

DO NOT CHANGE THE NAME OF YOUR IPAD – IT SHOULD STAY NAMED IPAD INV# IN SETTINGS.

FIND MY IPAD – allows you to locate, lock, or erase your iPad and prevents it from being erased or reactivated without your password.

Settings – iCloud must be activated – verify Find My iPad is on.

Tip: For added security, set up a passcode that needs to be entered before anyone can access the apps and information on your device. To set up a passcode, go to Settings > Passcode.

Find my iPad information can be found at <http://support.apple.com/en-us/HT201365>

What steps should I take if I misplace my device?

If you ever misplace your device—whether it’s just lost or you think it may have been stolen—you should put it into Lost Mode immediately using Find My iPad. **Report your lost or stolen device to your building principal as soon as you realize the device is missing.**

Lost Mode locks your screen with a four-digit passcode and lets you display a custom message with your phone number to help you get it back. You can also remotely erase your device if needed, and your custom message will continue to display even after the device is erased.

While Activation Lock works in the background to make it more difficult for someone to use or sell your missing device, Lost Mode clearly indicates to anyone who finds your device that it still belongs to you and can’t be reactivated without your password.

To put a device into Lost Mode, sign in to icloud.com/find from a computer.

For more information, read [what to do if your device is lost or stolen](#).

If Find My iPad isn't enabled on your missing device

If you didn't turn on Find My iPad before your device was lost or stolen, you can't use it to locate your device. However, you can use these steps to help protect your data:

1. [Change your Apple ID password](#). By changing your Apple ID password you can prevent anyone from accessing your iCloud data or using other services (such as iMessage or iTunes) from your missing device.
2. Change the passwords for other internet accounts on your device. This could include email accounts, Facebook, or Twitter.
3. **Report your lost or stolen device to your building principal as soon as you realize the device is missing.** A report will be made to local law enforcement if necessary. Law enforcement might request the serial number of your device. You can find your serial number on the original box or on My Support Profile (supportprofile.apple.com) if you registered your device with your Apple ID.