

School District of Cambridge

How to request iPad Applications for district owned devices

1. Enter a requisition online through Employee Access

- a. Choose your normal requisition group
 - i. i.e. if you are a regular elementary teacher you would choose “100-ELEMENTARY SCHOOL” if you are a special education teacher you would choose “804-SPECIAL EDUCATION”
- b. Under Description please enter the educational purpose of the app(s) in which you are requesting.
- c. For the Vendor name choose Apple-iPad Apps
- d. On the detail screen (access this by clicking on the “Save and Add Detail” button in the upper right-hand corner) add the information for each app that you are requesting.
- e. Under Catalog type in the name of the App
- f. Key in the quantity (usually 1) and price of the app
- g. Under Description type in the author of the app, company (if applicable) and a brief description of the app.
- h. Click on Save
- i. Click on Add Requisition Accounts
- j. In the window that will pop up find your general supply account code and click on the box next to it (a green check mark will appear in the box)
- k. Click on Save Account Distribution
- l. Click on Submit for Approval
- m. After your request has been approved by your supervisor and processed at the District Office you will be emailed a code. See instructions below for downloading your new app.

2. Download App to your desktop and sync to iPad

You will either be sent an app-specific code via email or an app-specific URL via email.

- **App-Specific Code**

You should enter the code at the App Store. On your Mac or PC, click Redeem in the Quick Links box at the top right of the iTunes Store window. Using the App Store app on your iPhone, iPod touch, or iPad, tap Redeem at the bottom of the Featured list. Enter the code and download your app. If you've downloaded your app to your Mac or PC, you'll want to sync your device to get the app.

- **App-Specific URL**

Just open the email on your iPhone, iPod touch, or iPad and tap the link. Your app will automatically download to your device. Or you can open the email on your Mac or PC and click the link to add the app to your iTunes library, then sync your iPhone, iPod touch, or iPad to add the app to your device.

Note:

If you do not have funds available in your budget you will first need to ask your supervisor if they would authorize a budget transfer. If a budget transfer will be authorized your supervisor will submit the transfer to the business office. Please allow a few days for this process to take place.

If you do not have iTunes available on your classroom computer please contact your network administrator.