

Hey!!

Please see below for step-by-step instructions on how to set up an Apple Developer Account for the school.

Before getting started, here's what you will need:

1. A computer
2. An Apple Device (iOS, so iPhone or iPad)
3. Your EIN (Employer Identification Number)
4. A valid email address, tied to the school (see below)

We recommend using a 'new' school email (ie. appledeveloper@school.org) instead of linking it to one individual's email account.

If your school district is 1:1 with Apple, or has a VPP (Volume Purchasing Program) account with them, you will need to use a different email address.

Create an AppleID:

1. Go to: <https://appleid.apple.com/>
2. Click "Create your Apple ID" in the upper-right corner.
3. Fill out the form using a real name, a school email address, a password and security questions you'll remember, and a birthday 18+.
4. Whatever Password and Security Questions you choose to use, be sure to write them down somewhere you can easily access them, just in case.

Two Factor Authentication:

Once you've created the account, you need to set up Two-Factor Authentication. This will be set up on your Apple device (Mac, Macbook, iPhone, etc) - but make sure before you start that you know the Apple ID password and security questions on that Apple device. You will need them to log out to set this up, and need them again to log back in once this is done.

First, log out of the account that your iOS or Mac is currently logged into. You'll need to know the log in info for that account and the passcode to the device. It might mention that 'Find my iPhone' will be turned off, which is true, but as soon as you log back in after all of this is done, you can turn it back on.

Next, you'll need to log into the new account you just created an AppleID for. Here's a good detailed, step-by-step walkthrough for this:

<https://support.apple.com/en-us/HT204915>

Be sure that once you've set it up, and you log back into your AppleID on your computer (in the browser), you see both "Trusted Numbers" and a "Trusted device" on your dashboard. You will

need both to appear to successfully enroll in the Apple Developer program.

Apple Developer Enrollment:

1. Go to: <https://developer.apple.com>
2. Click on "Account" in the upper-right corner and login (if it logged you out).
3. Scroll down to "Join the Apple Developer Program" and click on that
4. Click on the blue "Enroll" button in the upper-right
5. Scroll to the bottom of the screen and click on the blue "Start your Enrollment" button

If the steps above have been completed correctly, this will take you to a page where you will be able to apply for the Developer account. If not, you will have to go back and re-do the setup highlighted. Typically, we see the hold-up here a result of two-factor authentication not being setup. If you find yourself stuck at this step, feel free to send me a message in Basecamp to setup a time to troubleshoot together.

If all goes well, continue to:

1. Accept the License Agreement, and be sure to uncheck the marketing emails box
2. Here, there should be a drop down, and you should choose "I develop apps as a Government Organization (that's what we've been repeatedly told to use for Schools) and click Submit
3. There should be a long screen here - the first option at the top, choose "My organization has given me the authority to..." it should be a the second option
4. There will be multiple sections here to fill out contact information, for "Your work email" and "Verification Contact" - for both, I would use the Superintendent's information, and the same email address so all of this communication is in the same place.
5. Also in this step, it will ask for the School's legal information, including the EIN
6. In the last section, be sure to check that yes, you would like to request a fee waiver, and confirm in the next drop-down.
7. The final step here is to click "Submit," and if all goes well, it should take you to a repeat of the same screen, just for you to go through and double-check all of the information that's about to be submitted.
8. If nothing needs to be edited, click "Confirm" on the very bottom of the page
9. A green message should pop up at the top of the screen that says "Your Enrollment is being Processed" along with an Enrollment ID - please also write that down, in case Apple Support asks for it if we reach out to them.

The final steps of this process are to keep an eye on the email address for responses from Apple. The faster we can respond to them, the more smoothly this process should go! (By the way, you can log back into the original account on your iOS device!)

What they will likely request is this:

“To proceed with your enrollment, we require that you provide a letter to Apple on your official organization letterhead which includes the following information:

1. State that you (Superintendent) have the legal authority to bind your organization to all legal agreements presented on behalf of the Apple Developer Programs.
2. State that your organization (School Name) has the intent to participate in the Apple Developer Programs.
3. Include your enrollment ID:
4. Provide your printed name, title, signature, and contact information.”

The email that includes that request will also have a link with it to upload that document directly - and then we should get the confirmation of the account within a few days.

Once you have received an email confirming your enrollment, send me a message in Basecamp and I will walk you through the very final step, adding a member of our mobile team to your account so we can submit the app and any updates on down the road.

Nice work!