Apple ID & Family Sharing Setup Guide

What is an Apple ID?

An Apple ID is an account created using an email address as the identifier to:
- Purchase paid apps, books, and content from the App or iTunes Stores
- Download free apps, books, and content from the App or iTunes Stores
- Sign into the iCloud service to enable Calendars, Contacts, Notes, Photos, etc., to be backed up and synced across devices.
- Backup and sync documents across devices from apps such as Keynote, Pages, Numbers.
- Communicate with other people over FaceTime video or audio calls in addition to sending and receiving iMessages.

You own the content purchase with your Apple ID and it cannot be transferred to another user/Apple ID.

It is important that students have their own Apple ID, so they can utilise iCloud for their own school-work storage and to gain ownership of paid apps.

Students under 13 years of age should be setup with an Apple ID under Family Sharing. If your child is over the age of 13, it is up to the discretion of parents if they would like their child's Apple ID linked to their family sharing arrangements.

Family Sharing allows for purchased content to be shared amongst family members, shared calendars, and sharing of purchased iCloud storage.

This document outlines:
- How to setup an Apple ID for you and your child.
- How to setup Family Sharing.
- Using existing Apple ID's

If you would like assistance with setting up an Apple ID, please contact Apple Support on 1300 321 456 and select option 5.

Setting up Apple IDs
This section will detail how to setup an Apple ID for yourself and then for your child. This is one of

many ways to setup an Apple ID. See Section 4 for links to additional information.

Parental Apple ID

As a parent, you need to create an Apple ID for your child as they are under 13 years of age. A parental Apple ID is a normal Apple ID, thus not a special kind of Apple ID. An existing Apple ID may be used as the parental Apple ID combined with following the steps to create a family share.

Requirements for creating a parental Apple ID

- A Personal Email address that is not already associated with an Apple ID or tied to your employer/business.
- A Credit or Debit Card to allow for family sharing creation.
- A child who is under 13 years of age.

Create Apple ID

On your device, open up a web browser such as Safari or Google Chrome and navigate to http://appleid.apple.com and choose the "*Create your Apple ID*" link as highlighted below.
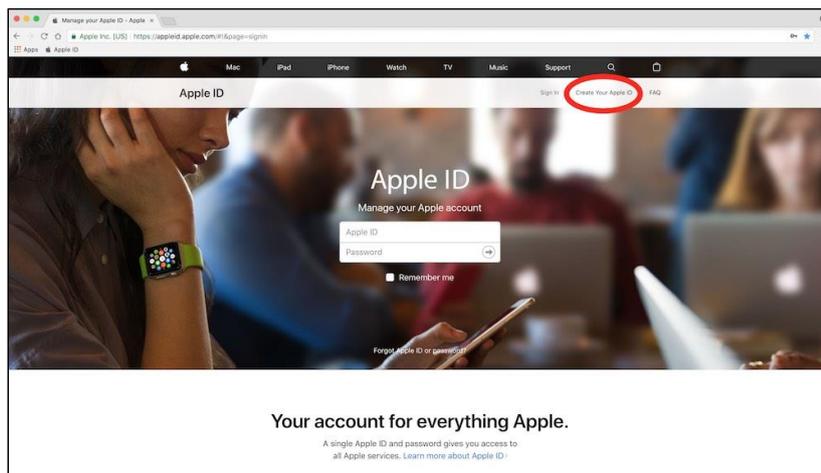
Fill out your particulars

In the form that is shown on the screen, fill out your particulars. You may wish to make a note of the security questions in case you need them later on. Once the form is filled out, enter the "CAPTCHA" code shown and select Continue.

Enter code from Email

Apple will send you an email with a code. This code needs to be entered in to the next screen.

Both the type of email and where to enter the code are shown below. If you can't see the code in your email, check your Spam/Junk folder. You can request for a new code to be sent by selecting the "Send a new code" button.
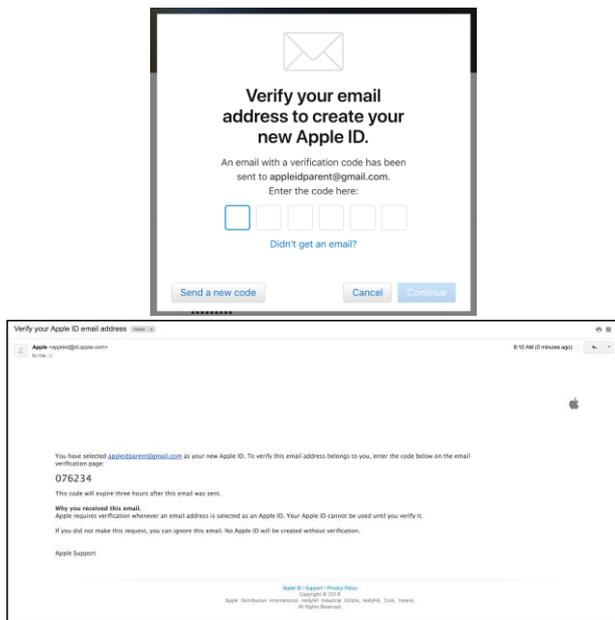
Select Continue once the code has been entered to arrive at your Apple ID details.
If you scroll down, you can add your payment details here if you would like.

Activate your Apple ID

The Apple ID just created as the parent Apple ID will need to be verified with Apple before any purchases can be made. Sign into iCloud on an iOS device to finish the setup and activation of this Apple ID.

Once signed in an at the Home screen, choose the App Store application.
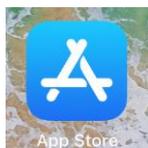
Purchase a free application such as Evernote by selecting Search in the bottom right corner, type in "Evernote", press return, and then choose the "Get" button once the search loads.
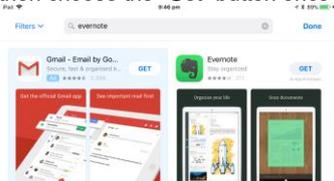
You will be advised that "This Apple ID has not been used in the App Store before", choose Review.

Choose the Region, agree to the Terms and Conditions, and choose Next.

Enter your Title from the options, choose if you would like to stay subscribed to Apple Emails or not by sliding the toggle and choose Next.

At this point, enter your credit or debit card information by selecting "Credit/Debit Card" under Payment Method.

Once entered, scroll down and enter your Billing Address and Contact information.

Select Continue and your Apple ID will be setup.

Go back to the App Store and select Evernote to make sure it installs, and the Apple ID is working. You will be prompted by the device on the password requirements for "Free" purchases.

Setup Family Sharing

Now that your Parent Apple ID is setup, the following instructions with go through how to setup Family Sharing.

Share Content

Sharing Content is required to set up a Family Share and a Child Apple ID. Once your child's Apple ID is set up, this can be turned off.

Go to Settings and select the Parent Apple ID underneath the word Settings and select "Set Up Family Sharing"

Select "Get Started" and Confirm the Parent Apple ID by selecting Continue.
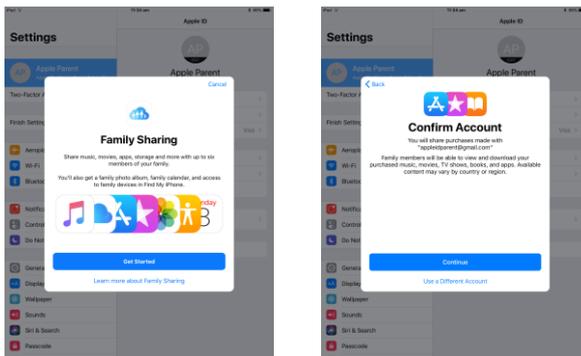
Choose "iTunes & App Store Purchases"
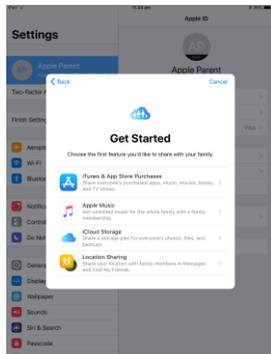
Enable Shared Payment by selecting Continue. Note: your payment details will be tested with a $1.00 iTunes purchase that should not go through. Your banking institution may block your card if many attempts are made to the iTunes Store in a short space of time.
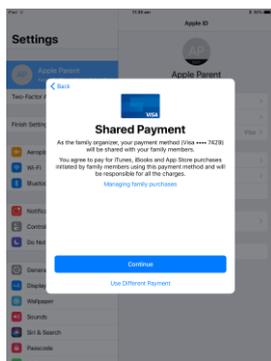
Enter the Verification code on the back of the payment card and choose Next.
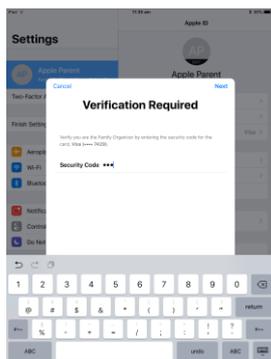
Once this is verified, you will be asked if you would like to share Content via a message to other Family members, choose "Not Now".

Create Child Apple ID

Go to Settings and select the Parent Apple ID underneath the word Settings. You may already be at this page after sharing Content with other family members. Select "Family Sharing".

Select "Add Family Member…"

Select "Create a Child Account" from the prompt.
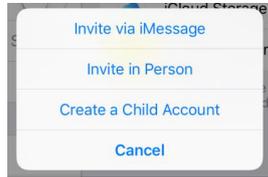
Information will show about Creating an Apple ID for your child. Select Next.

Enter your child's birthday and choose Next. Your child must be under 13 for a Child Apple ID.
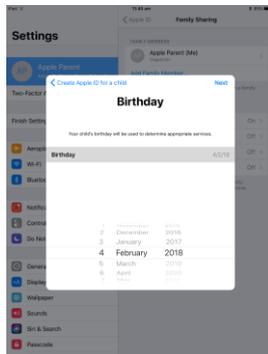
The Parent Privacy Disclosure will show, use your discretion to agree or disagree.
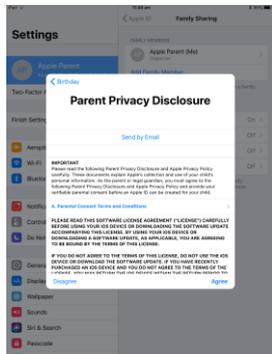
Enter the verification code on the back of your payment card to Verify that you are the parent or legal guardian of the child that you are creating an Apple ID for.
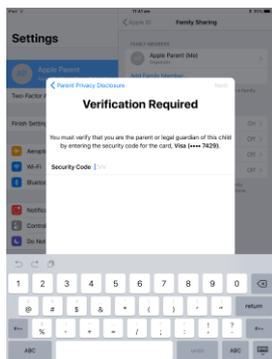
Enter your child's first and last name followed by choosing Next.

Enter a username in front of the @icloud.com in the Email field. This will create a free @icloud email and account in that name. Select Next.

Confirm that the @icloud.com email address is correct and select Create.
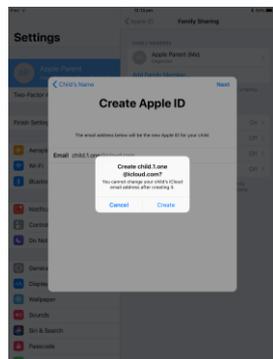
Create a password and verify the password followed by choosing Next. It may help to make a note of these.
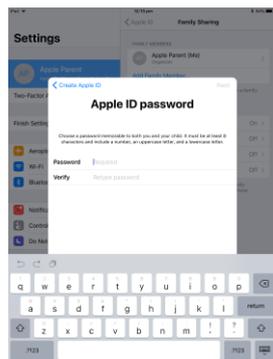
Choose three security questions and enter the appropriate answers underneath. Choose Next.
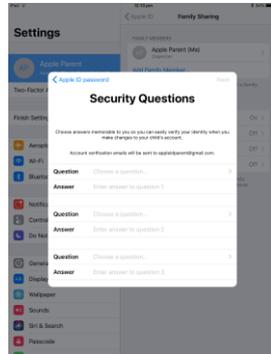
Use your discretion to either leave Ask to Buy on or off. It will be turned on by default. Ask to Buy is a feature to require your child to ask you as the parent before a purchase is made. As a parent, you can choose to allow or disallow that purchase.
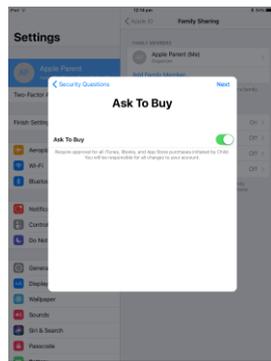
Terms and Conditions will show, use your discretion to agree or disagree.
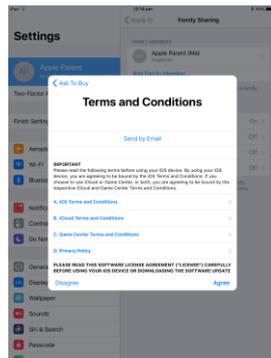
Your child's Apple ID will be created. Repeat section 2.2.2 for any other children that you may have requiring a child Apple ID.

If no further child Apple ID's need to be created, sign out of the Parent Apple ID and sign in with

the Child Apple ID.

Existing Apple IDs

If your child is under 18, you can invite your child to Family Sharing arrangements. If you have already created an Apple ID for your child who is under 13 years of age and would like to bring them into your Family Sharing arrangements, then this can be done as well.

To bring existing Apple ID's into a Family Share, follow section 2.2.1 to create a Family Share and then return back to the next section listed here.

Go to Settings, choose your Parent Apple ID under the word Settings and choose Family Sharing.

Choose Add Family Member

Choose either Invite by iMessage or Invite in Person.
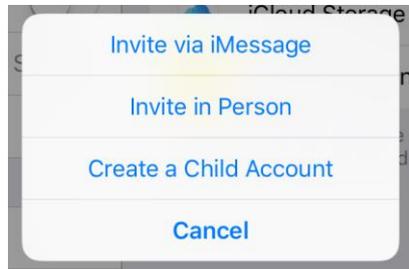
Follow the prompts to invite your child to your Family Sharing arrangements. Tip: Use your child's Apple ID to invite them.

Additional Information

- Additional applications purchased will be the responsibility of the Parent/Legal Guardian and reflect the behaviours promoted in the school Acceptable Use Agreement.
- We highly recommend that authorisation to purchase apps is switched on under family sharing so that when software is being purchased (term used for free programs also) you can track the usage. Please note that permission is required at point of download.
- Parental controls should be set on the iTunes account and password protected to ensure they stay in place. These controls are found in the computer by opening iTunes, go to iTunes menu > Preferences > Parental > Age Restrictions. Password protecting is the padlock icon on the bottom left of the window. This will assist in managing content within iTunes.
- Applications required for school use should not be deleted, ie Zuludesk, Google Classroom, Education Perfect etc.

How to remove your payment information – https://support.apple.com/en-au/HT201266

Setting up Family Sharing - https://support.apple.com/en-au/HT201088

Family Purchases and Payments - https://support.apple.com/en-au/HT201079

Remove someone from your family group - https://support.apple.com/en-au/HT201081

Transfer a child to another family group - https://support.apple.com/en-au/HT201080