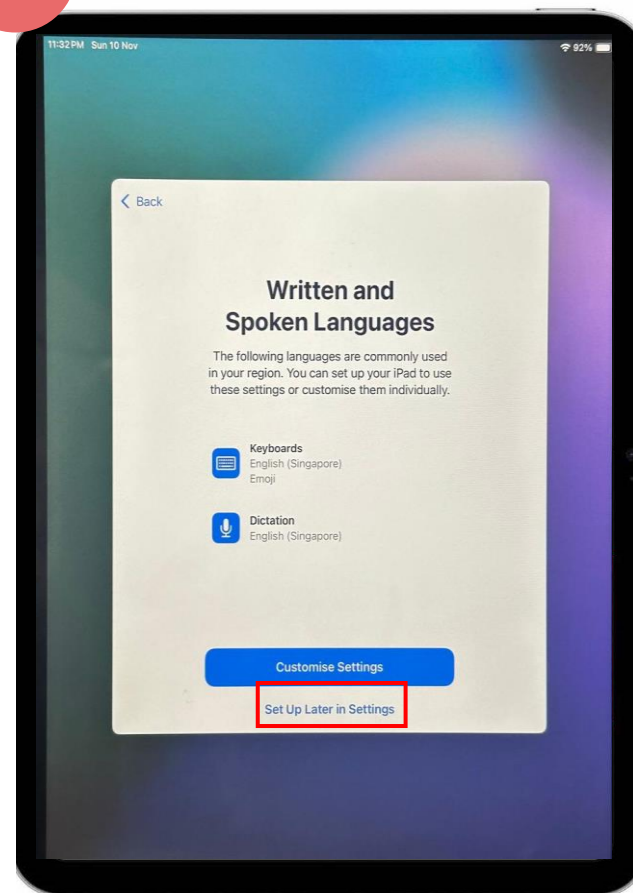
5

**Step 5:**  
**Tap** on ‘**Set up Without Another Device**’



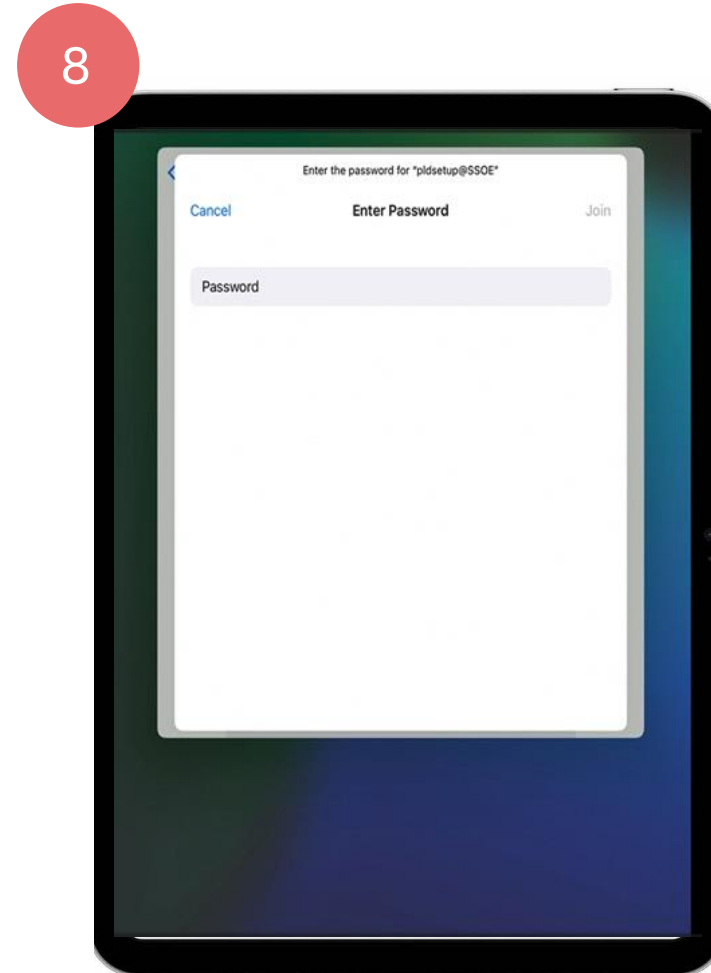
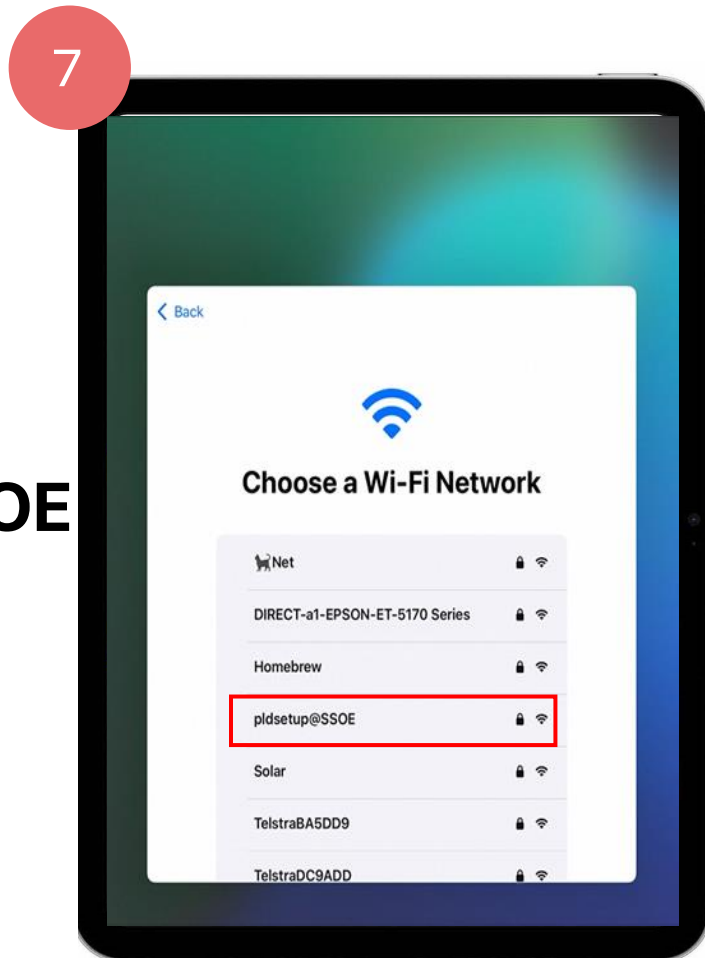
6

**Step 6:**  
**Tap** on ‘**Set up Later in Settings**’



# Getting Started (iPad)

**Step 7:**  
**Tap** on  
**'pldsetup@SSOE'**

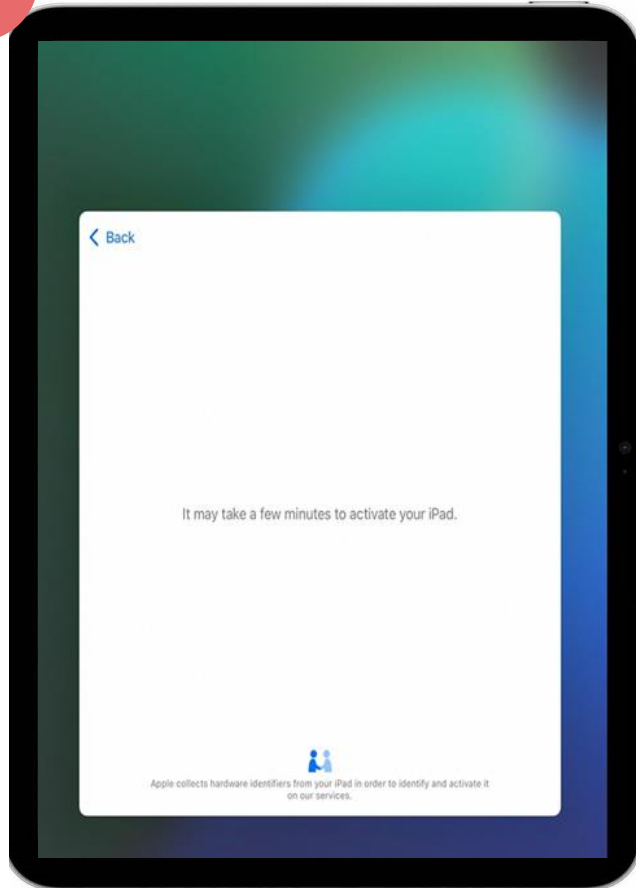


**Step 8:**  
**Enter** the  
password for  
**pldsetup@SSOE:**  
**To Be Announced\***

\*it will be provided  
during the session

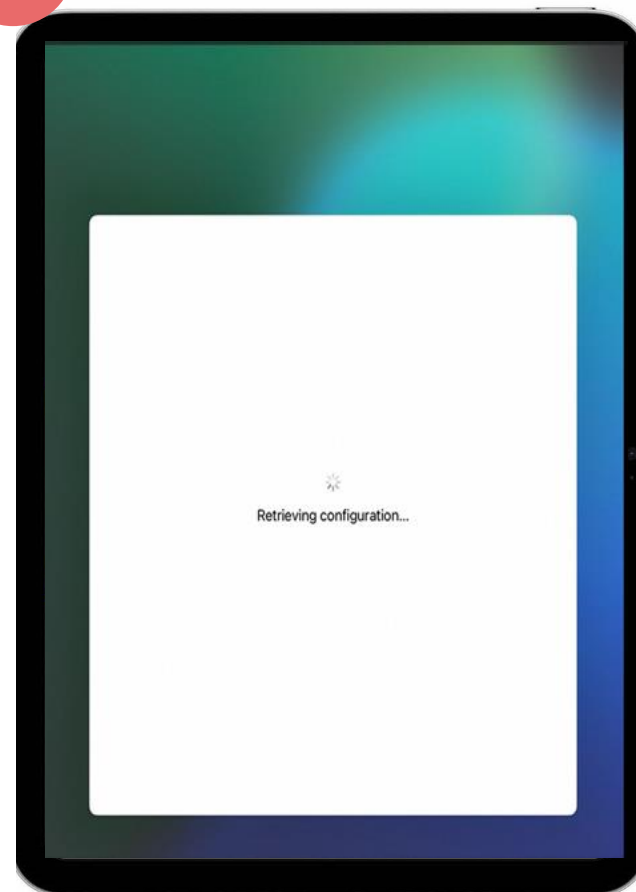
# Getting Started (iPad)

9



**Step 9:**  
Wait for a few minutes to activate the iPad

10



**Step 10:**  
**Wait for** it to retrieve configuration

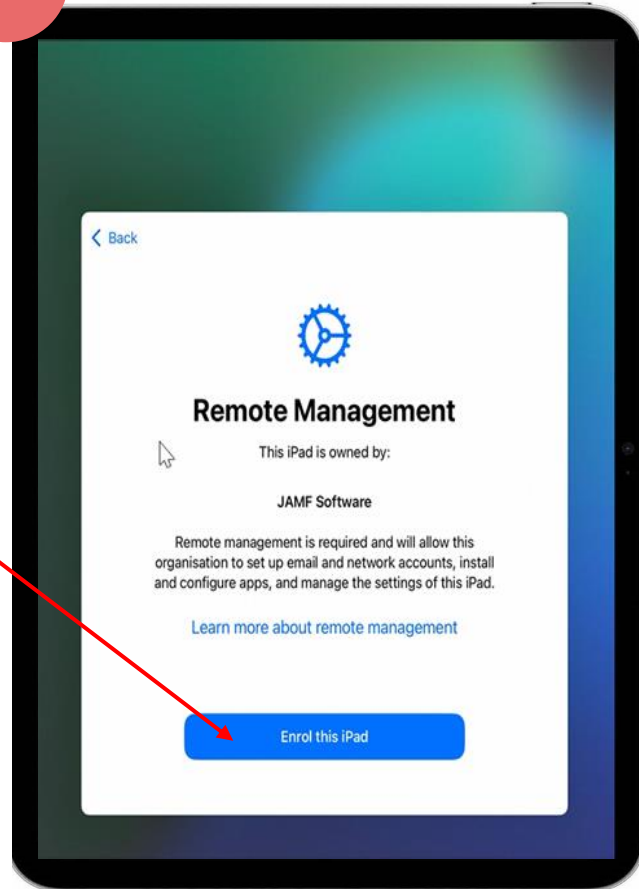
# Getting Started (iPad)

11

## Step 11:

Tap on 'Enrol this iPad'.

\*If you see the second option "Remove iPad from Organisation" appears, do not click on it.



12

## Step 12:

Wait for it to retrieve configuration

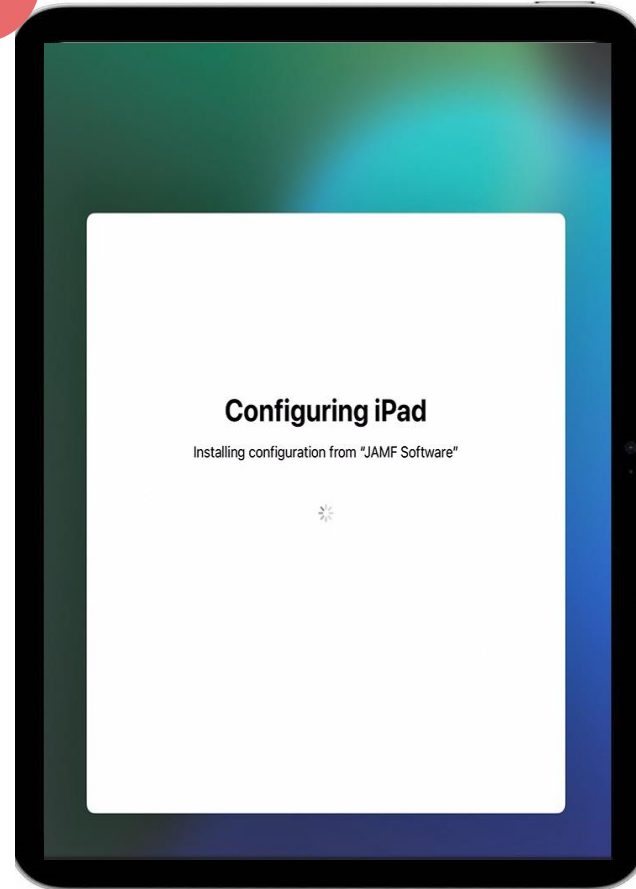


# Getting Started (iPad)

13

## Step 13:

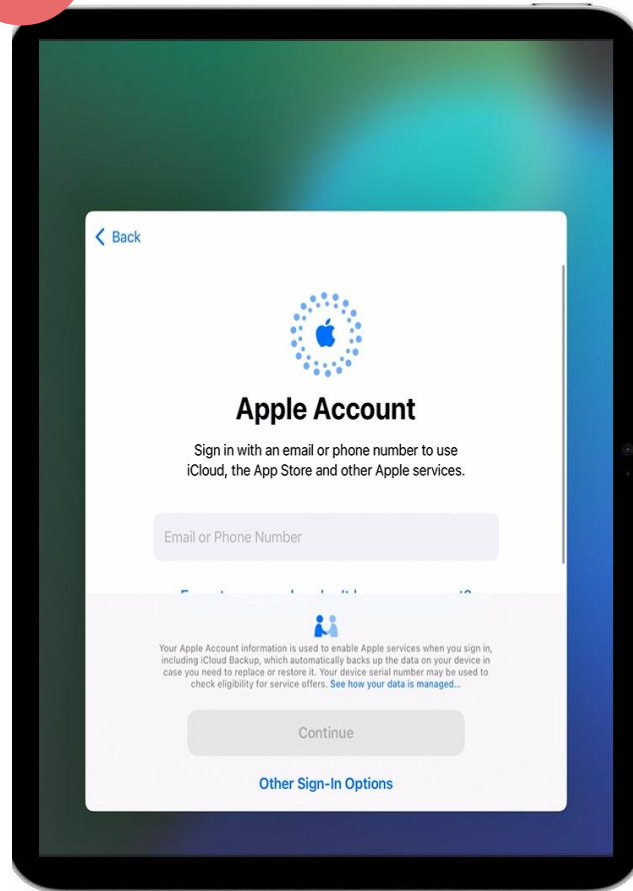
**Wait for** it to  
install  
configuration



# Getting Started (iPad)

**\*From Step 14 onwards,** students may encounter different screens depending on their school's Managed Apple ID setup. Schools may use Google, Microsoft federation, or none, leading to variations in the login process. If you are unsure, just raise your hand for assistance.

14



## Step 14\*:

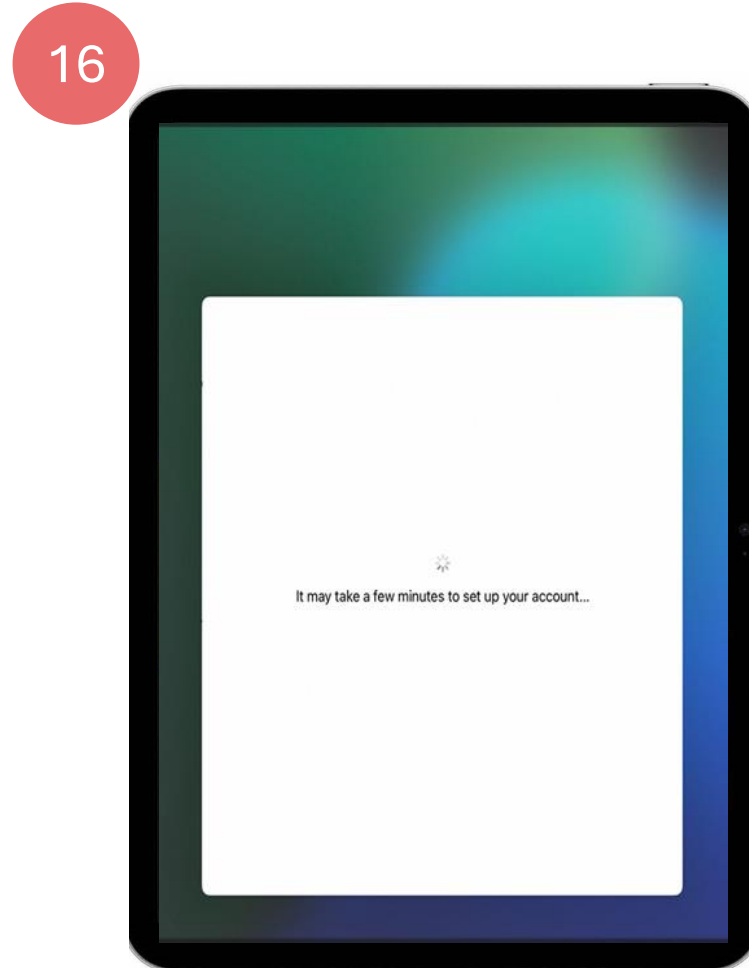
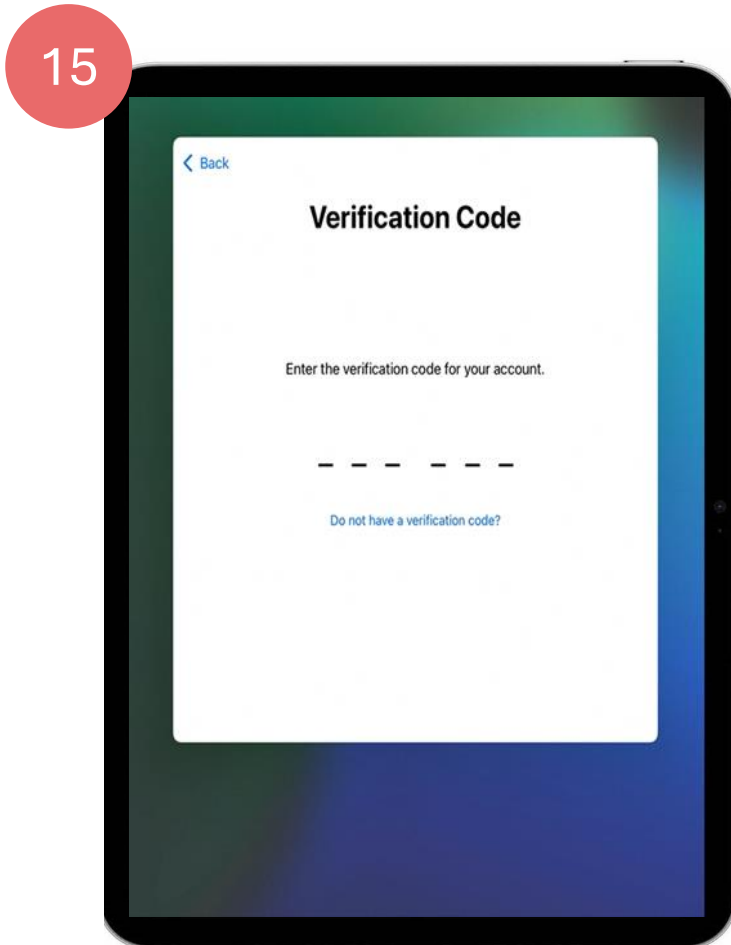
**Sign in** using your Managed Apple ID provided by the school.

**Passcode: 3046**

Example of school managed Apple ID:  
*[peter\\_lim\\_jones@appleid.hougangsec.moe.edu.sg](mailto:peter_lim_jones@appleid.hougangsec.moe.edu.sg)*

# Getting Started (iPad)

**Step 15:**  
**Key in**  
verification  
code if you  
have set up  
2FA.



**Step 16:**  
Wait while  
**"It may take  
a few  
minutes to  
set up your  
account..."**  
completes

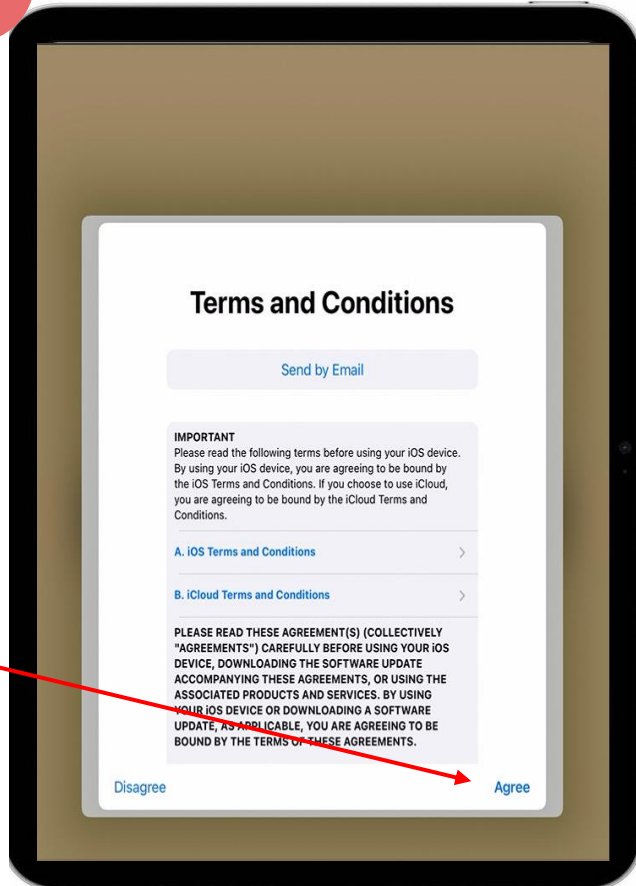
This process will finalize the account setup on your device.

# Getting Started (iPad)

17

**Step 17:**  
Tap on  
**"Agree"** to  
accept the  
Terms and  
Conditions

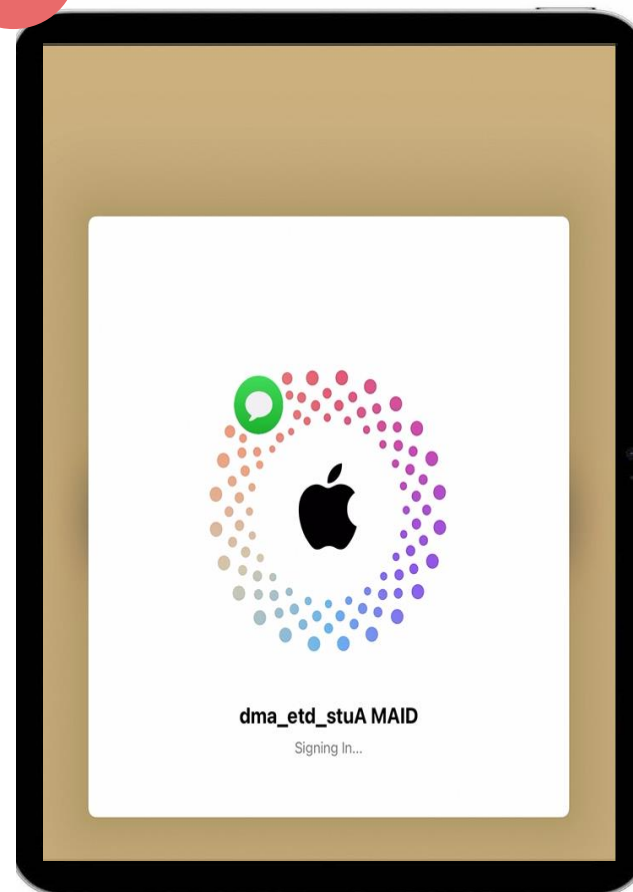
\*This will allow you  
to proceed with  
setting up your  
device.



18

**Step 18:**  
Wait for  
**"Signing In..."**  
to complete.

\*This may take a few  
moments as the  
device  
authenticates your  
Managed Apple ID



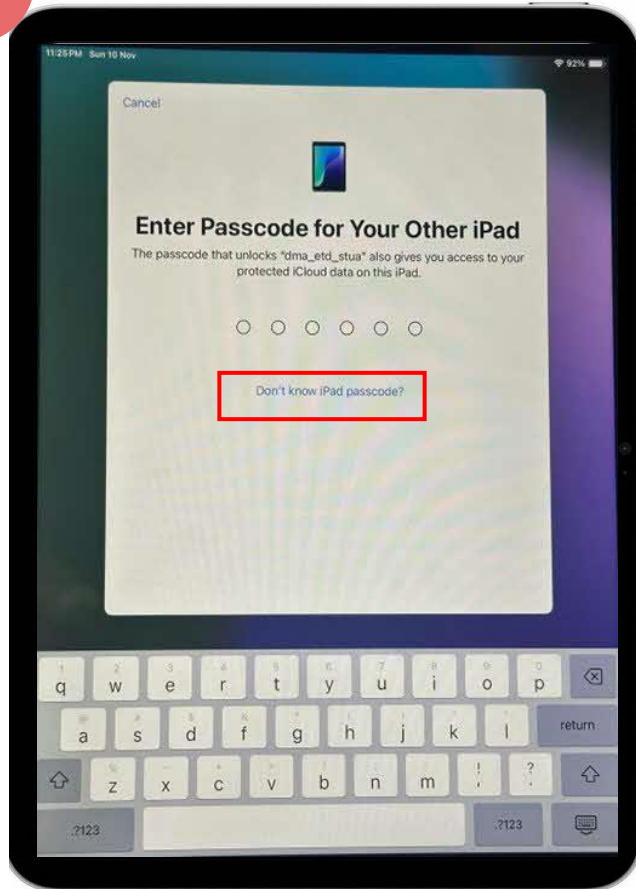


# Getting Started (iPad)

19

**Step 19\*:**  
Tap on “**Don’t Know iPad passcode**” to proceed if you forget your passcode

\* From Step 19 to 20, you will see this screen if your Managed Apple ID have additional iPad tagged to it.



20

**Step 20:**  
Tap on “**Forget All Passcode?**”

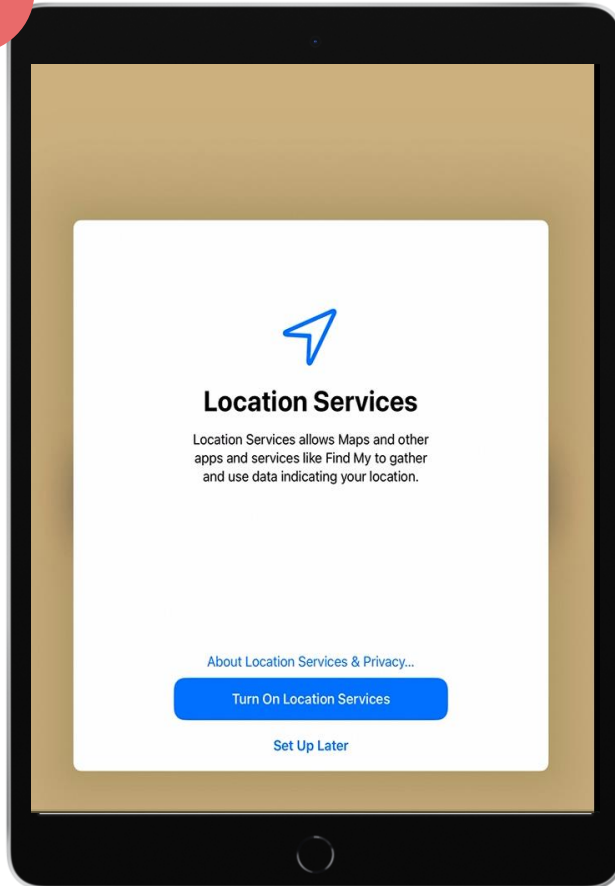


# Getting Started (iPad)

21

**Step 21:**  
Tap on 'Turn on Location Services'.

\*By tapping Enable, you are agreeing to the terms stated in Apple's Location Services and Privacy and the location is set in Singapore time zone, without tracking your device's location.



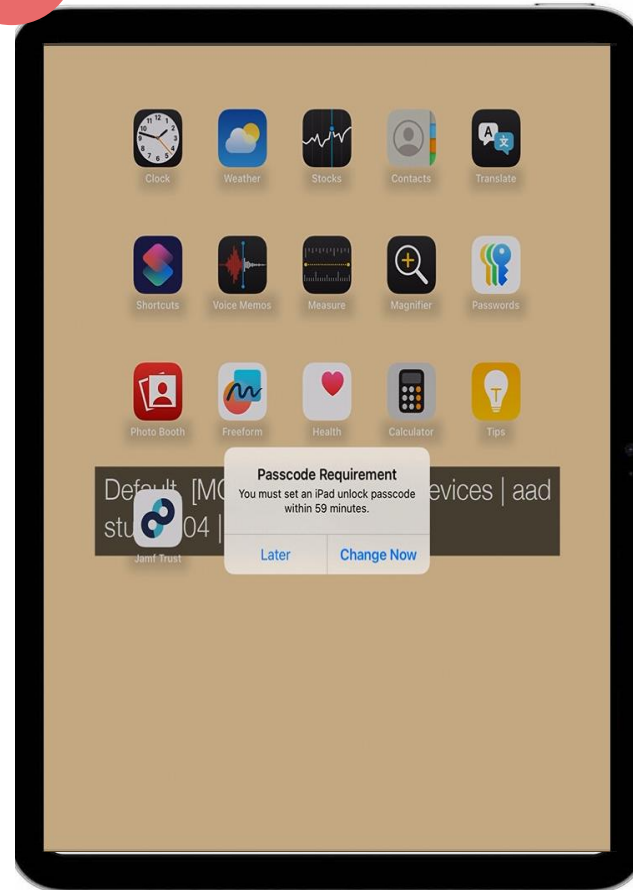
22

**Step 22:**  
Tap on "Dismiss" when the "Edit Home Screen" pop-up appears.



# Getting Started (iPad)

23

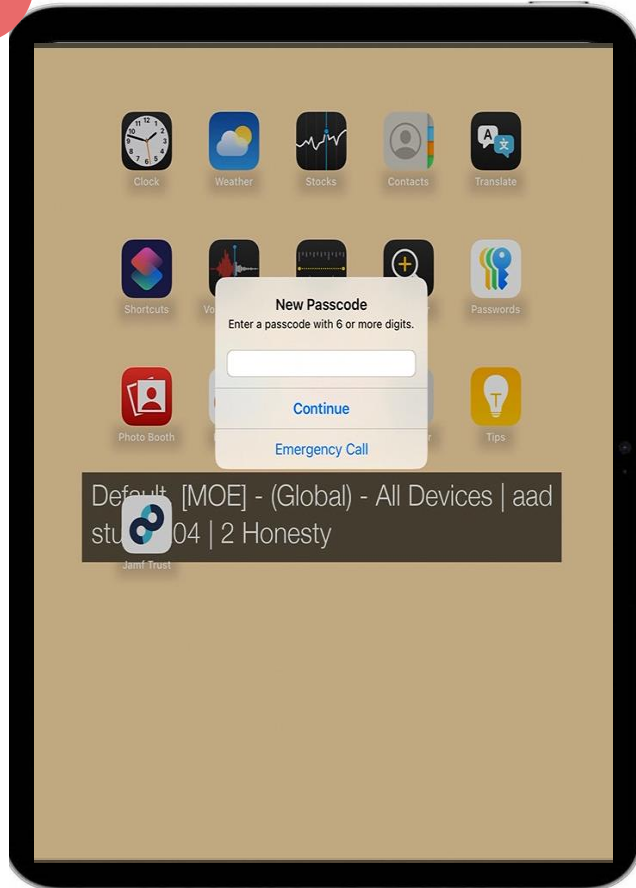


## Step 23:

If you receive a **Passcode Requirement** prompt, tap on **"Change Now"** to set up or update your passcode.

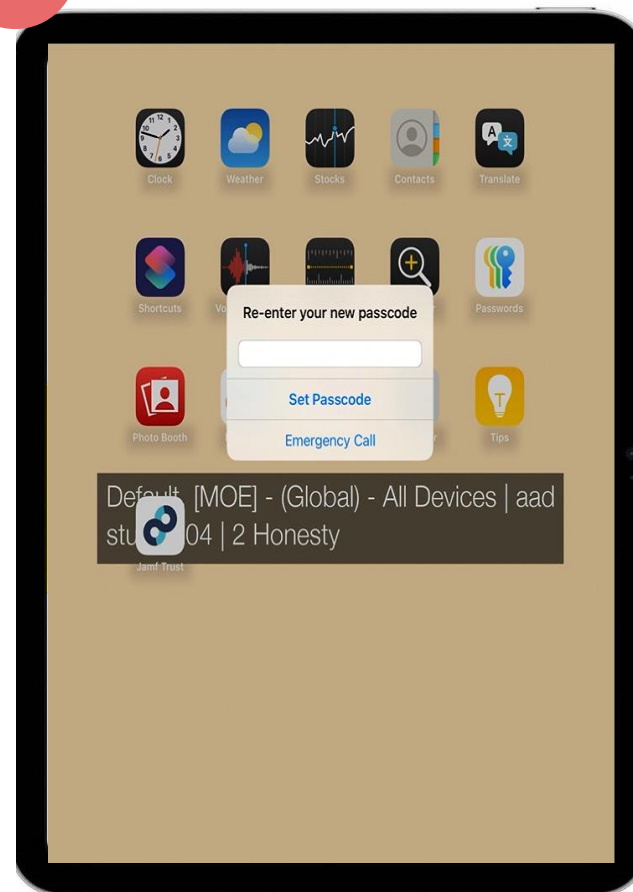
# Getting Started (iPad)

24



**Step 24:**  
Enter a **new passcode** of 6 or more digits, then tap **"Continue"**

25

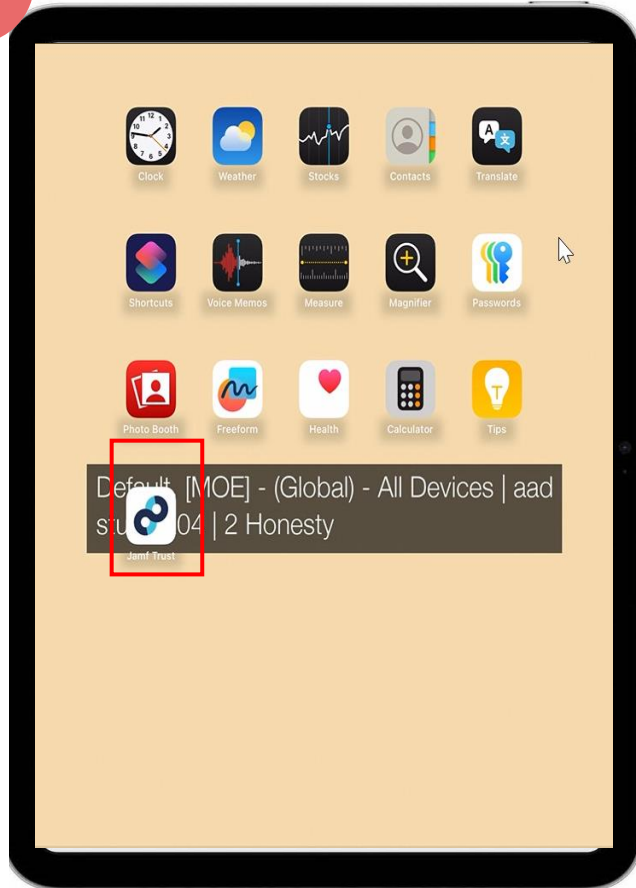


**Step 25:**  
Re-enter the passcode to confirm, then tap **"Set Passcode"**.

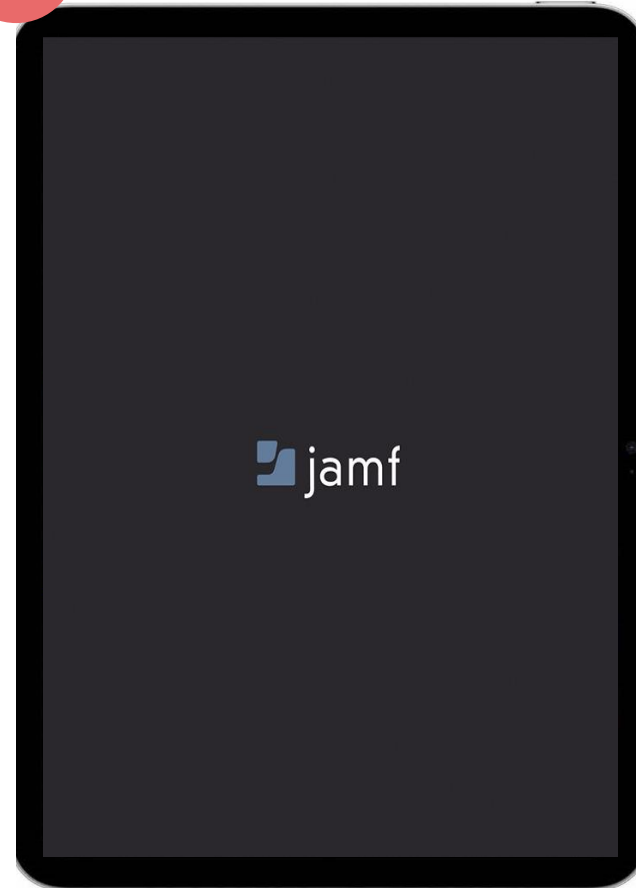
# Getting Started (iPad)

26

**Step 26:**  
Tap on Jamf Trust app once the app is installed



27



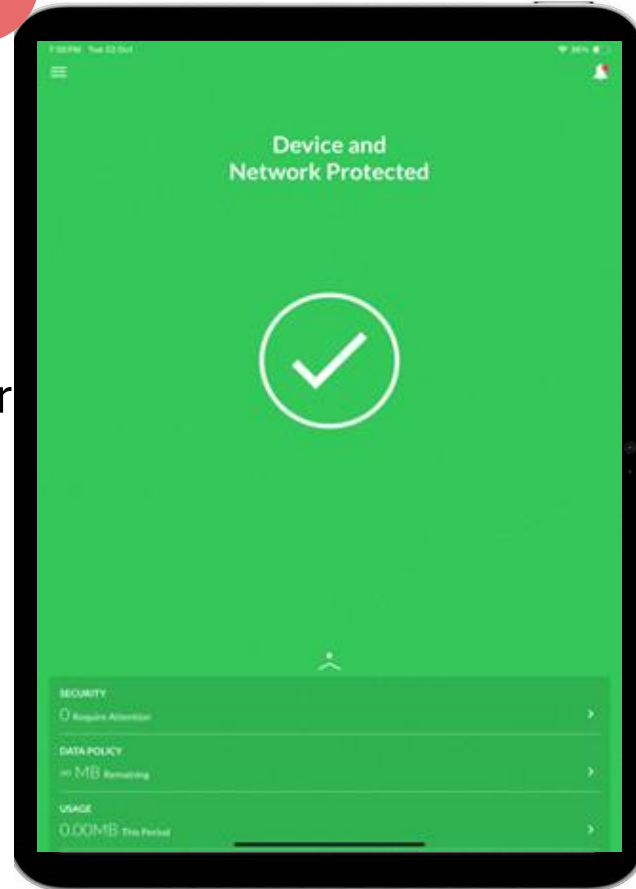
**Step 27:**  
The app may take a few moments to load.

# Getting Started (iPad)

28

## Step 28:

Once you see the "**Device and Network Protected**" screen with a green check mark, your device is successfully protected.



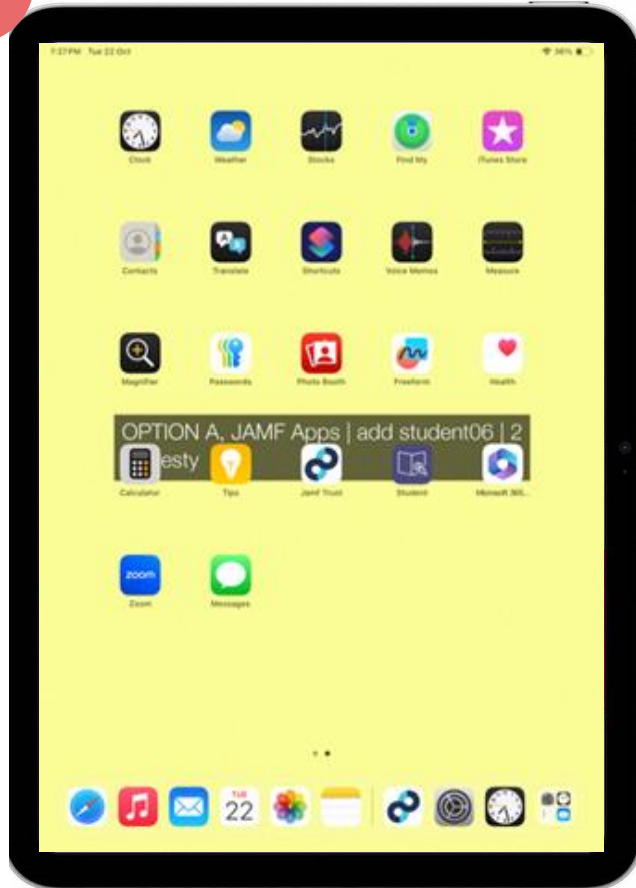
# Getting Started (iPad)

29

## Step 29: Launch JAMF Student App

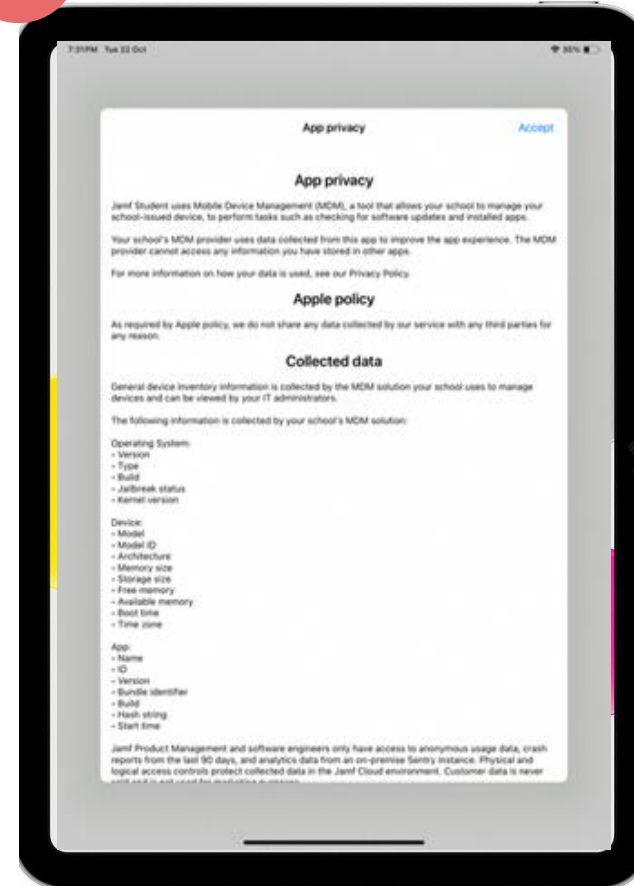


\* Steps 27 to 37 focus on activating the CMS functionalities. This ensures that users don't skip ahead when prompted to enable location services



30

## Step 30: When ready, tap "**Accept**" to proceed.



\*Review the **App Privacy** information, which outlines how data is managed by the JAMF Student app

# Getting Started (iPad)

31

**Step 31:**  
Tap on  
**"Continue"** to  
allow **Bluetooth**  
permissions.

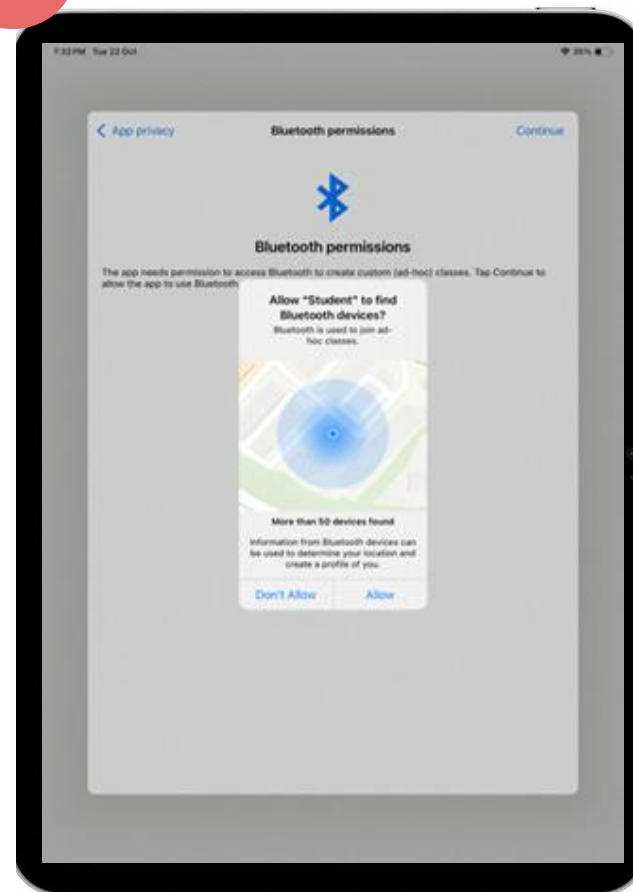
This enables the  
app to access  
Bluetooth for  
creating custom  
(ad-hoc) classes.



32

**Step 32:**  
Tap on  
**"Allow"** to  
grant  
**Bluetooth**  
permissions  
for the app.

This will enable the  
app to find nearby  
Bluetooth devices  
and join ad-hoc  
classes





# Getting Started (iPad)

33

**Step 33:**  
Tap on  
**"Continue"**  
to allow  
**Location  
Services  
permissions.**

This will enable the app to use location services for creating and managing ad-hoc classes nearby.



34

**Step 34:**  
Select **"Allow  
While Using App"**  
to grant **Location  
Services  
permissions.**

This will allow the app to use your location for managing nearby ad-hoc classes.

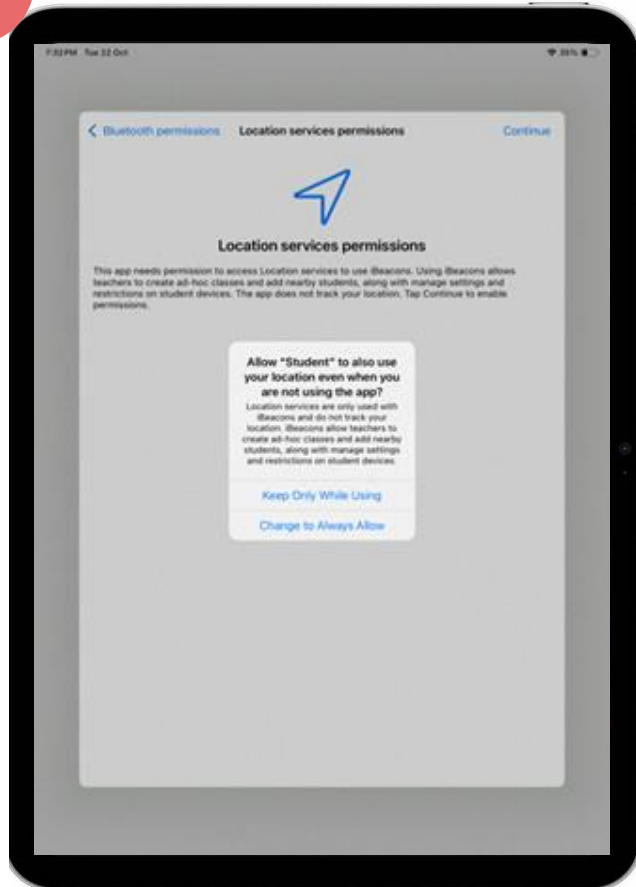


# Getting Started (iPad)

35

**Step 35:**  
Choose "Keep Only While Using" to limit **Location Services** permissions to when the app is in use.

This allows the app to use your location only while it's being used for joining nearby ad-hoc classes.



36

**Step 36:**  
Tap on "Continue" to enable **Notifications** permissions.

This will allow the app to send you important messages, alerts, and reminders



# Getting Started (iPad)

37

## Step 37:

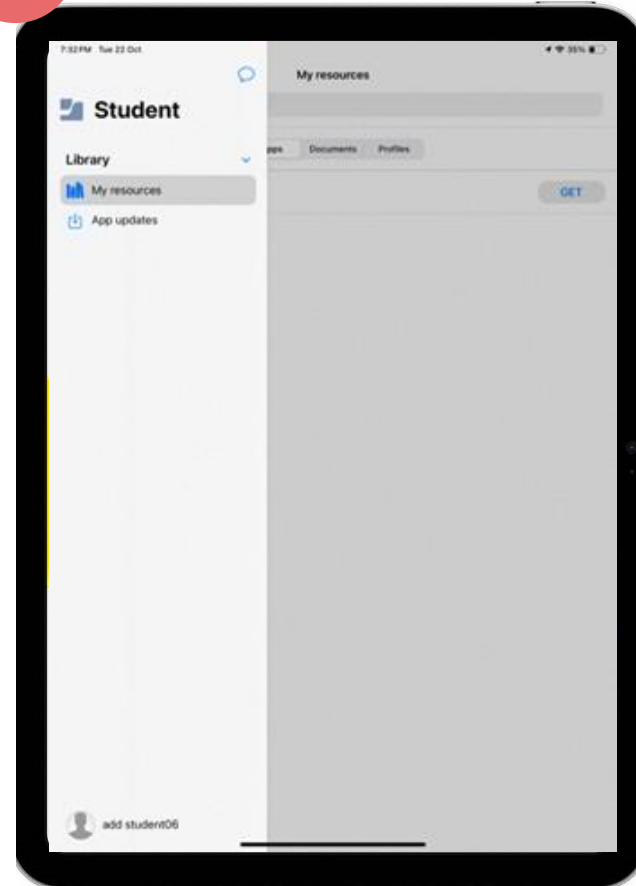
You should be able to see the home screen. Tap on upper left icon, see the section.



38

## Step 38:

Tap on bottom down icon which has your student's name.

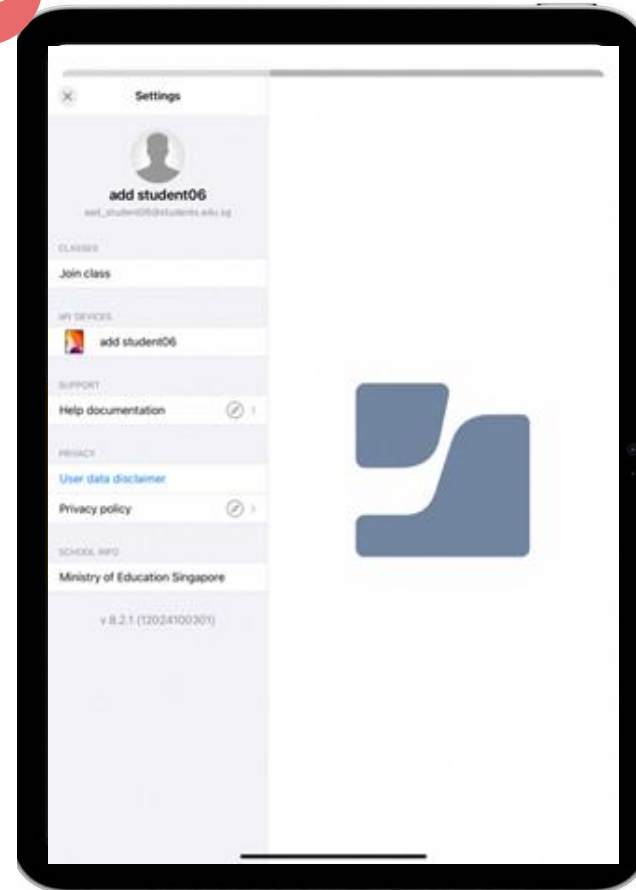


# Getting Started (iPad)

e.g. `peter_lim_jones@students.edu.sg`

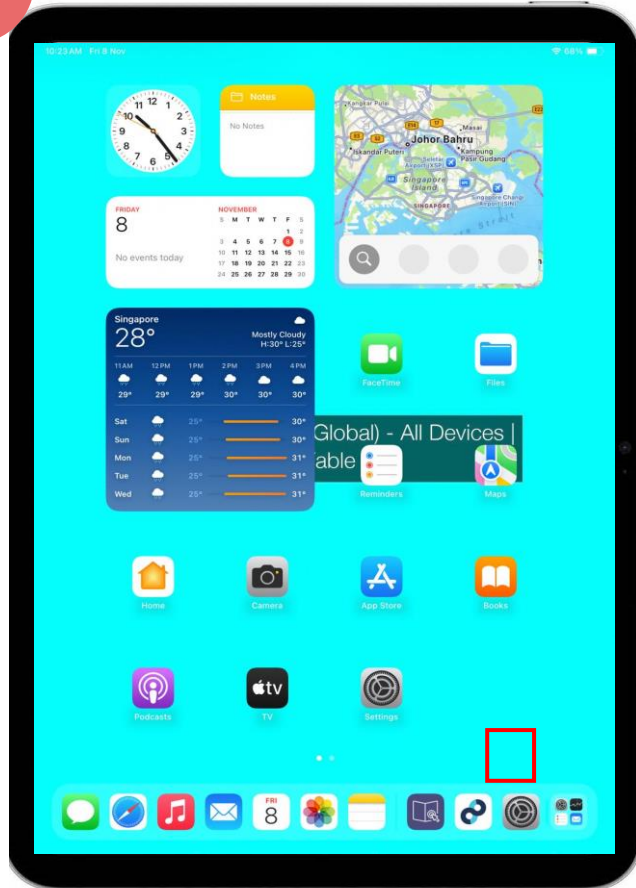
**Step 39:**  
**Verify** that  
username is  
your  
student icon  
email.

39



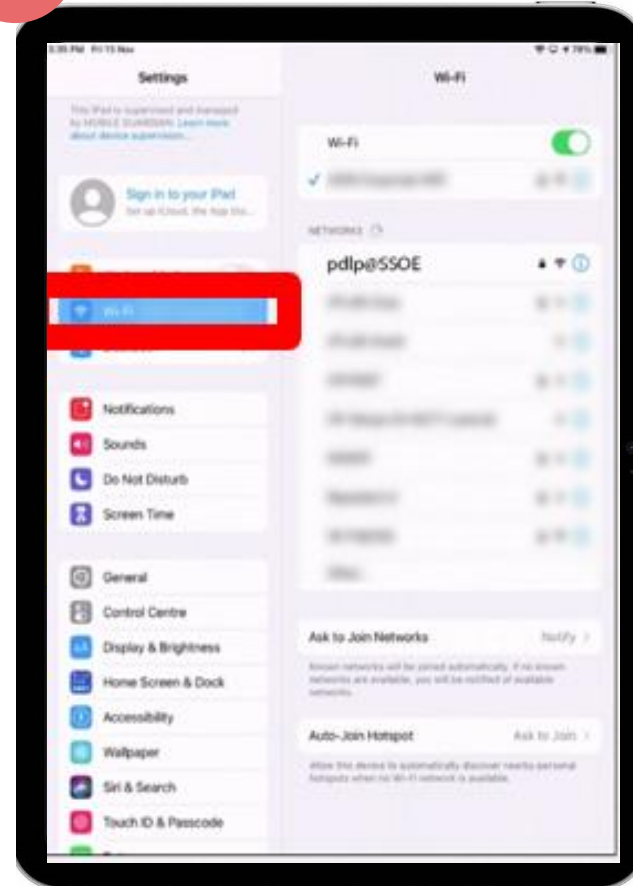
# Getting Started (iPad)

40



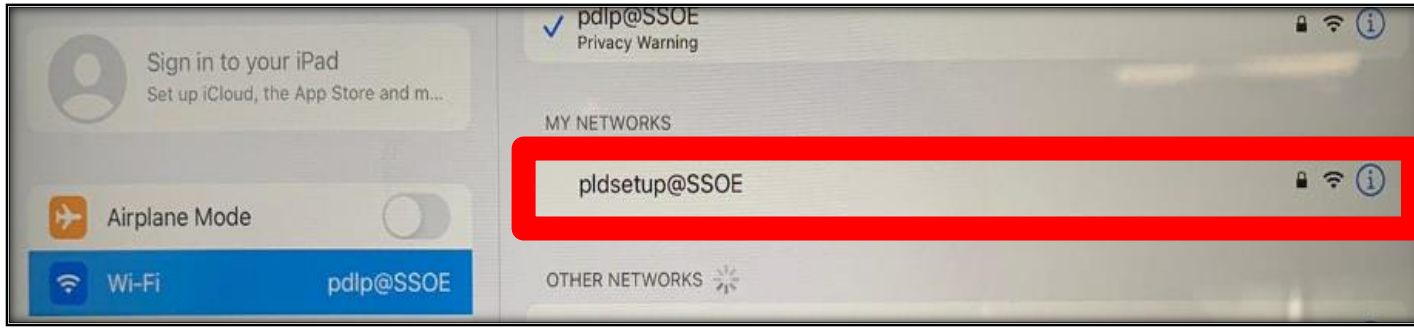
**Step 40:**  
**Tap** on  
**'Settings'**.

41



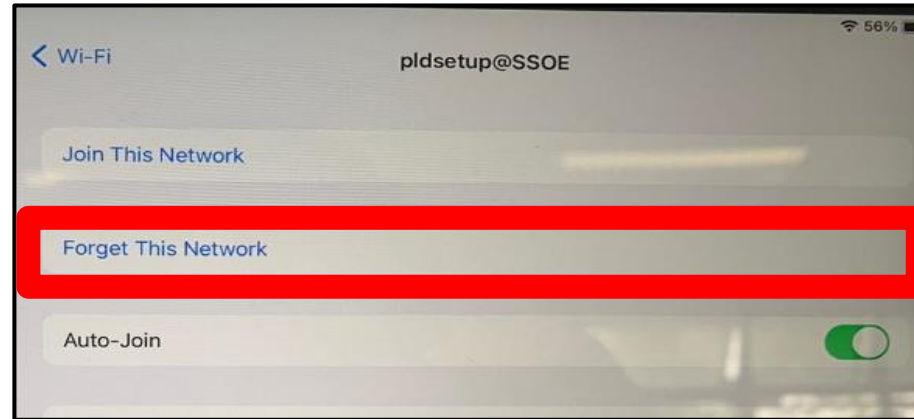
**Step 41:**  
**Tap** on **'Wifi'**.

# Getting Started (iPad)



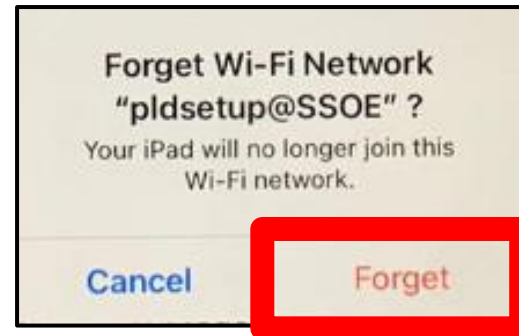
**Step 41a:**

Tap on 'pldsetup@SSOE'.



**Step 41b:**

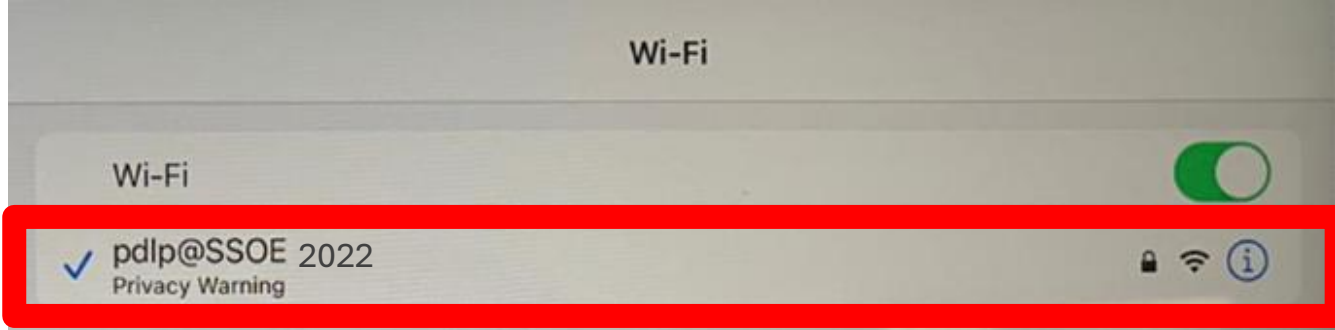
Tap on 'Forget This Network'.



**Step 41c:**

Tap 'Forget'.

# Getting Started (iPad)



## Step 41d:

Make sure you are connected to 'pdlp@SSOE2024'

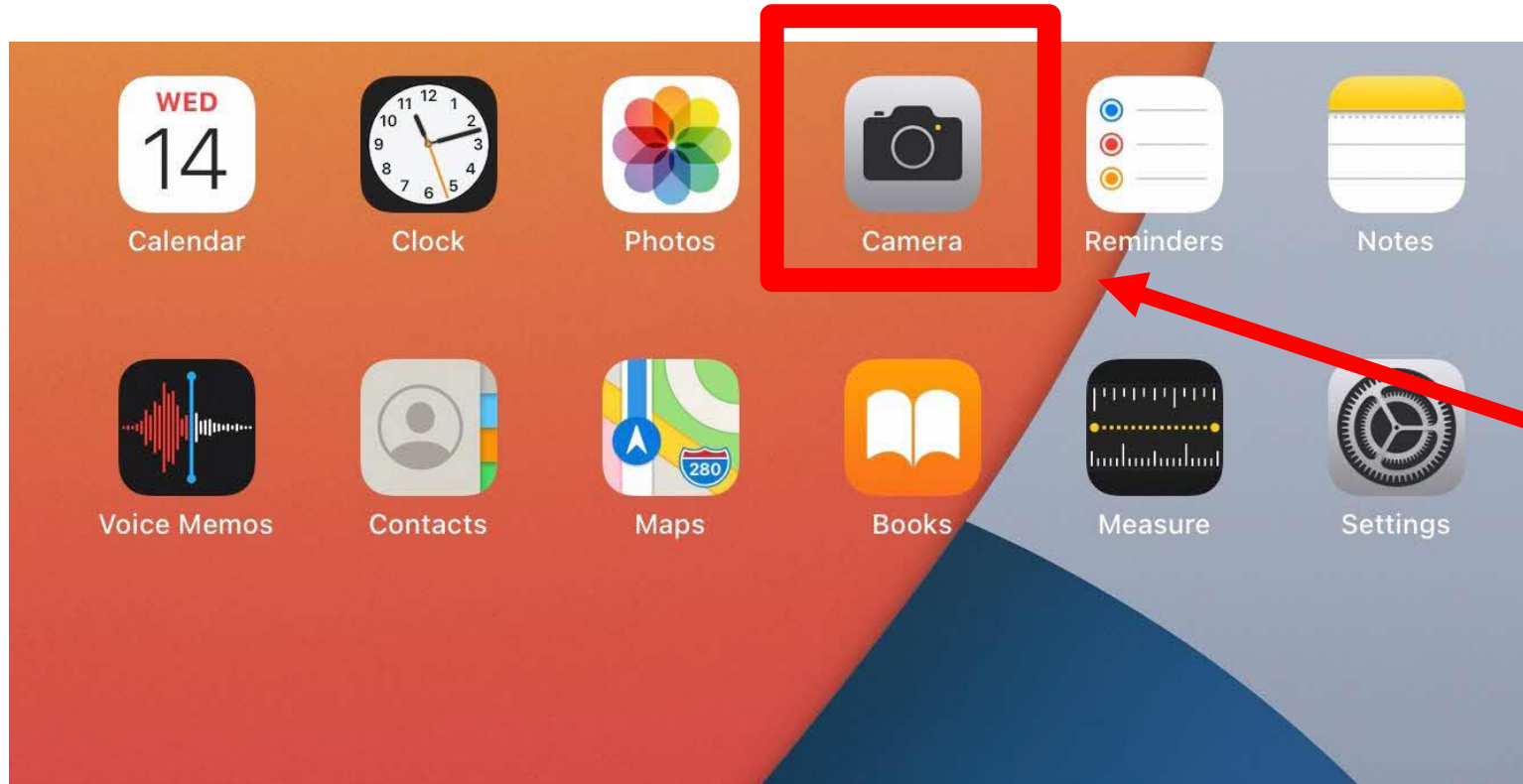
# Congratulations!

You have completed your DMA installation successfully.

Now we move on to check the peripherals and functionalities.



# Check Camera

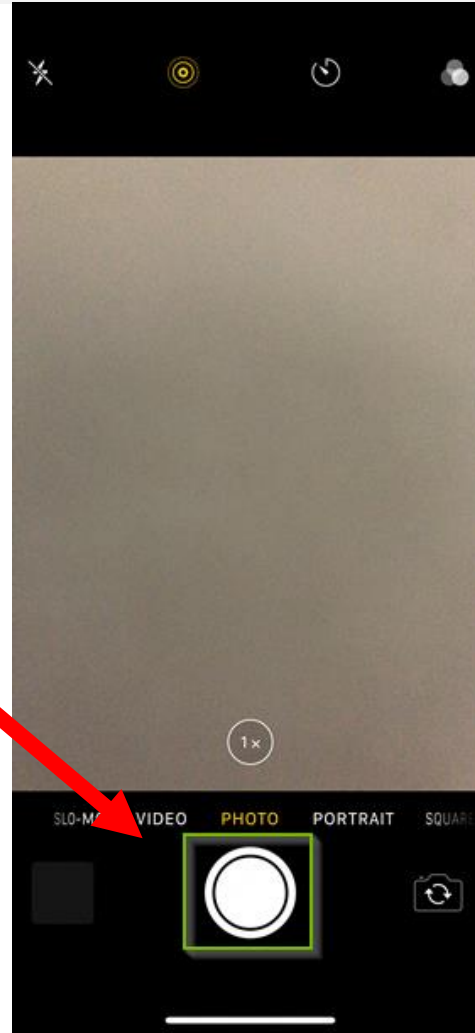


**Step 1:**  
Tap Camera App on the Home Screen and select “Enable Location Service while using App”.

# Check Camera

## Step 2:

**Tap** the Shutter button to take a photo.



## Step 3:

**Tap** the Rotate button to take another photo.

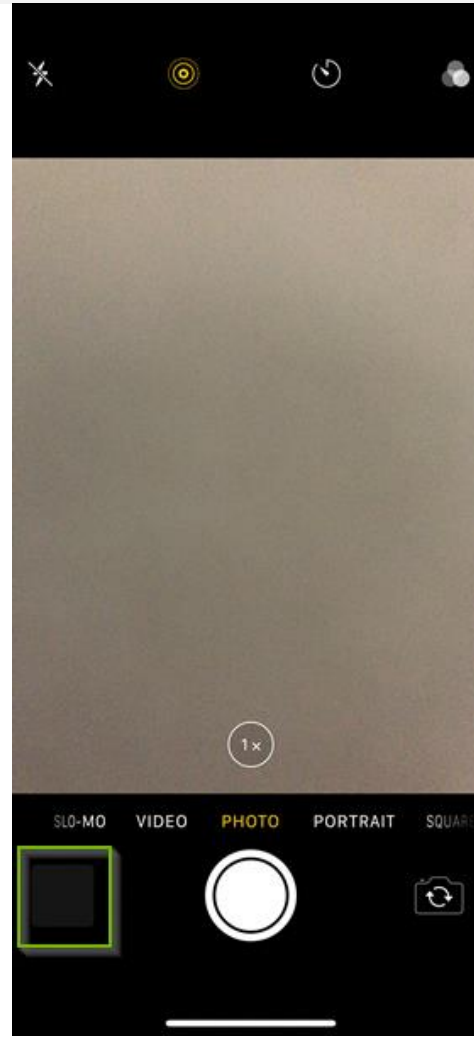


Please raise your hand if your Camera is not working or the images are not clear.

# Check Camera

## Step 4:

**Tap** the Thumbnail image to open the most recently taken photos.



Please raise your hand if your Camera is not working or the images are not clear.

# Check Apple Pencil USB-C

Follow the instructions to check that your Apple Pencil is working.

Step 1:

**Slide** the end of the Apple Pencil (USB-C) open and attach a USB-C cable into the slot. Plug the other end of the cable into your iPad. It will detect and pair automatically



# Check Apple Pencil

Step 3:

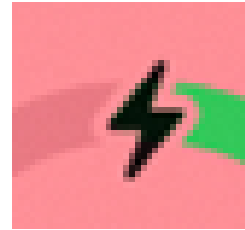
**Swipe** left to right on the iPad's Home Screen to bring the "Today's View" Screen.



# Check Apple Pencil

Step 4:

Make sure you see the charging symbol at the current charge level of the Apple Pencil. (Pencil must be connected to see charging symbol)



Please raise your hand if your Apple Pencil is not working or not charging.

# Check Apple Pencil

If Apple Pencil does not connect,

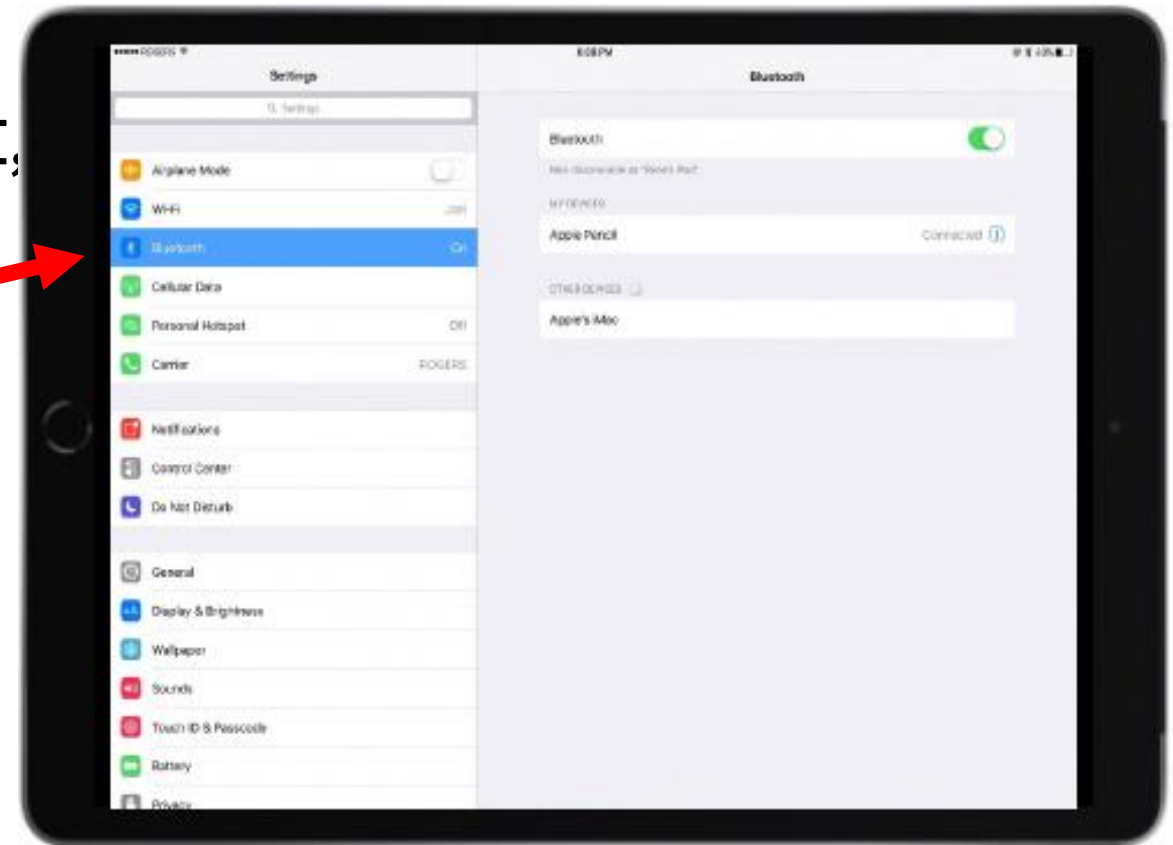
**Go to**

**'Settings'**

**'Bluetooth'** and **Tap**

**'Forget this Device'.**

Repeat the pairing process again (Refer to the previous two slides).



# Check iPad Storage Size

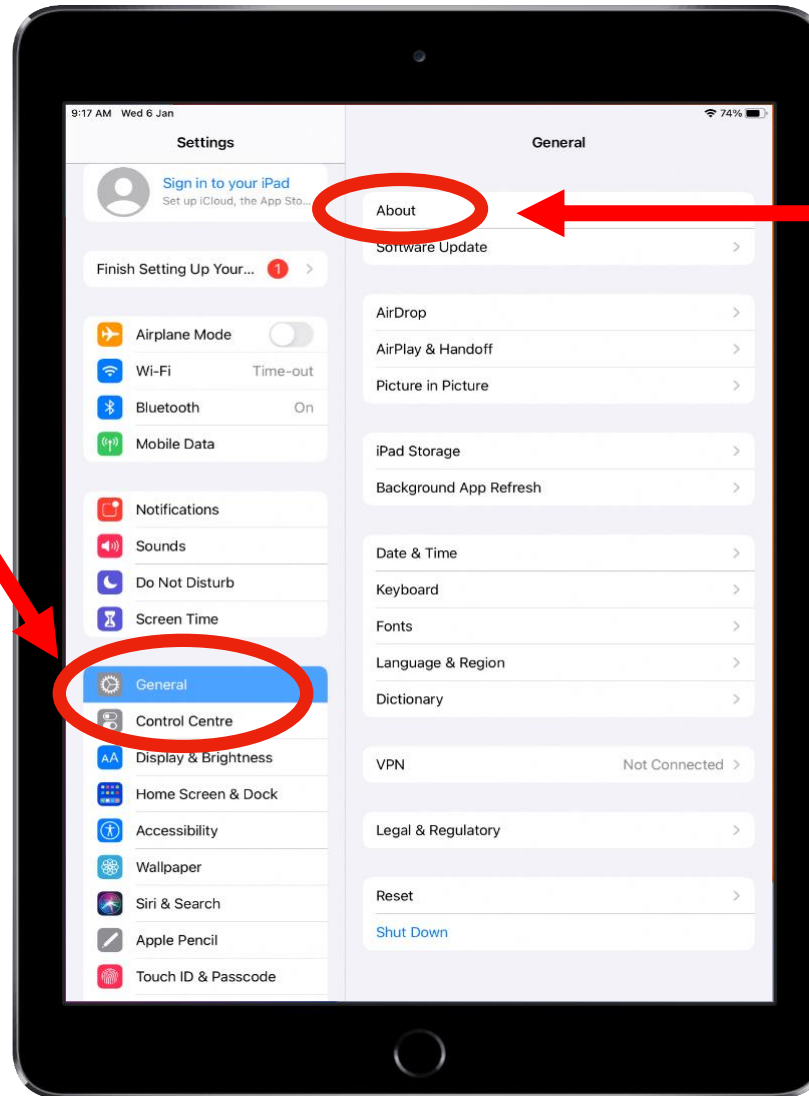
**Tap** on “**Settings**” from the Home Screen





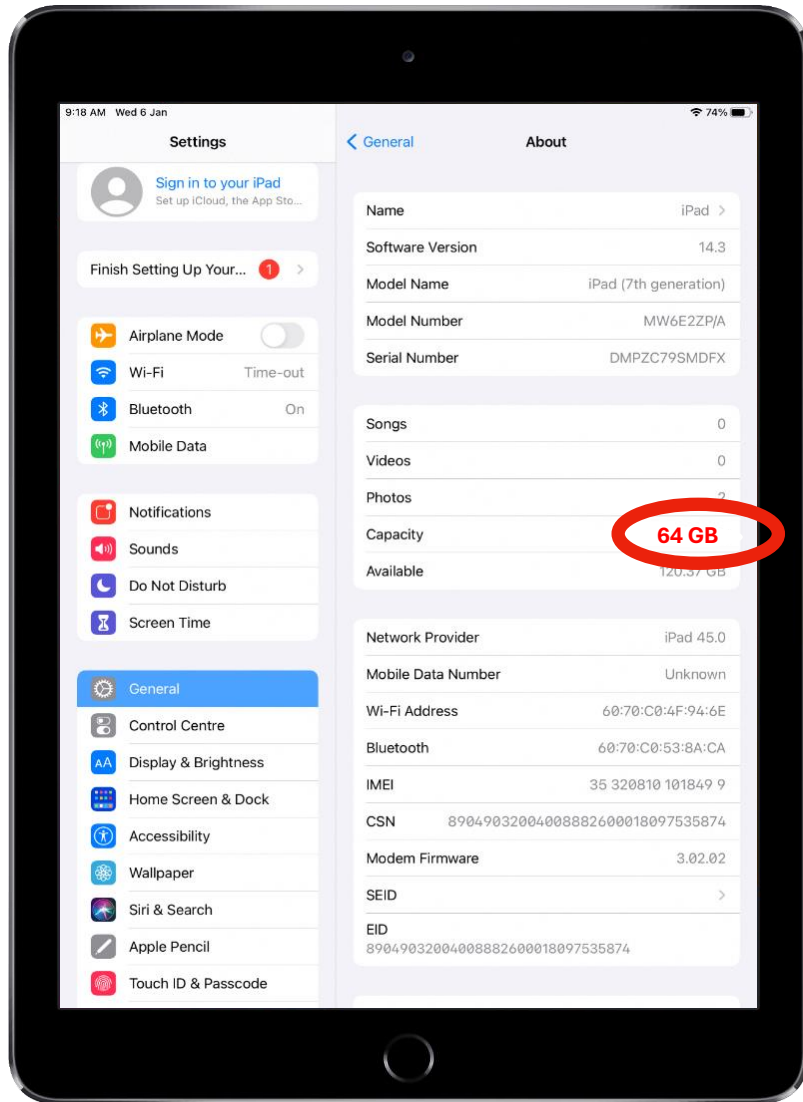
# Check iPad Storage Size

Step 1:  
**Tap** on  
**‘General’**.



Step 2:  
**Tap** on  
**‘About’**.

# Check iPad Storage Size



Step 3:  
Storage will be displayed under  
**‘Capacity’**.

Step 4:  
**Check** that the storage capacity  
is as stated on your **collection**  
**form.**

# Congratulations!

You have completed your DMA installation successfully.

**For further enquiries, please contact:**

Contact 1: (Mr Wong Wai Kit, Charles)

Contact 2: (Mr Javen Gwee)

Technical Support : [pdlp.support@asiapac.com.sg](mailto:pdlp.support@asiapac.com.sg)

Sales enquiry: [pdlpapple@asiapac.com.sg](mailto:pdlpapple@asiapac.com.sg)

# End of Handover

- **Ensure** you have signed on the receipt. Keep the receipt.
- **Click** the Power Button to shutdown.
- **Keep** and remember to take all your device and accessories with you when you leave.
- **DO NOT** leave the class until you are told to do so.

## Note:

Your device/accessories original boxes should be kept for 7 days for any 1 to 1 exchange should issues occur.

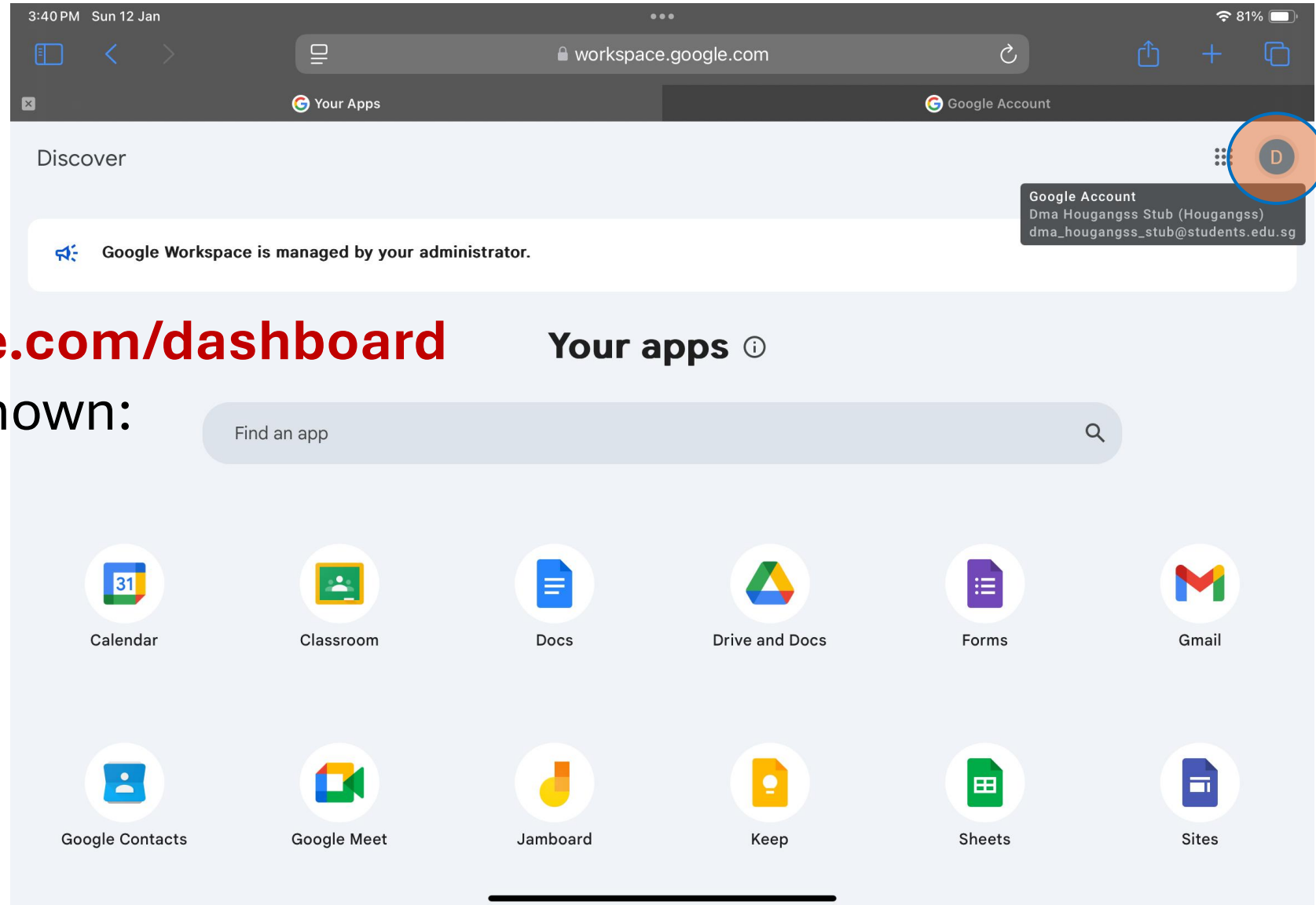
# Setting up your MIMS password recovery

Access Safari and go to:

**[workspace.google.com/dashboard](https://workspace.google.com/dashboard)**

and follow steps shown:

step 1



Step 1



Discover



Google Workspace is managed by your administrator.

# Your apps

Find an app

Step 2

Manage your Google Account



Calendar



Classroom



Docs



Drive and Docs



Google Contacts



Google Meet



Jamboard



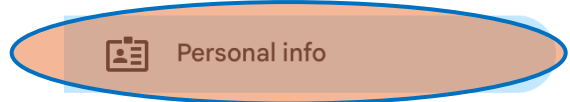
Keep

Sheets

Sites

click on  
step 2

Step 3



- Home
- Personal info**
- Data & privacy
- Security
- People & sharing
- Payments & subscriptions
- About

# Other info and preferences for Google services

Ways to verify it's you and settings for the web

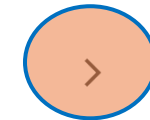


## Password

A secure password helps protect your Google Account

.....

Last changed Mar 31, 2023



Step 4

## General preferences for the web

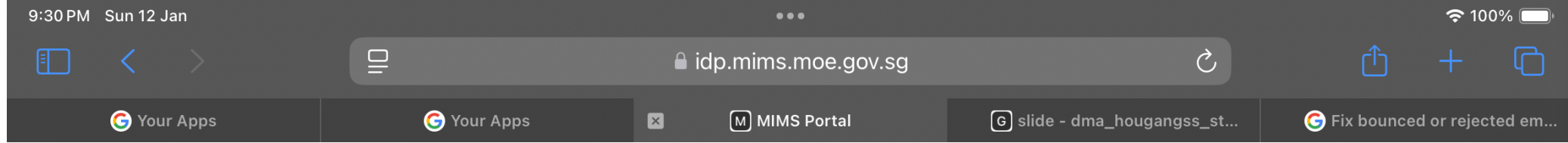
Manage settings for Google services on the web

- Language**  
English (United States) >
- Input Tools**  
Type more easily in your language >
- Accessibility**  
High-contrast colors OFF >

## Looking for something else?

- Search Google Account >
- See help options >

Click on step 3, and scroll down to step 4



MIMS Portal

Ministry of Education  
SINGAPORE



Please login using your MIMS account. For Students, your MIMS login ID is <Full\_Name>@students.edu.sg. For School Staff, your MIMS login ID ends with @schools.gov.sg. For HQ Staff, your MIMS login ID ends with @hq.moe.gov.sg. If you encounter difficulties logging in, please approach your teachers (for Students) or MIMS Administrators (for Staff).

Username

Password

Step 5

Sign in

[Forgot Password?](#)

Sign in with your MIMS account. Your **MIMS account is your student iCon account.**

e.g. user id for MIMS: peter\_lim\_jones@students.edu.sg



Ministry of Education SINGAPORE

MIMS Portal 21001053

Applications Favorites

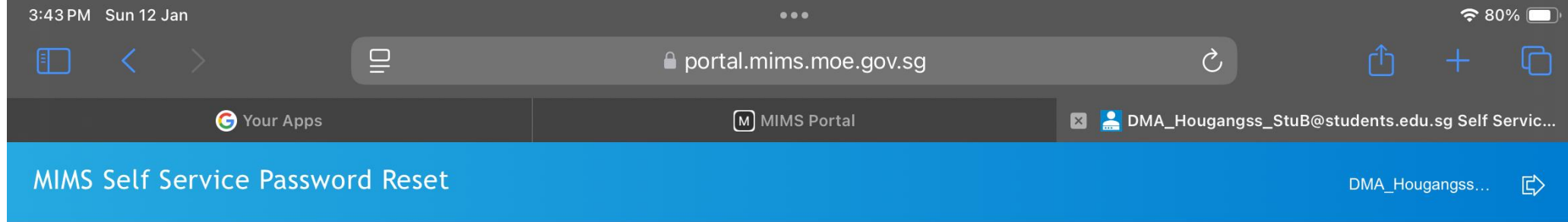
ICON ICON Email

MIMS SSPR MIMS Self Service Password Reset

SLS Student Learning System

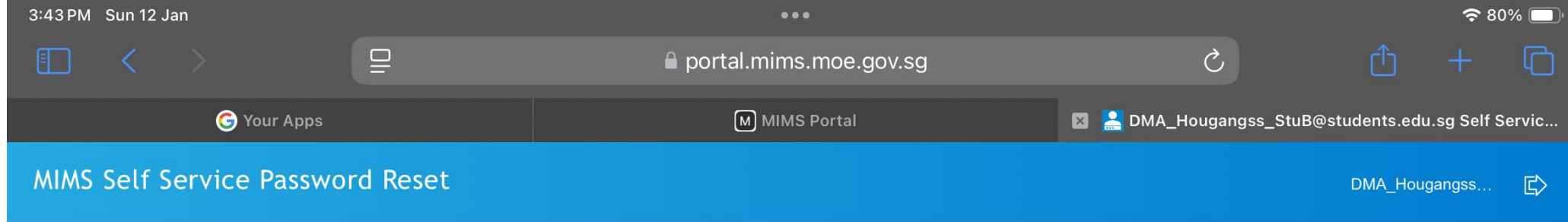
Step 6

Click on Step 6



**Step 7**

Click on  
step 7



## Please Sign in

Please enter your password below. Your current password is required to access this application.

Password

Sign in

Cancel

**Step 8**

Sign in  
with your  
MIMS  
again as  
shown in  
step 8

Your **MIMS account is your student iCon account.**

3:43 PM Sun 12 Jan

portal.mims.moe.gov.sg

Your Apps MIMS Portal DMA\_Hougangss\_StuB@students.edu.sg Self Servic...

# MIMS Self Service Password Reset

DMA\_Hougangss...

## Confirm Security Questions

You have already setup your challenge/response answers on January 4, 2025 at 4:47:04 PM GMT+8. If you continue, you can re-answer your questions.

### Answered Questions

What is your favourite colour?

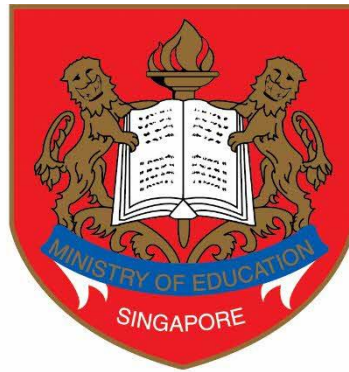
What is your favourite food?

What is your favourite sport or hobby?

Clear Answers

Cancel

Set-up your security questions when prompted. You can now rest your own password if you have forgotten it.



Ministry of Education  
SINGAPORE