

iPad

Onboarding Guide

Date: 19 Feb

Time: 8.45 – 10.30 am

PDLP Onboarding Activities at-a-glance

Timeline	
Before 12 th Feb	Complete preparations e.g. required to submit online form https://for.edu.sg/pdlpcheck
Before 19 th Feb	Bring a bag, ez-link card, make necessary transport arrangements
19 th Feb	Seated 8.45 am, collect and conduct physical check of iPad and accessories
	Install device management application
	Sign in to School managed apple ID account for 200 GB iCloud
	Check key functionalities: Camera, Storage, Apple Pencil Ppairing and use
	Set up password self-recovery (3 security questions)
	Keep iPad box for 7 days, in case of 1-to-1 exchange due to manufacturing defect
	Complete SLS module on <i>File Management and Data Back-up</i>
Before 27 Feb	Complete SLS module on <i>Basic Module on AI and AI-enabled Features in SLS</i>

Admin Reminders

And Instructions

3 Things to Do before 19th Feb

- ✓ **Have your student iCon ID and **School Managed Apple ID** , and working password. Use a home device to go to <https://for.edu.sg/pdlpcheck> and complete the submission of the form by 12th Feb, Thursday.**

Example of student iCon:

peter_lim_jones@students.edu.sg

Example of School managed apple ID:

[peter_lim_jones @appleid.hougangsec.moe.edu.sg](mailto:peter_lim_jones@appleid.hougangsec.moe.edu.sg)

- ✓ Prepare a bag to keep your PLD.
- ✓ Have breakfast, make arrangements to go home to complete HBL/SIL.

Go to: <https://for.edu.sg/pdlpcheck>

Complete the AllEars form by
12th Feb, Thursday.

0/265 Responses (0%)

Classes	Response Rate	Responses	Pending
S1-A	0/40 (0%)	0	40
S1-E	0/40 (0%)	0	40
S1-G	0/37 (0%)	0	37
S1-H	0/36 (0%)	0	36
S1-N	0/40 (0%)	0	40
S1-O	0/36 (0%)	0	36
S1-U	0/36 (0%)	0	36

4 Things to Complete on 19th Feb

- 1) Collect iPad and install the Device Management Application
- 2) Sign in to the school managed apple ID on the iPad
- 3) Set up your self-service password recovery for student iCON
- 4) Complete the File Management and Data Back-up Module in SLS (by 19th Feb) and Basic Module on AI and AI-enabled Features in SLS (by 27 Feb)

Follow the instructions of your teacher and facilitators. 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 and school ICT staff will 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.

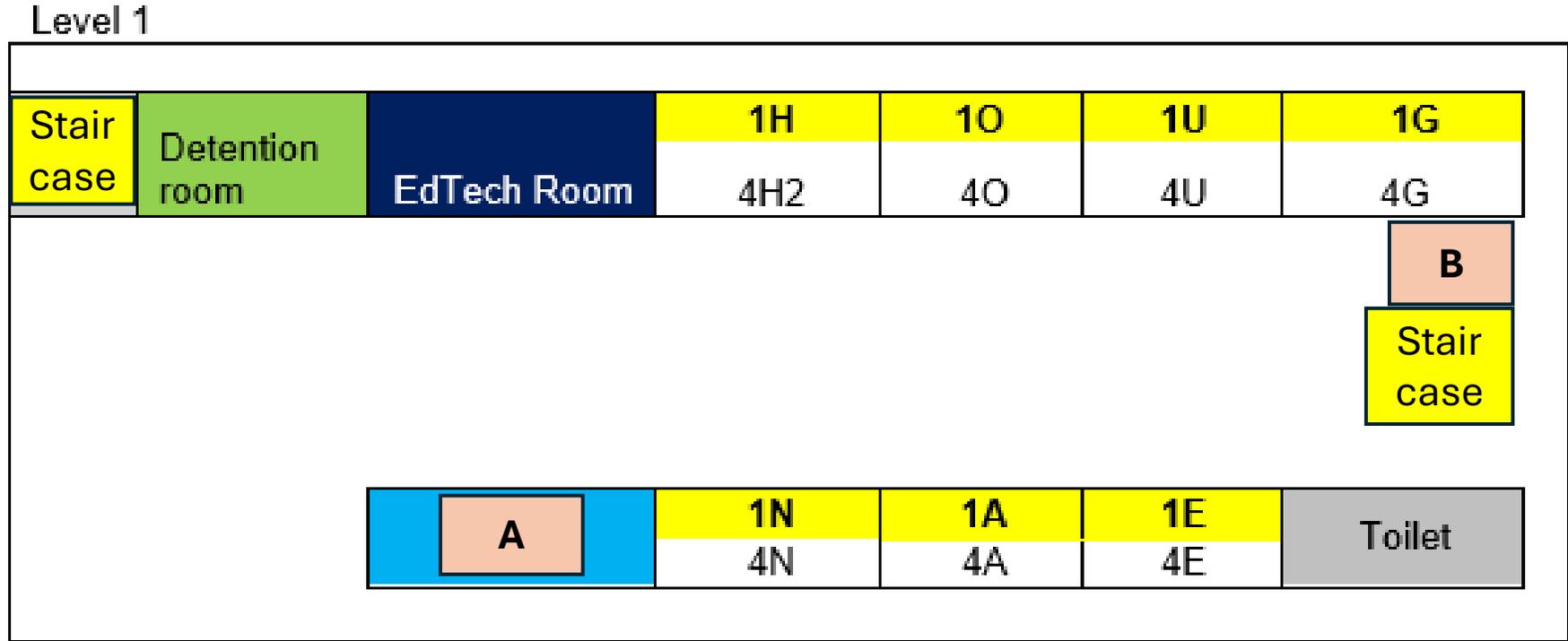
HBL work

Assigned HBL work will be moderated, but Sec one students will still need to complete all HBL work.

Canteen will not be open. Please have breakfast before coming to school. Make arrangements with your parents to return home after the session. It will end at around 10.30 am.

Sec 1 Class	Assigned Class
1H	4H2
1O	4O
1U	4U
1G	4G
1E	4E
1A	4A
1N	4N

A/B - Technical Support



Take note of your assigned classroom at level 1

Last Reminders:

- 1) Wear school uniform, bring your ezlink card or birth cert.
- 2) Have breakfast and make arrangements to go home immediately after the session.
- 3) Report on time, 8.45 am at level 1 classroom.
- 4) Bring a bag to put the iPad on the actual day.
- 5) Go to SRC (Level 3) to reset your student iCon password **by 12th Feb (Thursday) if you are not sure whether it is working. Submit the pdlpcheck form** (<https://for.edu.sg/pdlpcheck>).
- 6) During installation, follow instructions step by step. Do not skip ahead. Whenever you are unsure, raise your hand and wait for help.

iPad Handover Guide

Items on your table

- 1) iPad 11 (A16)
- 2) Logitech Ruggedised Combo 4
- 3) Apple Pencil USB-C



Unboxing



1a. Turn the box over. Check for 128GB.

1b. Keeping the back of the box facing you. Peel along the sticker.

1c. Turn the box back to the front.

Unboxing

Unbox your new iPad.

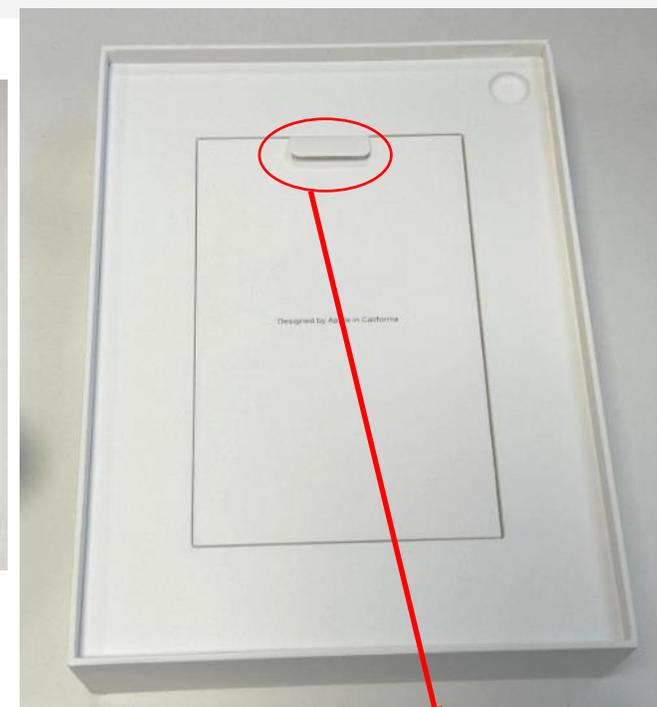
- 1d. Follow the instructions in the video to remove your iPad.

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.

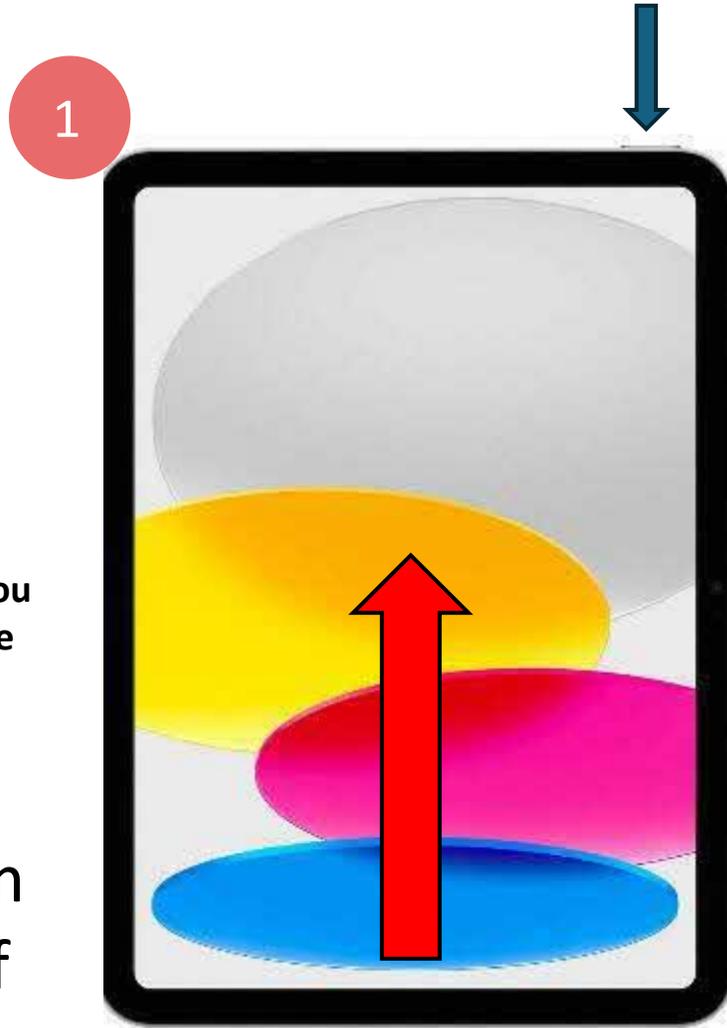
Casing

RUGGED COMBO 4 SETUP GUIDE

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



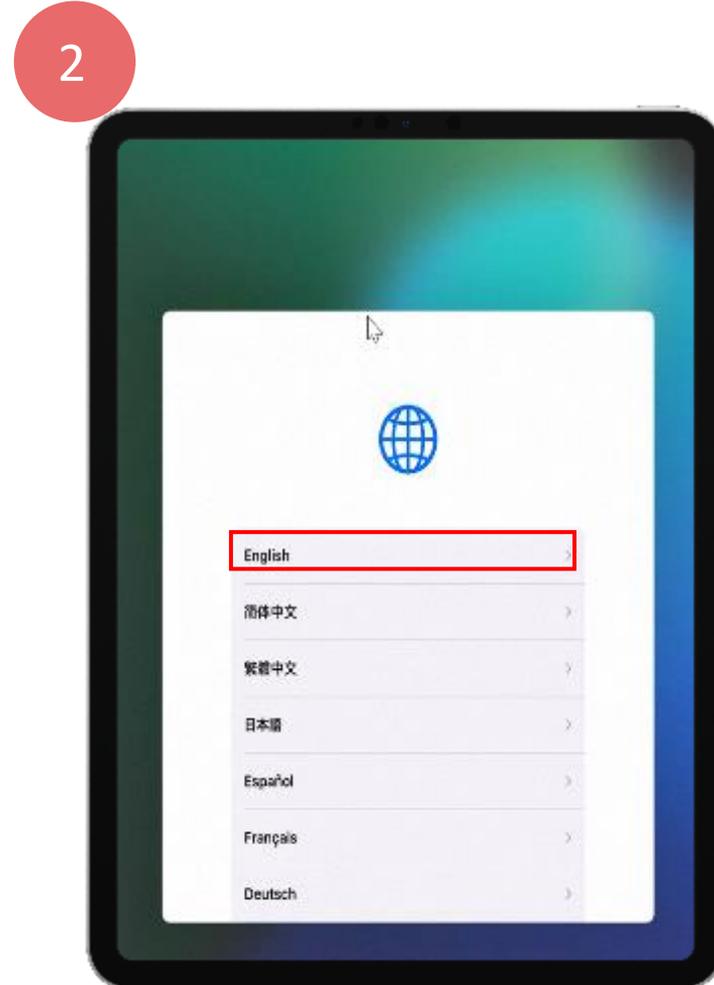
Getting Started (iPad)



Step 1a:
Power on
your iPad.

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

Step 1b:
Swipe up from
the bottom of
the screen.



Step 2:
Select 'English'.*

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

Getting Started (iPad)

3

Step 3:
Tap on
'Singapore'.



4

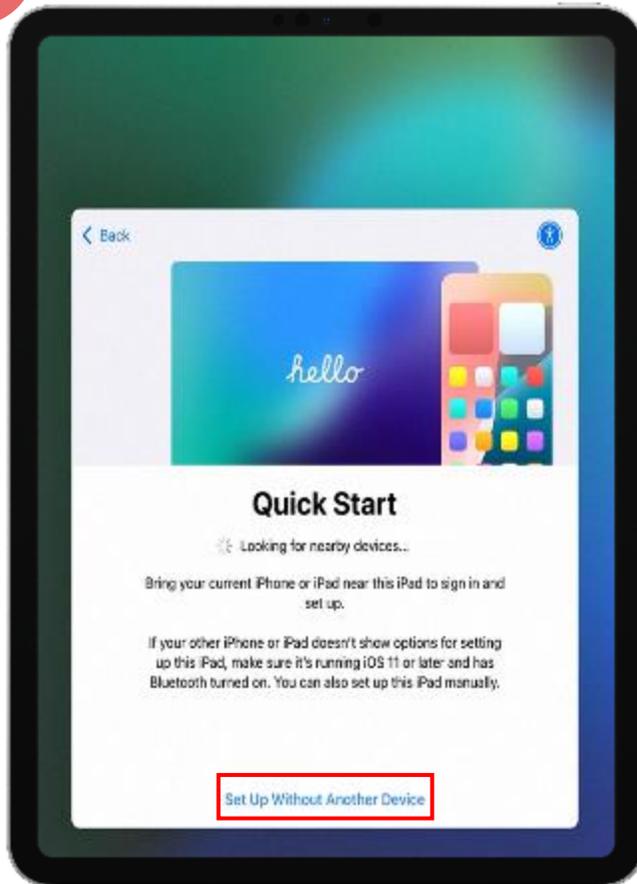
Step 4:
Select
'Default' for
Appearance
and click
'Continue'.



Getting Started (iPad)

5

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



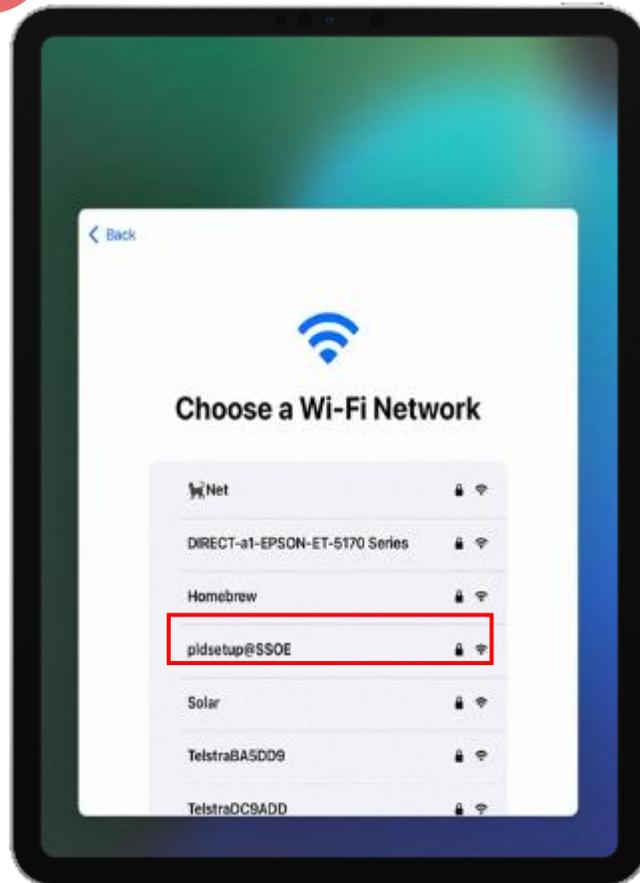
6

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



Getting Started (iPad)

7



Step 7:
Tap on
'pldsetup@SSOE'

8

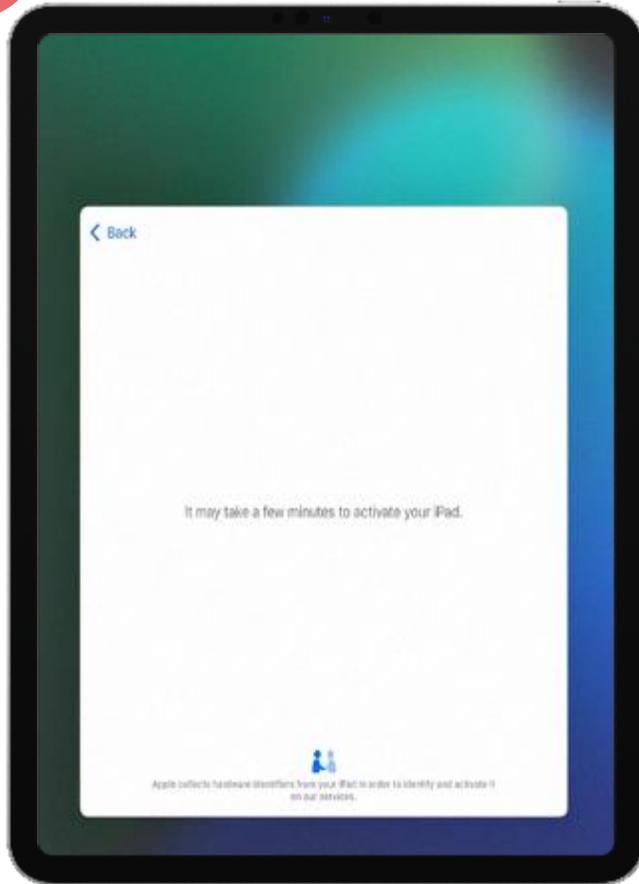


Step 8:
Enter the
password for
pldsetup@SSOE:
TBC*

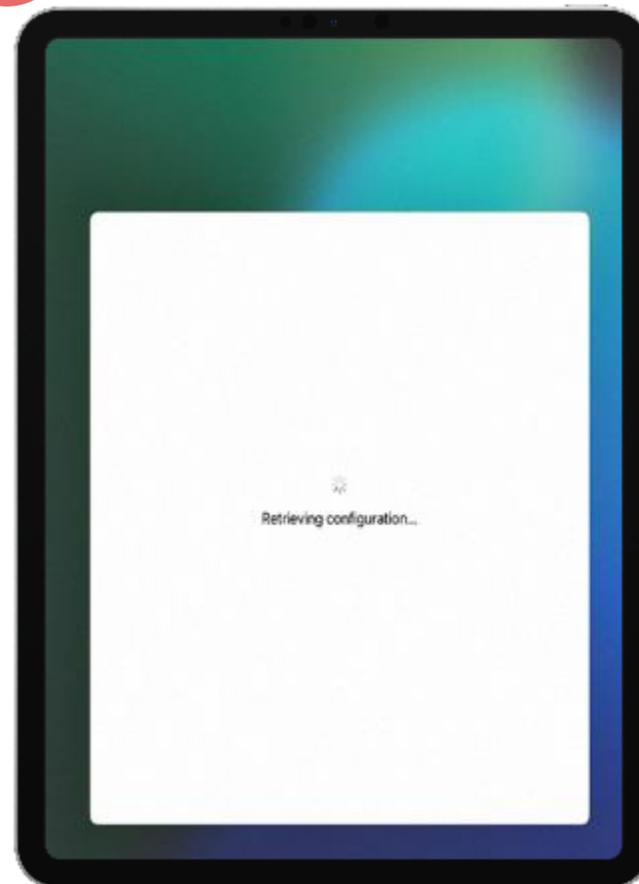
*it will be
provided during
the session

Getting Started (iPad)

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10



Step 9:

Wait for a few minutes to activate the iPad

Step 10:

Wait for it to retrieve configuration

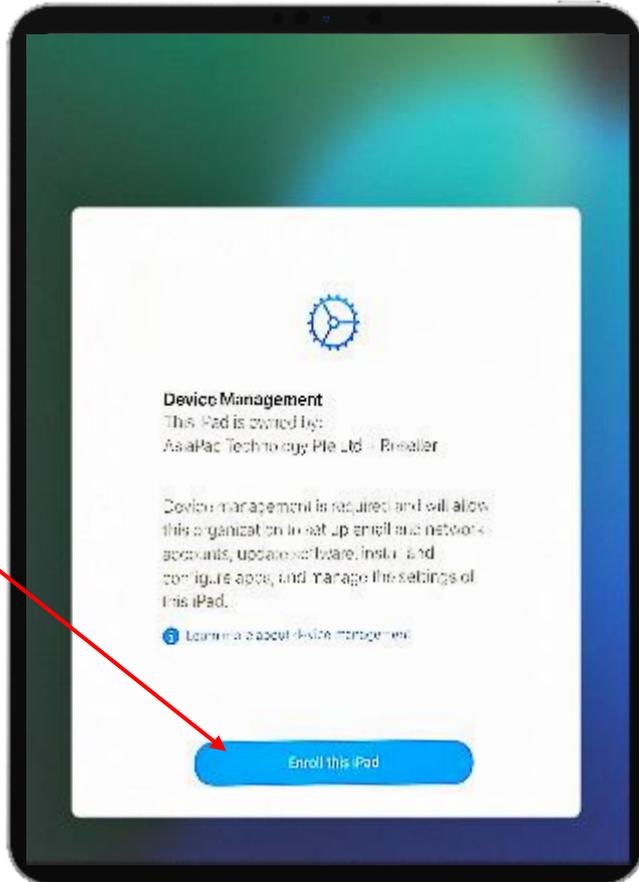
Getting Started (iPad)

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

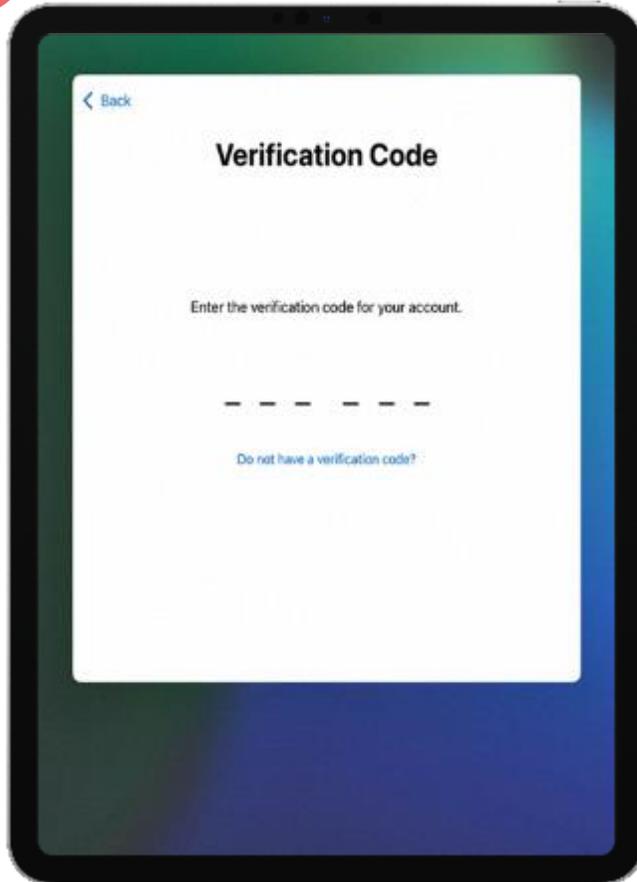


Getting Started (iPad)

15

Step 15:

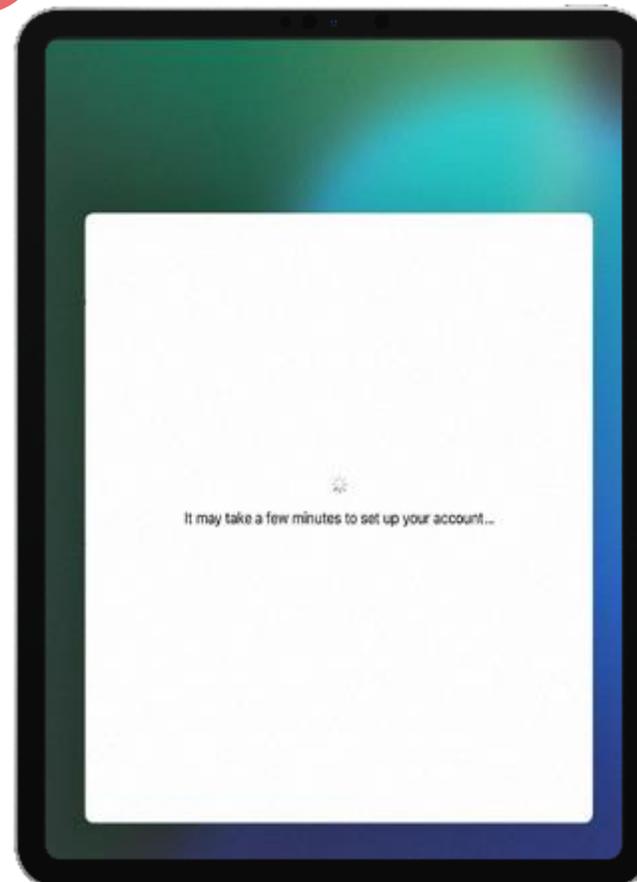
Key in verification code if you have set up 2FA.



16

Step 16:

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



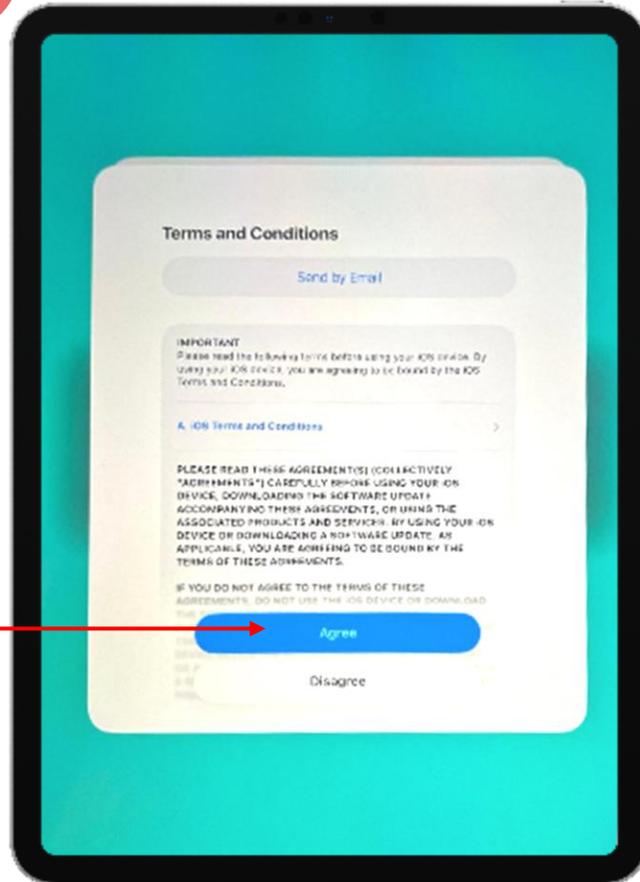
This process will finalize the account setup on your device.

Getting Started (iPad)

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

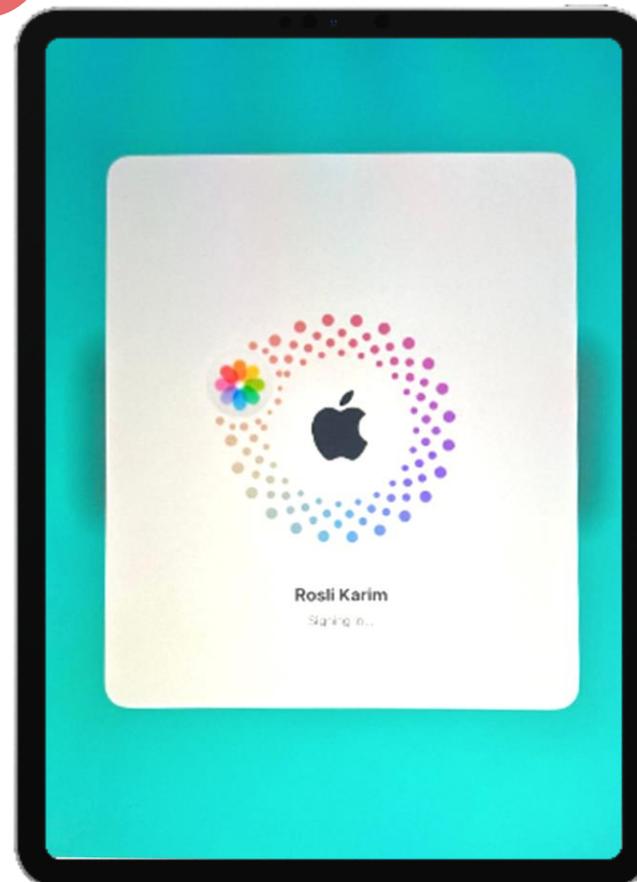
*This will allow you
to proceed with
setting up your
device.



18

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

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

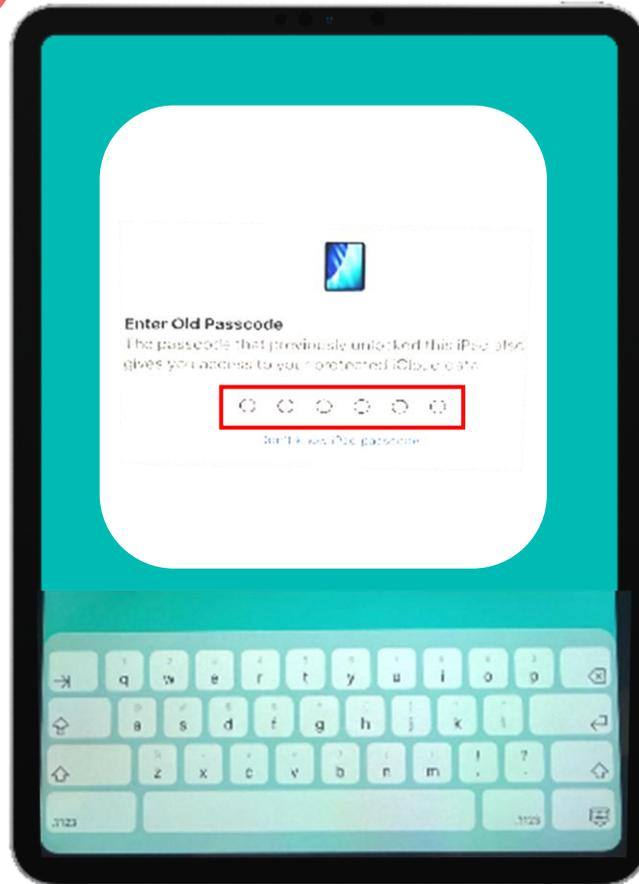


Getting Started (iPad)

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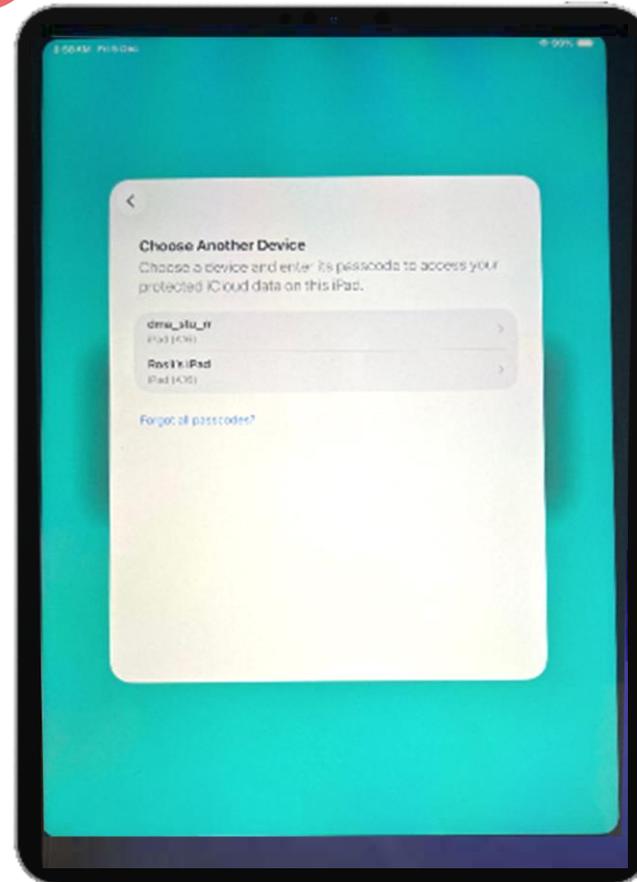
Step 19*:
Tap on “**Don’t Know iPad passcode**” to proceed if you forget your passcode

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



20

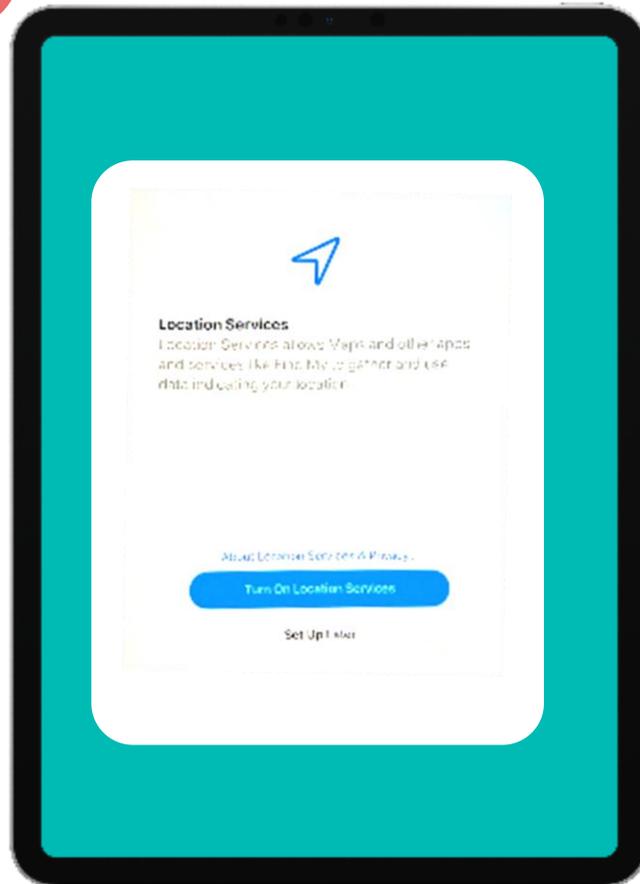
Step 20:
Tap on “**Forget All Passcode?**”



Getting Started (iPad)

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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.

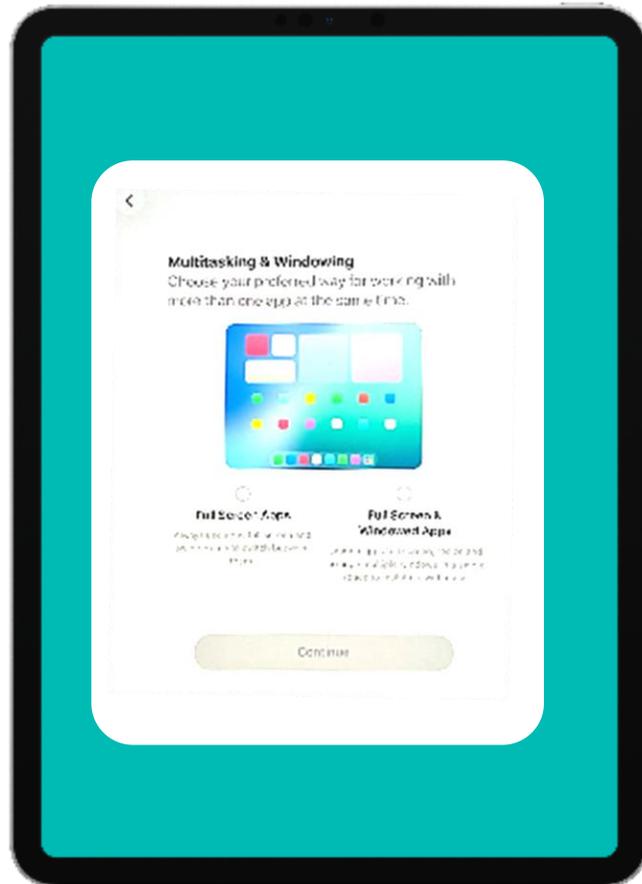
22

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



Getting Started (iPad)

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Step 23:

Choose

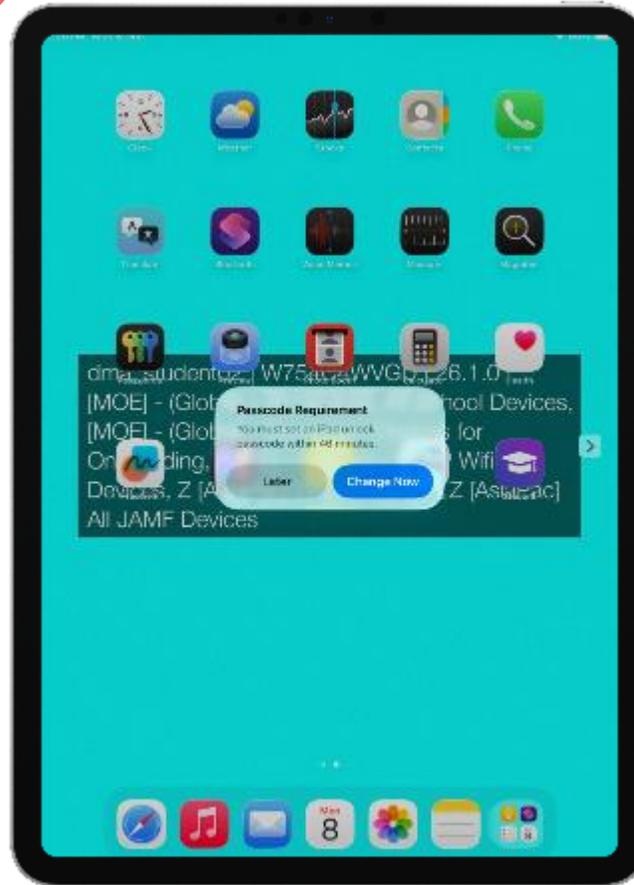
Full screen Apps Only

OR

Full Screen & Windows Apps

Getting Started (iPad)

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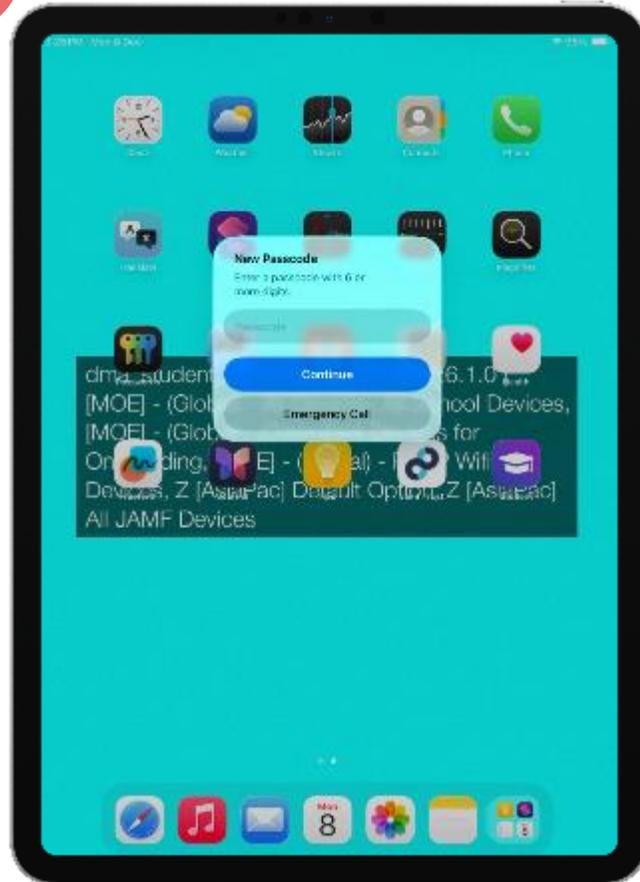


Step 24:

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

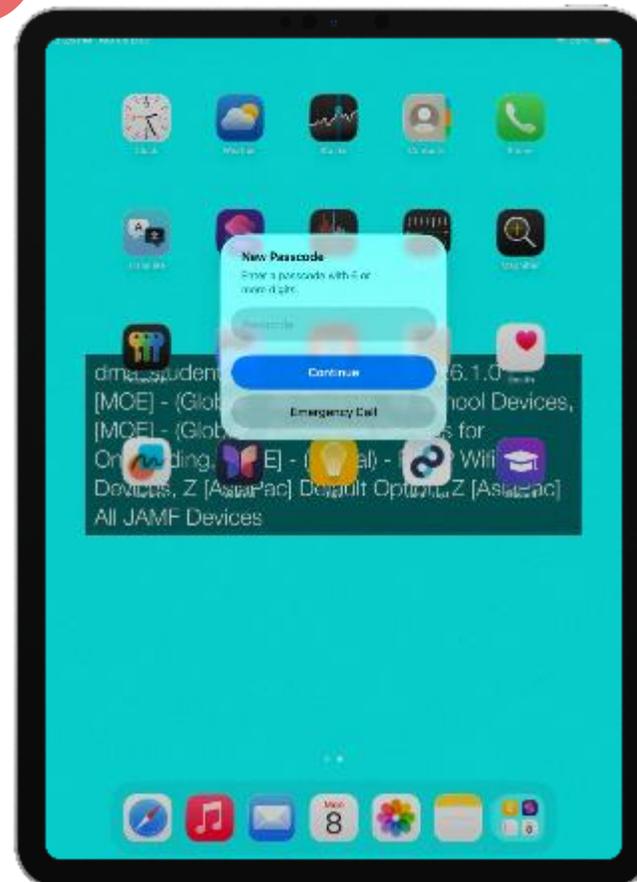
Getting Started (iPad)

25



Step 25:
Enter a **new passcode** of 6 or more digits, then tap **"Continue"**

26

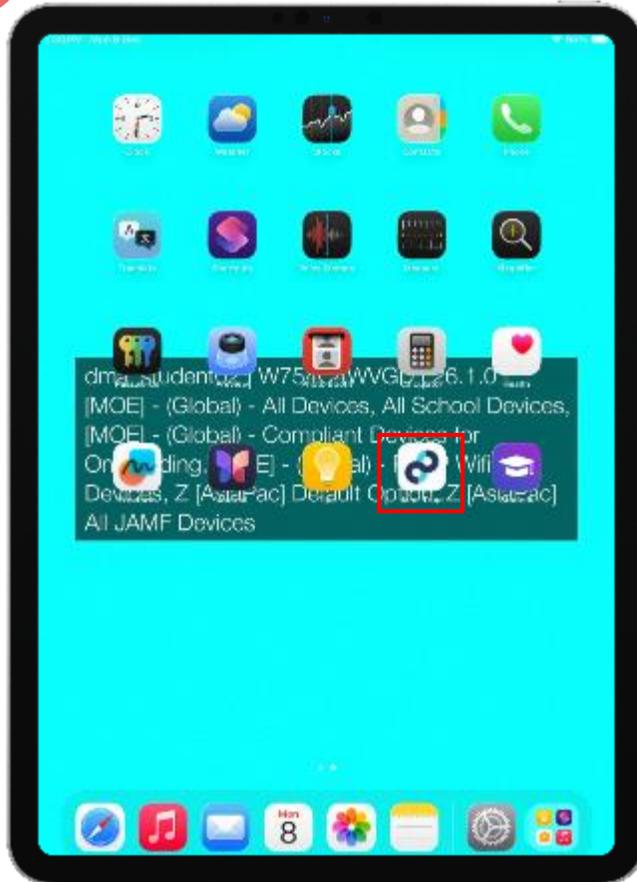


Step 26:
Re-enter the passcode to confirm, then tap **"Set Passcode"**.

Getting Started (iPad)

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Step 27:
Tap on Jamf Trust app once the app is installed



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Step 28:
The app may take a few moments to load.

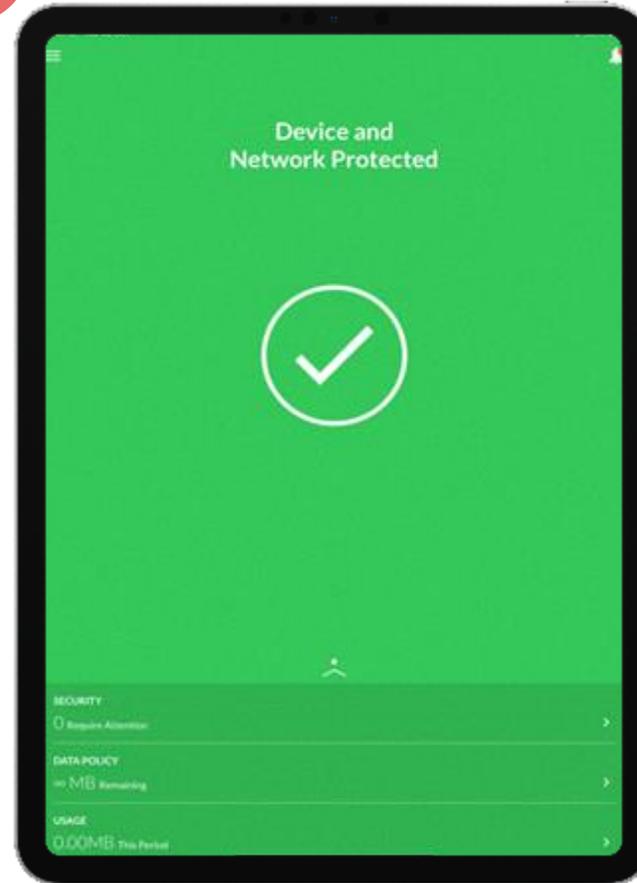


Getting Started (iPad)

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Step 29:

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



Show this green screen to your character coach. **Do not proceed until this is checked by your character coach.**

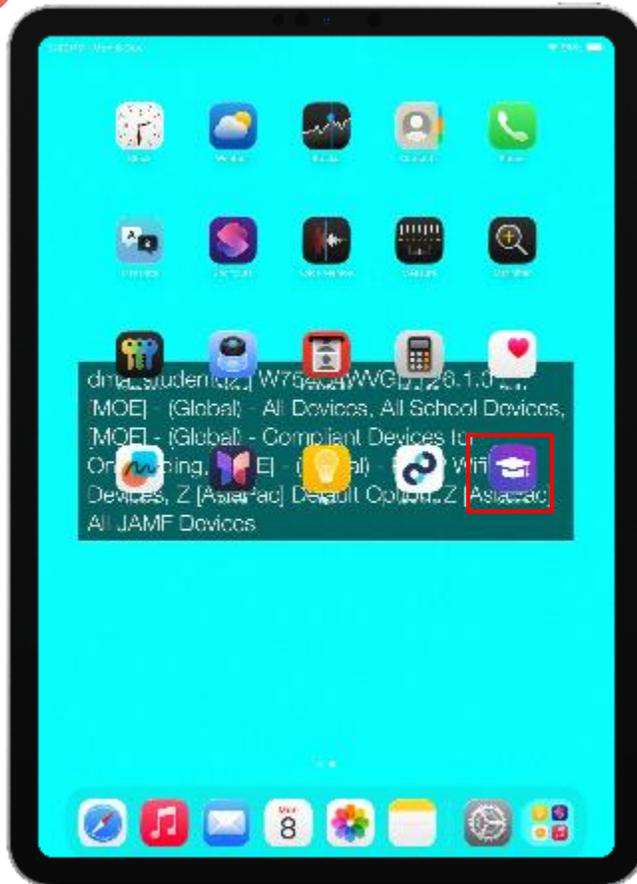
Getting Started (iPad)

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Step 30:
Launch JAMF
Student App



* Steps 30 to 40 focus on activating the CMS functionalities. This ensures that users don't skip ahead when prompted to enable location services



31

Step 31:
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)

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Step 32:

Tap on
"Continue" to
allow Bluetooth
permissions.

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



33

Step 33:

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)

34

Step 34:
Tap on
"Continue"
to allow
**Location
Services
permissions.**

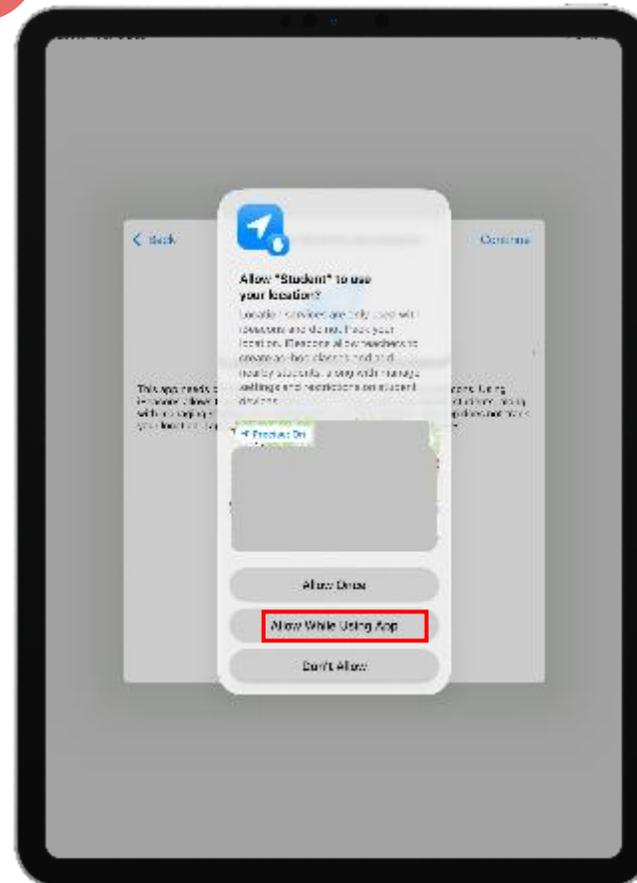
This will enable the app to use location services for creating and managing ad-hoc classes nearby.



35

Step 35:
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.

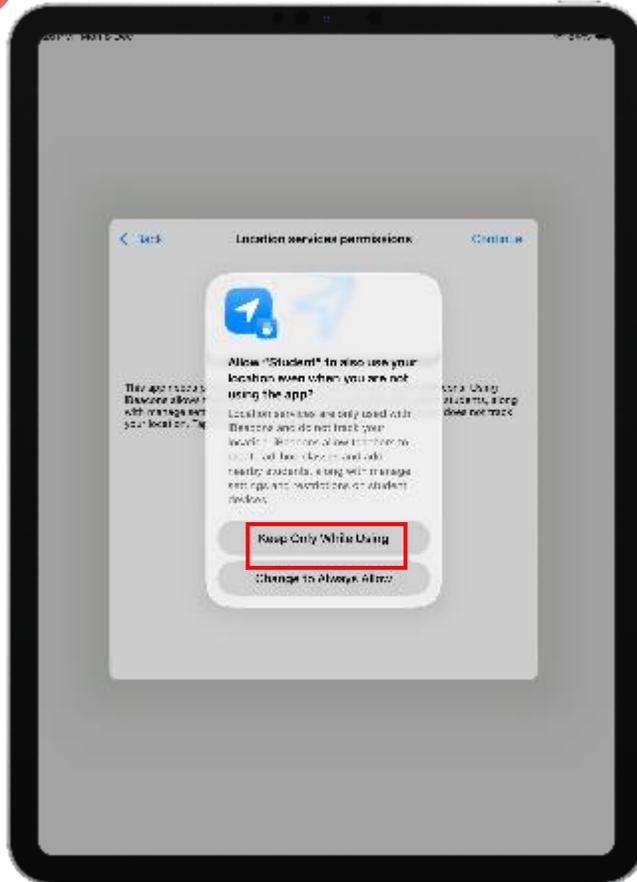


Getting Started (iPad)

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Step 36:
Choose "Keep Only While Using"
to limit **Location Services**
permissions to
when the app is in
use.

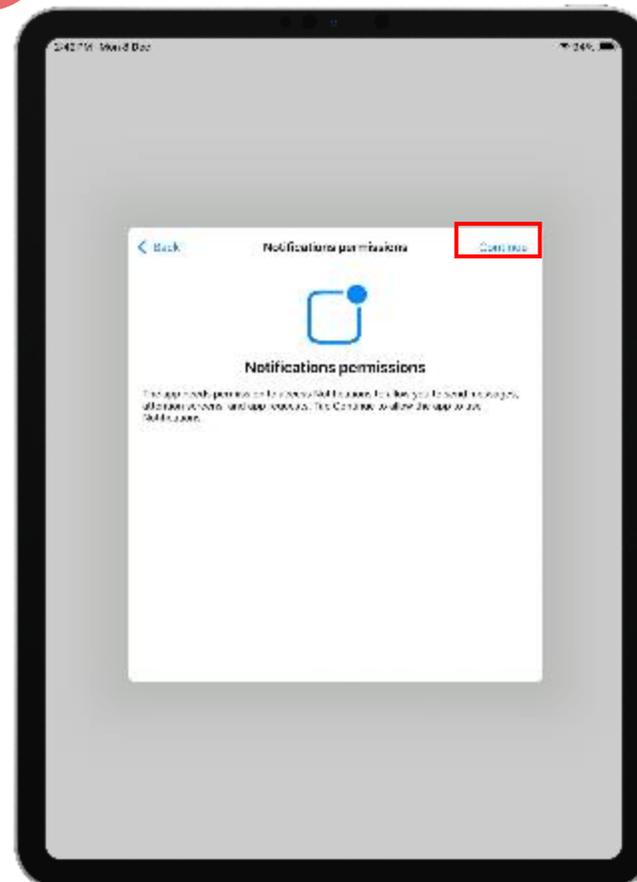
This allows the app to
use your location only
while it's being used



37

Step 37:
Tap on
"Continue" to
enable
Notifications
permissions.

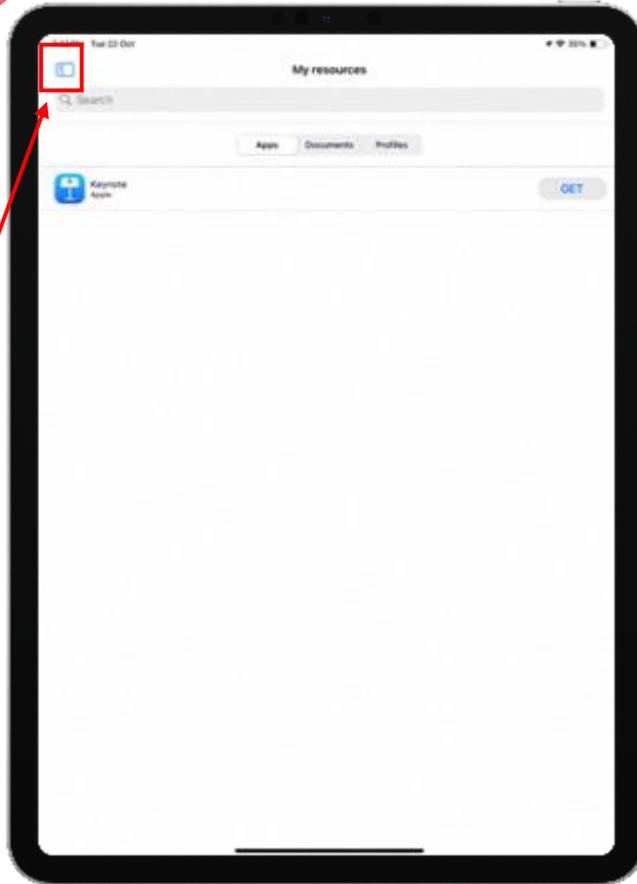
This will allow the
app to send you
important messages,
alerts, and reminders



Getting Started (iPad)

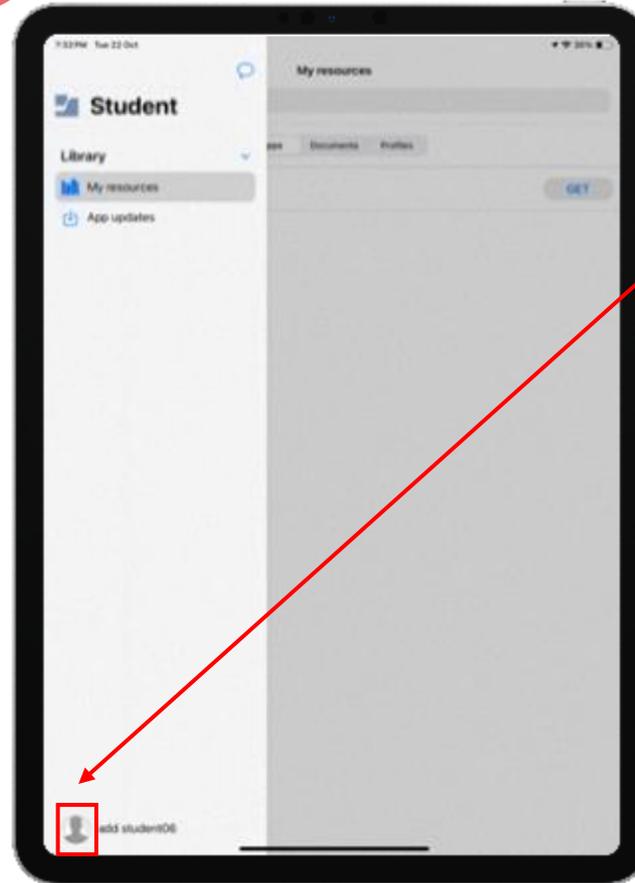
38

Step 38:
You should be able to see the home screen. **Tap on** upper left icon, see the section.



39

Step 39:
Tap on bottom down icon which has your student's name.

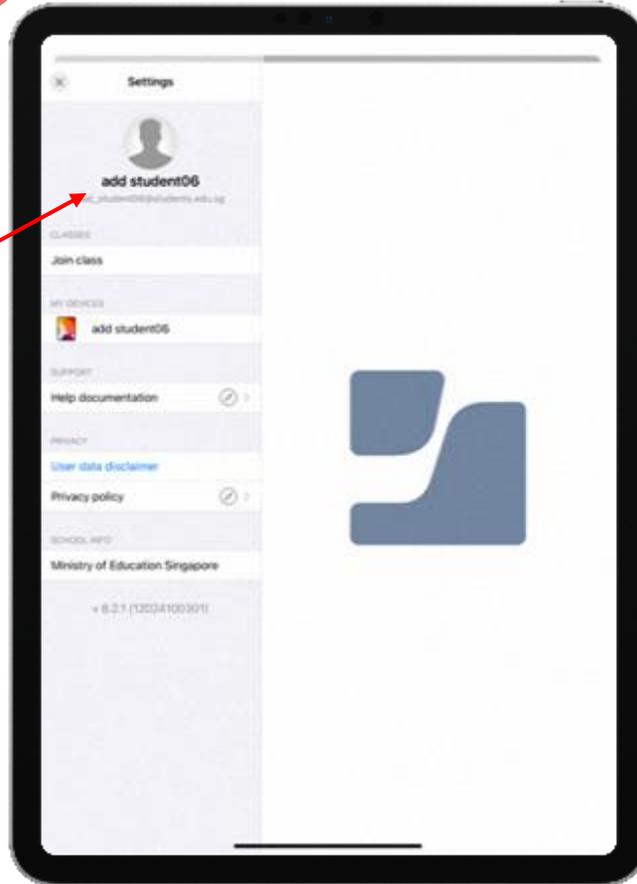


Getting Started (iPad)

40

Step 40:
Verify your
username is
correct.

e.g.
peter_lim_jones@students.edu.sg



Getting Started (iPad)

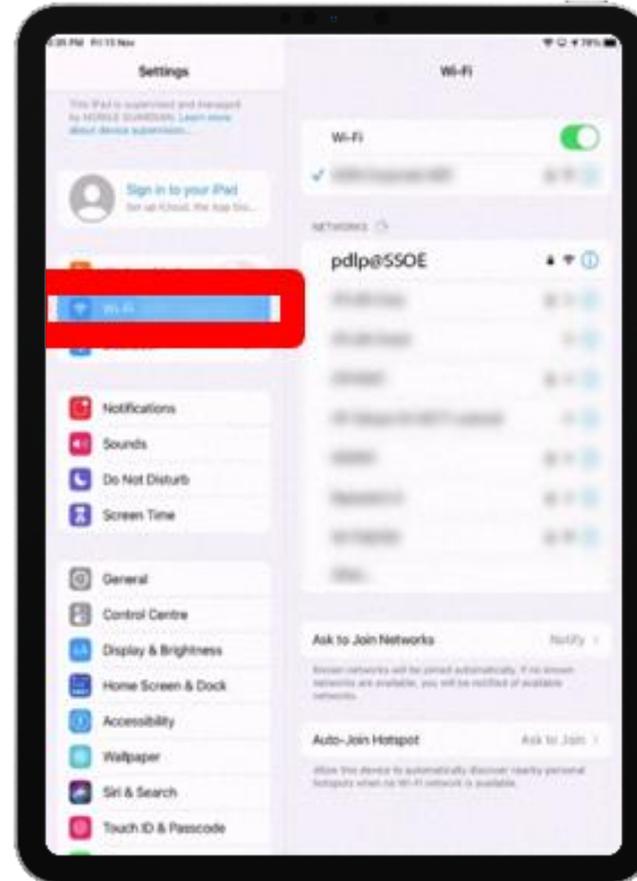
41

Step 41:
Tap on
'Settings'.

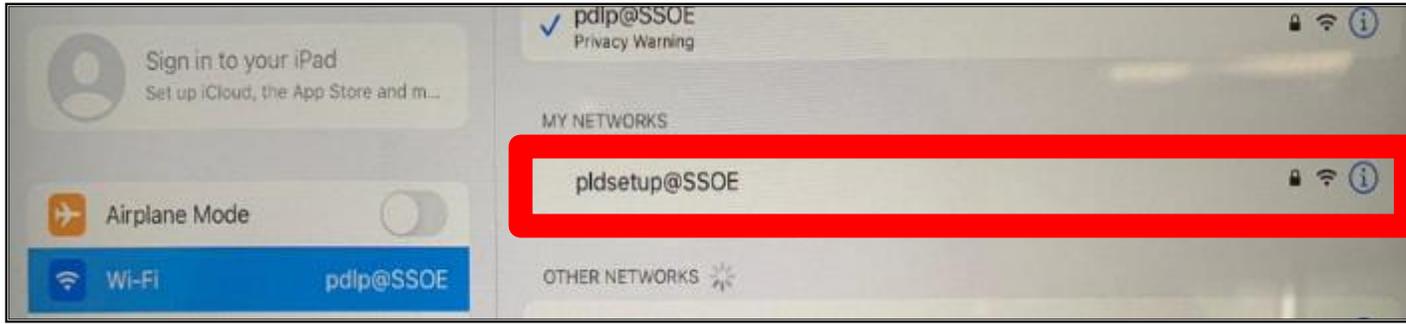


42

Step 42:
Tap on **'Wifi'**.

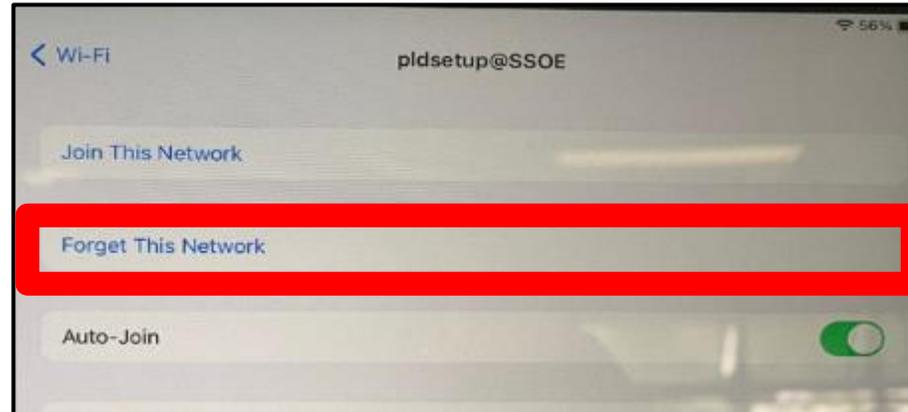


Getting Started (iPad)



Step 42a:

Tap on 'pldsetup@SSOE'.



Step 42b:

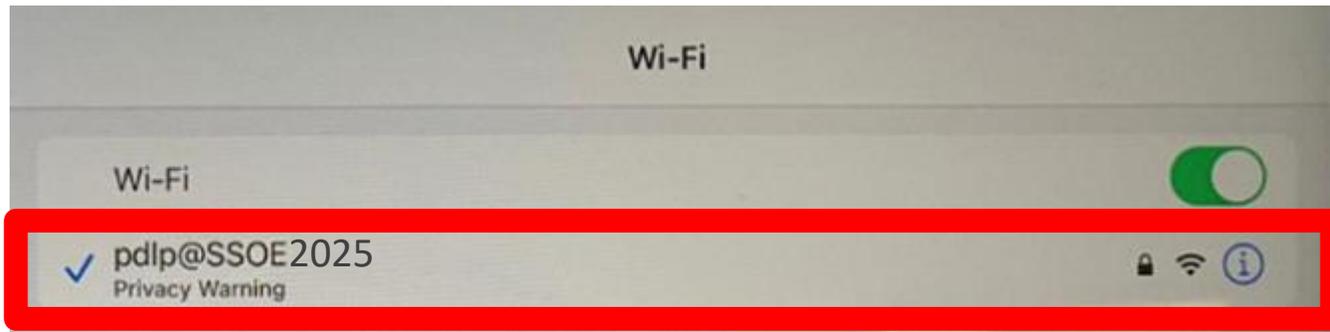
Tap on 'Forget This Network'.



Step 42c:

Tap 'Forget'.

Getting Started (iPad)



Step 42d:

Make sure you are connected to 'pdlp@SSOE2025'

pdlp@SSOE2025 is the network your iPad should be connected to.

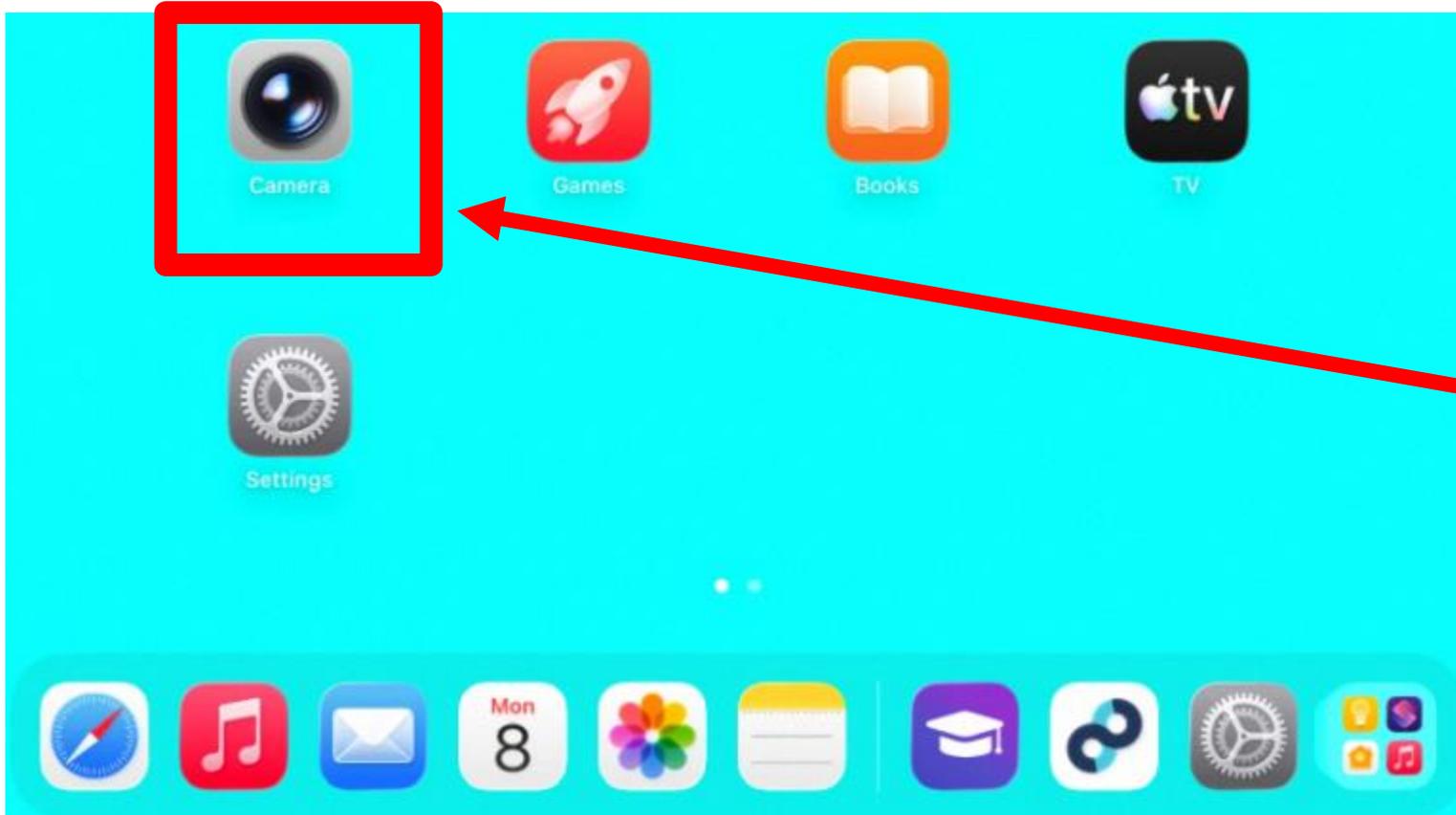
NOT SWN@SSOE, NOT GUEST@SWN

Congratulations!

You have completed your DMA installation successfully.

Now we move on to check the peripherals and functionalities.

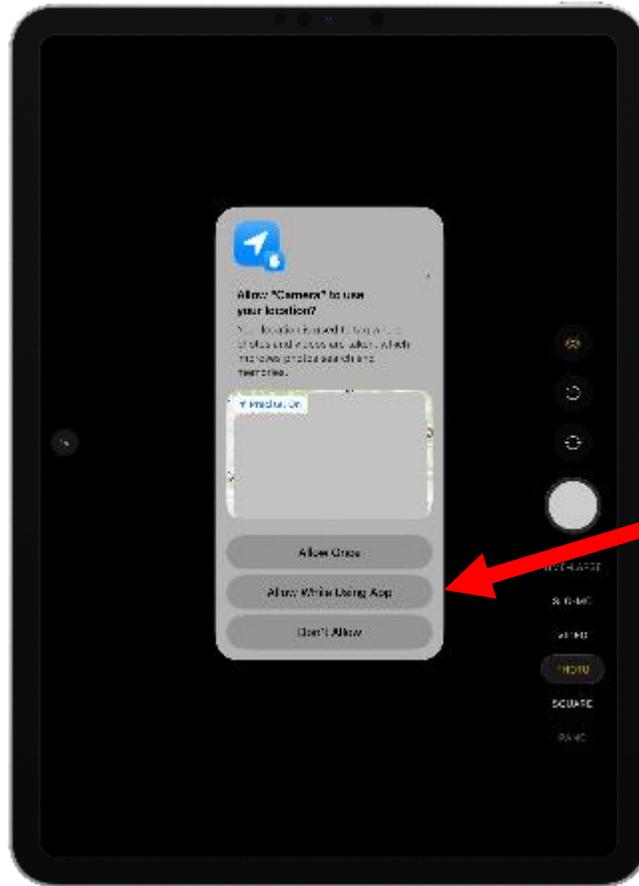
Check Camera



Step 1:

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

Check Camera

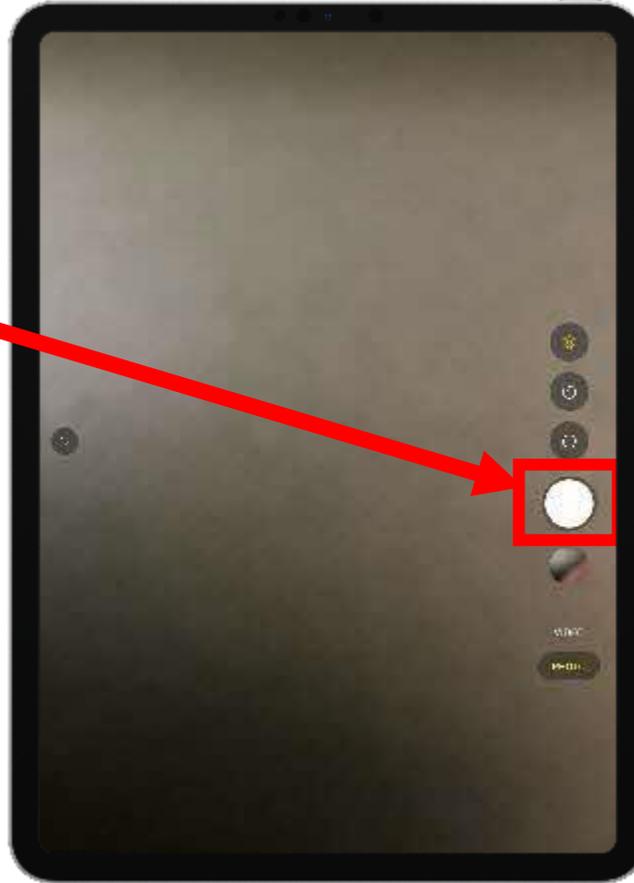


Step 1(a):
Select "Allow While Using App".

Check Camera

Step 2:

Tap the Shutter button to take a photo.



Step 3:

Tap the Rotate button to take another photo.

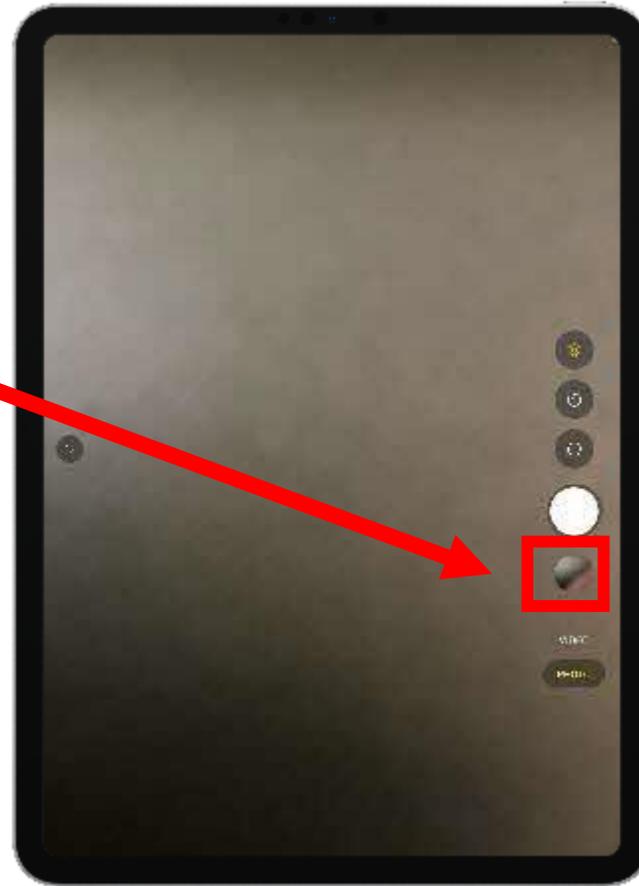


Please raise your hand if your Camera is not working or the images are not clear.

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 Gen 1

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

Step 1:

Remove the cap and plug your Apple Pencil and a USB-C cable into the USB-C to Apple Pencil Adapter. Plug the other end of the cable into your iPad.



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 Gen 1

Step 2:

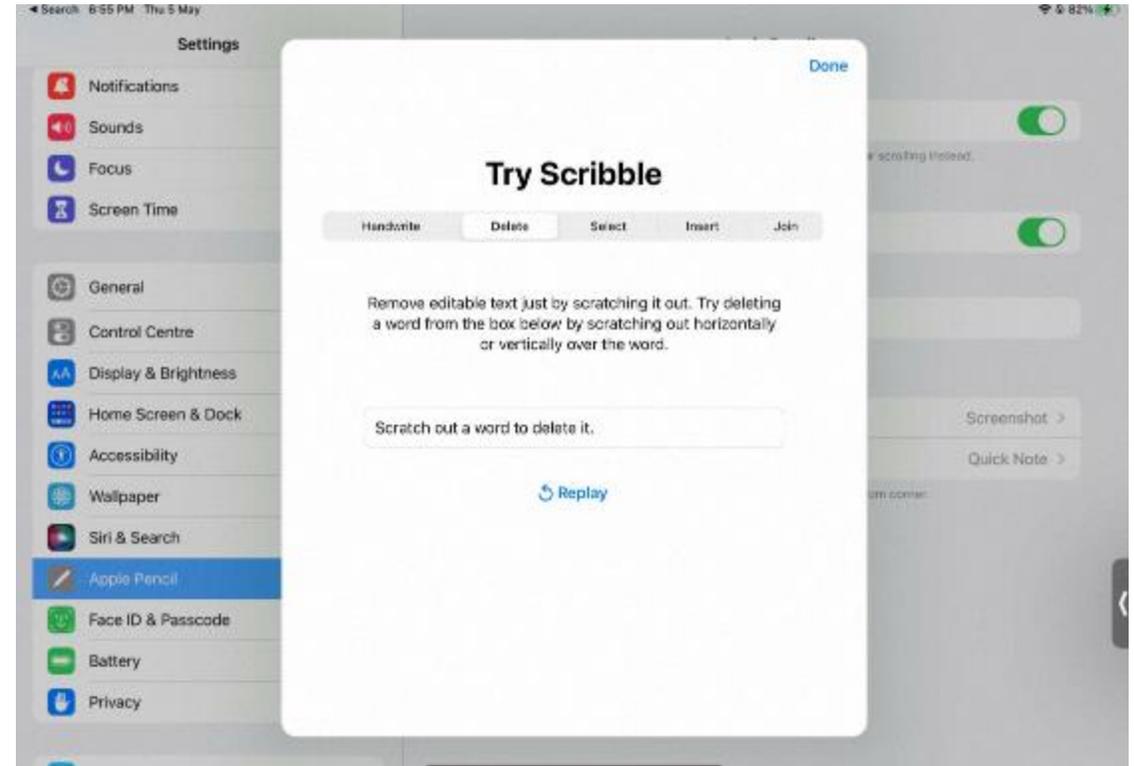
Tap the pair button.



Check Apple Pencil Gen 1

Once Apple Pencil have been paired the Try Scribble prompt will pop up.

Disconnect the Apple Pencil from the cable and try to write something to ensure the Apple Pencil is working



Check Apple Pencil

Step 3:

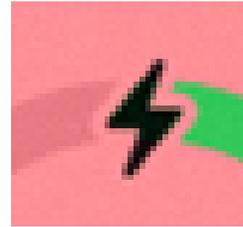
Swipe left to right on the iPad's Home Screen to bring the "Today's View" Screen.



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)



Step 5:

Attach the Apple Pencil Cap to the Apple Pencil after pairing.

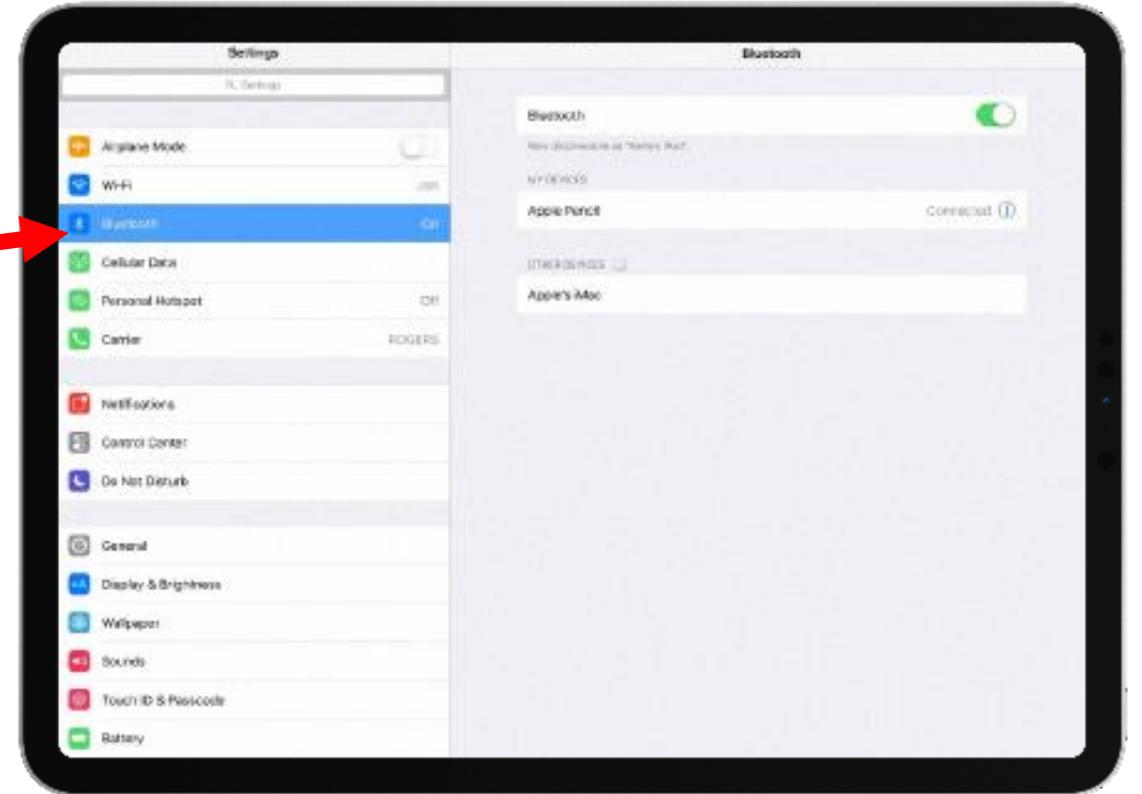


Please raise your hand if your Apple Pencil is not working or not charging.

Check Apple Pencil

If Apple Pencil does not connect, **Go to** 'Settings', 'Bluetooth' and **Tap** 'Forget this Device'.

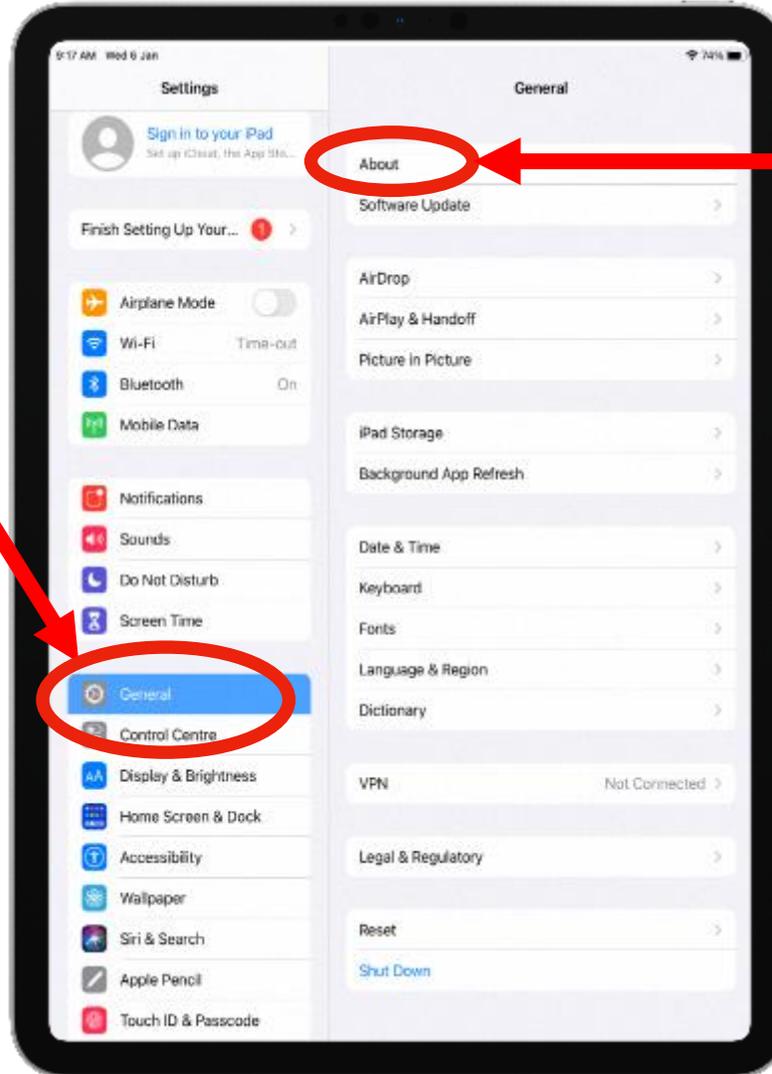
Repeat the pairing process again (Refer to the previous two slides).



Make sure the Apple Pencil Cap is attached back to the Apple Pencil after pairing.

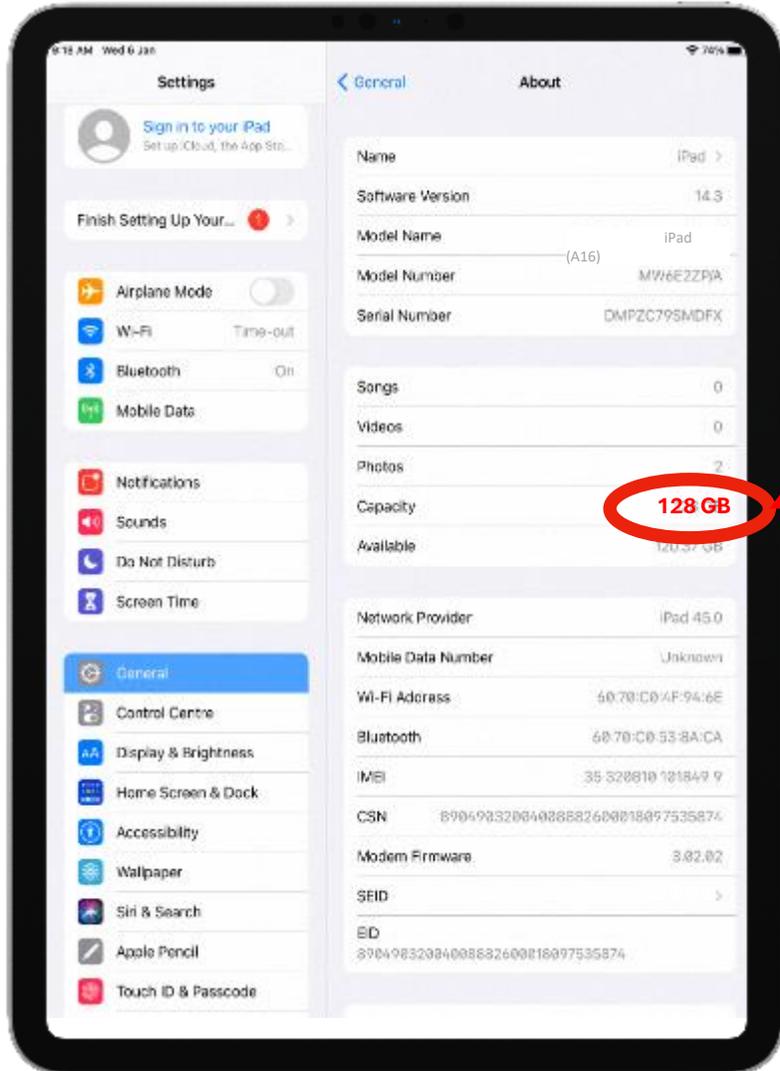
Check iPad Storage Size

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.

Compulsory: Complete the File Management and Data Back-up Module

1. Please access and complete the **A1.2g File Management and Data Back-up**, an SLS self-paced module at <https://go.gov.sg/sls-dlts-8>, or from the SLS MOE Library:



<https://go.gov.sg/sls-dlts-8>



2. The URL and QR Code above can also be found in the **Student Device Information Kit** published on www.hougangsec.moe.edu.sg
3. This SLS module introduces you to the basics of digital file management on PLDs. Through this module, you will:
 - a. understand that managing and backing up data is essential;
 - b. learn tips to organise files using folders and appropriate file names;
 - c. demonstrate the ability to **manage and back up data on your own PLD**.

Compulsory: Complete the Basic Module on AI and AI-enabled Features in SLS

1. Please access and complete the ***Basic Module on AI and AI-enabled Features in SLS***, which has been assigned by your school at <https://go.gov.sg/fs7tpvgs>. Alternatively, you may scan the following QR code to access the module:



2. Please complete the module by 27 Feb 2026.
3. Through this module, you will:
 - a. explain what is Artificial Intelligence (AI) and identify examples of AI;
 - b. identify the AI-enabled features on SLS (Learning Assistant - SALiS, Short Answer Feedback Assistant, Speech Evaluation Tool) and understand how to interact with them; and
 - c. identify and protect themselves from the risks associated with the use of AI.

Acceptable Use Policy (AUP) for EdTech Resources

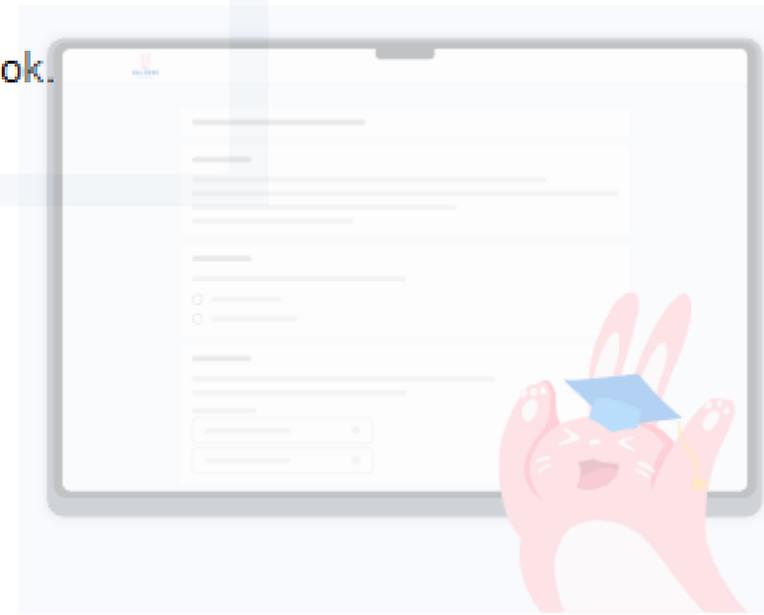
1. Refer to student handbook page 14 to 18

MULTIPLE CHOICE

3. I have read and understood the section on Acceptable use policy of EdTech Resources, and Responsibilities in using PLD, in the student handbook page 14 to 18.

<https://www.hougangsec.moe.edu.sg/student-handbook-updates/>

I have read and understood the required sections in the student handbook.

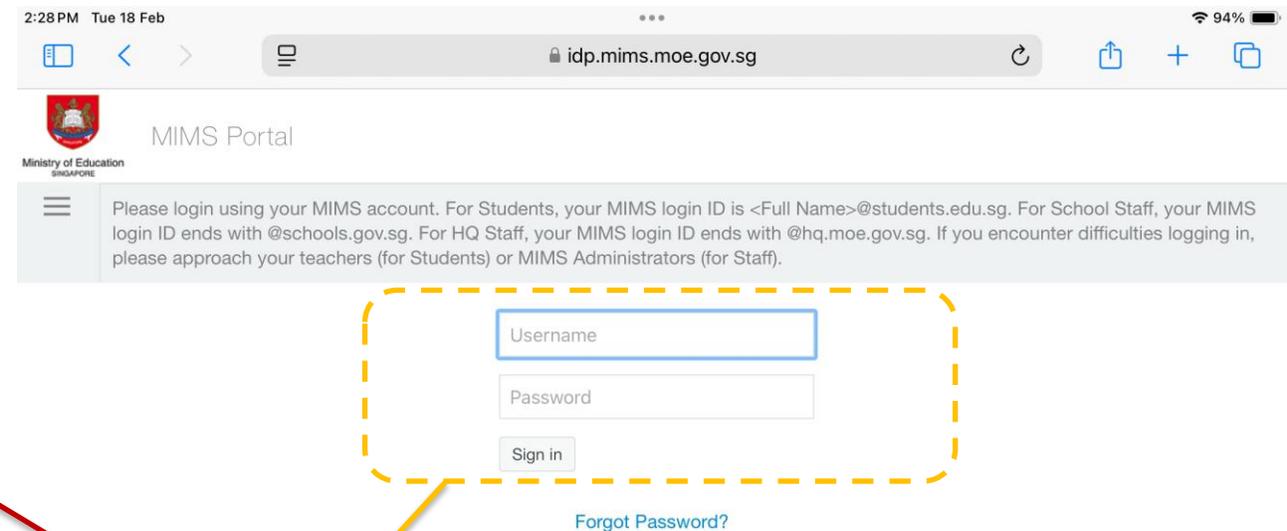
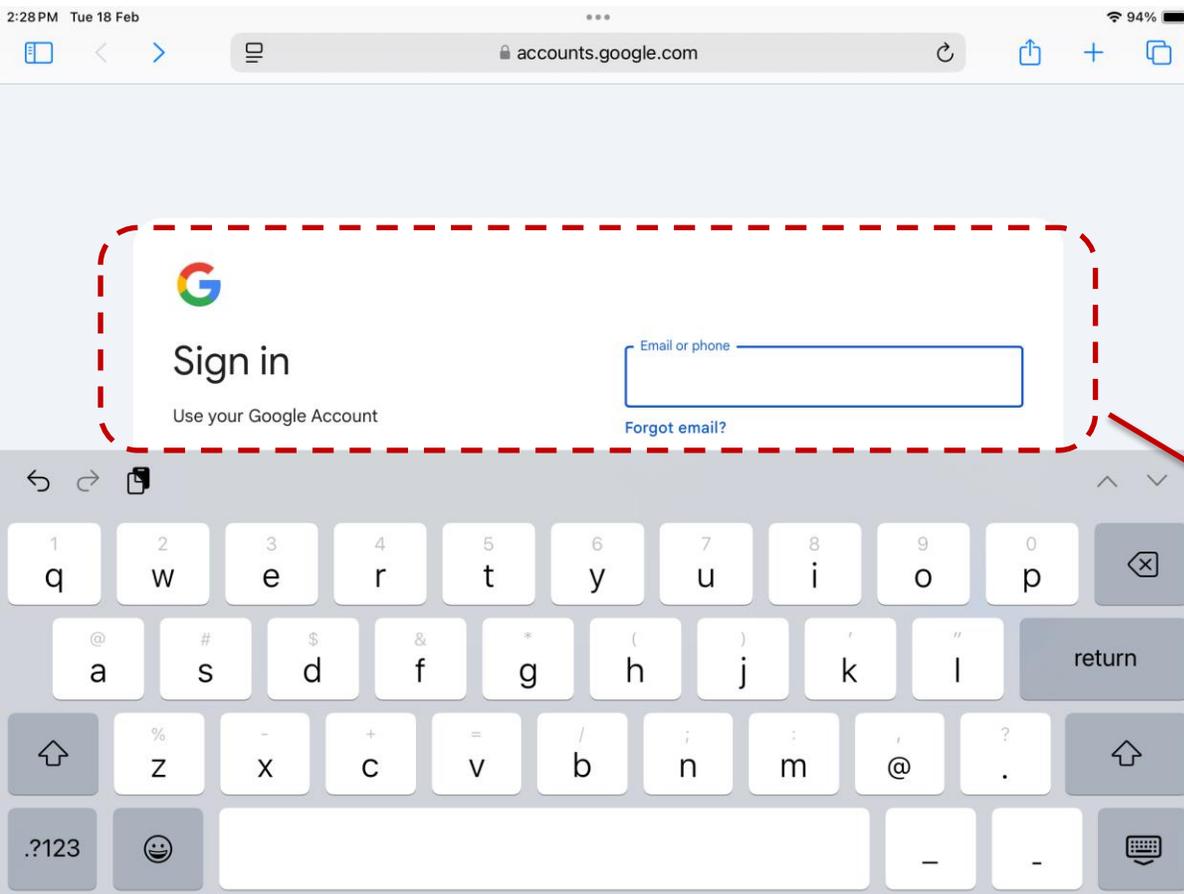


Congratulations!

You have completed your DMA installation successfully.

Now we move on to set up your MIMS security questions for self-rest of password.

Sign in to your Student iCon Google account



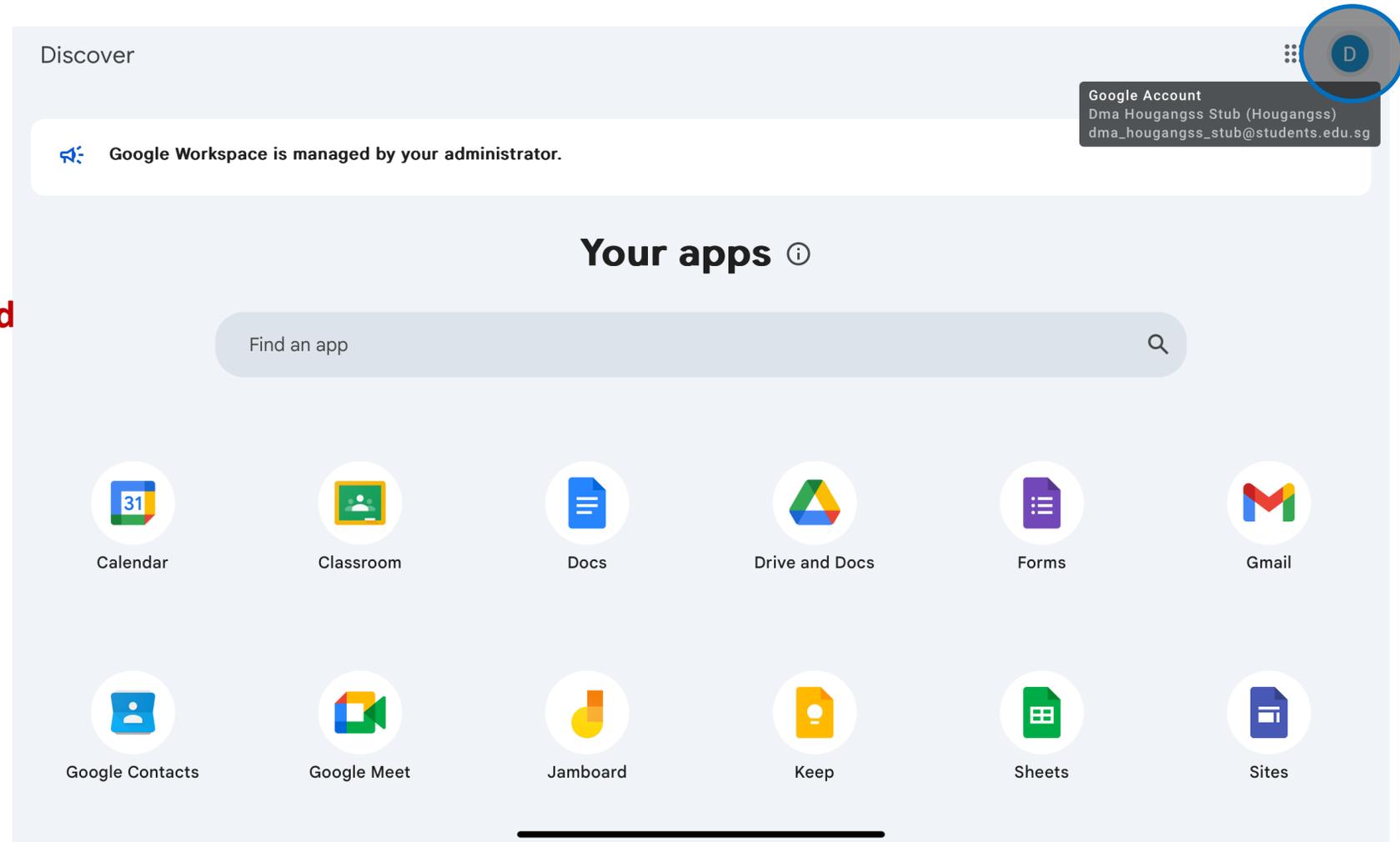
Whenever you see these prompts, use your student iCon login:

i.e. *peter_lim_jones@students.edu.sg*

Setting up your MIMS password recovery

Use Safari and go to:
workspace.google.com/dashboard
and follow steps shown:

step 1
After signing in to your
Student iCon
Google account



click on
step 2

Discover

Google Workspace is managed by your administrator.

Your apps ⓘ

Find an app

Step 2

Calendar Classroom Docs Drive and Docs

Google Contacts Google Meet Jamboard Keep

Sheets Sites

Account card details:

- Account: dma_hougangss_stub@students.edu.sg
- Managed by: students.edu.sg
- Profile picture: D
- Greeting: Hi, Dma!
- Primary action: **Manage your Google Account** (highlighted)
- Secondary actions: Add another account, Sign out of all accounts
- Footer: Privacy Policy • Terms of Service

Step 3

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

Click on step 3, and scroll down to step 4

Other info and preferences for Google services

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

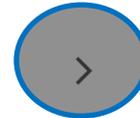


Password

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 >



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MIMS Portal



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



ICON
ICON Email



MIMS SSPPR
MIMS Self Service Password
Reset



SLS
Student Learning System

Step 6

Click on Step 6



Change Password
Change your current password.

Setup Security Questions
Security questions and answers allow you to recover a forgotten password.

My Account
Information about your password and password policies.

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.**

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.

Congratulations!

You have successfully onboarded PDLP.

For further enquiries, please contact:

Contact 1: (Mr Toh Peng Hwee)

Contact 2: (Mr Muhamed Hafiz)

Go to: <https://www.hougangsec.moe.edu.sg/quick-links/hs-ict-helpdesk-form/>

Technical Support : pdlp.support@asiapac.com.sg

Sales enquiry: pdlpapple@asiapac.com.sg

End of Handover

- **Ensure** you have signed on 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.



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