

Apple ID Set-Up & Best Practices

This Job Aid is designed to assist in the set-up/verification process of an Apple ID on a personal iPhone to support telework activities completed by DTA staff.

In order to use your personal cell phone for work activities, it's best practice to know your Apple ID and password. If you need to confirm your Apple ID/password or would like to reset the password for your Apple ID, the steps are outlined in the following pages of this Job Aid.

Step 1: OPEN SETTINGS

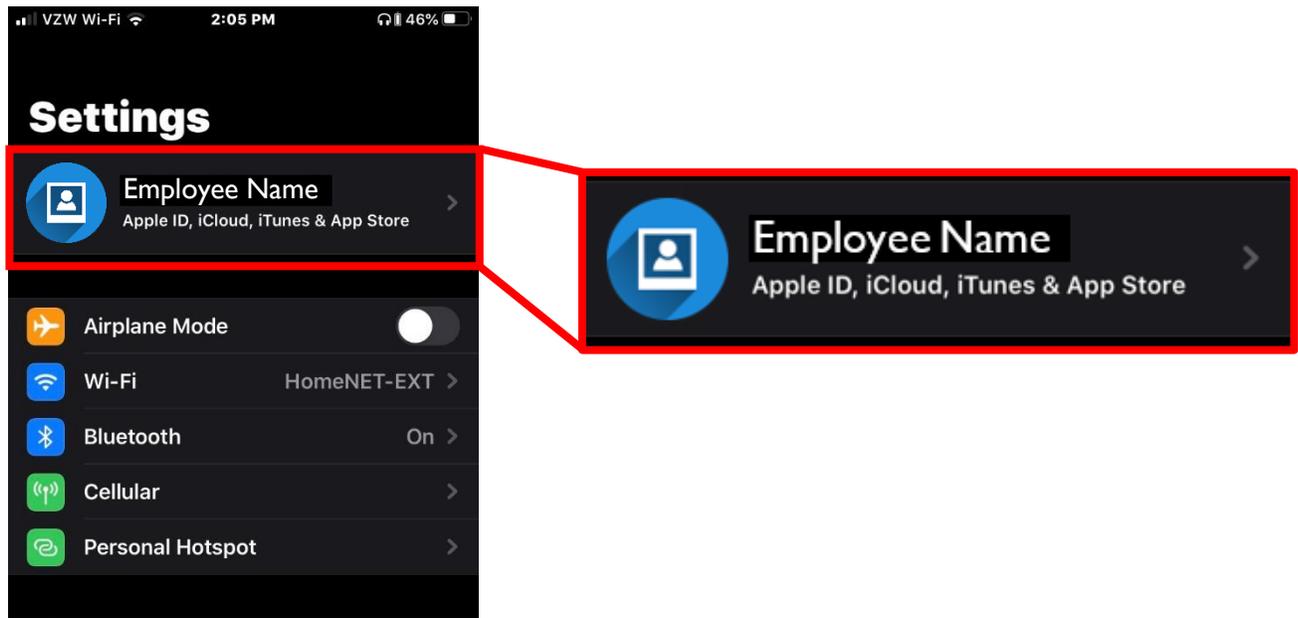
Access your Phone's Settings by selecting the 'Settings' App from your main/home screen.



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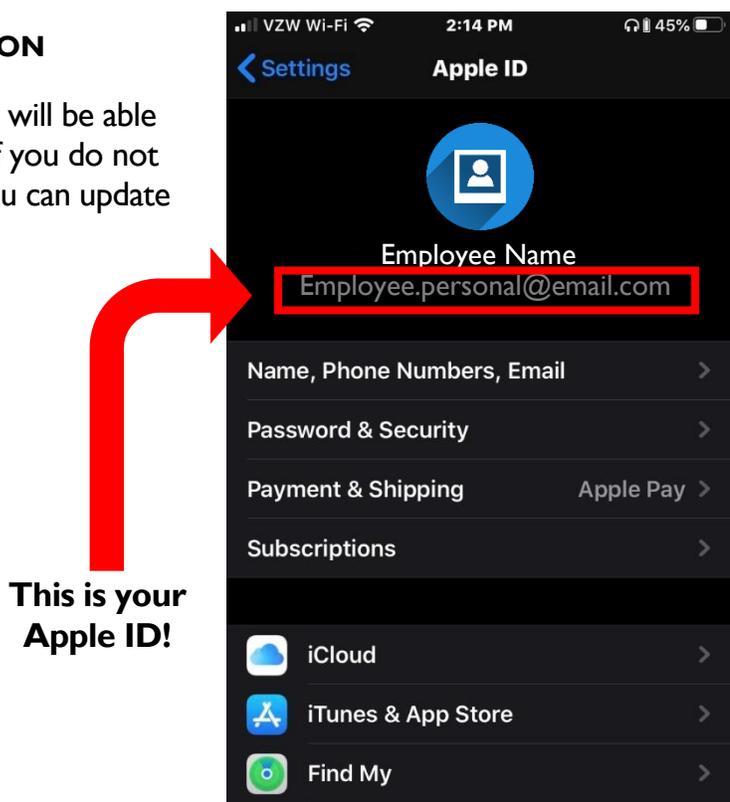
Step 2: ACCESS ACCOUNT INFORMATION

Once inside the Settings, select your 'Account' located at the top. Usually this section has your name, photo, and other account information.

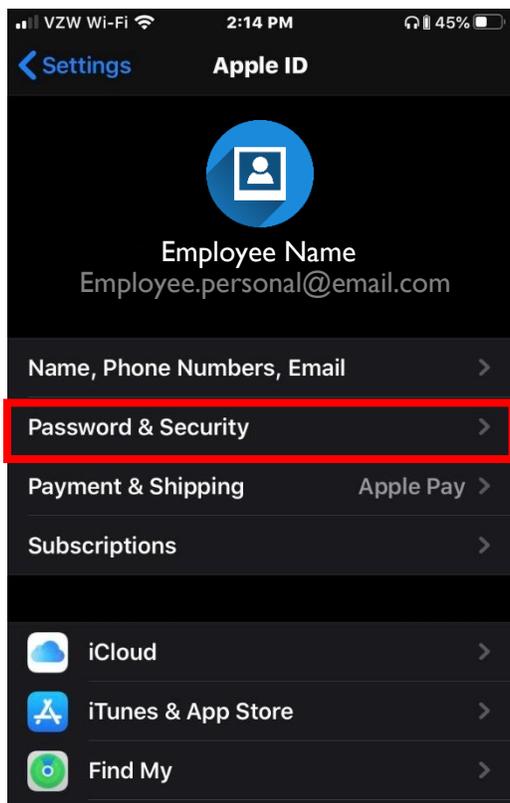


Step 3: FIND APPLE ID INFORMATION

Once inside the Account Information, you will be able to see the Apple ID displayed at the top. If you do not already know your Apple ID password, you can update the password by moving to the next step.



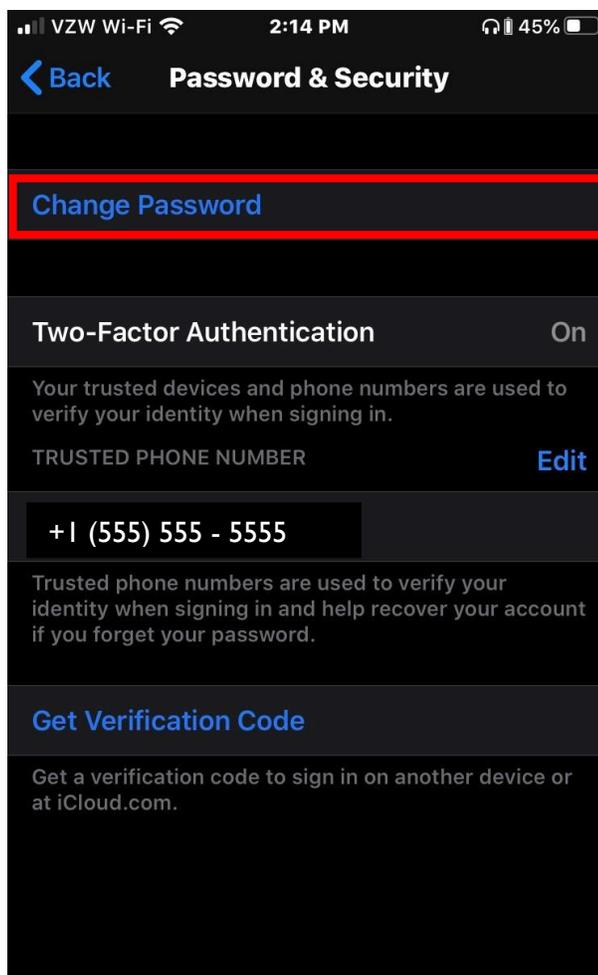
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Step 4: KNOW YOUR PASSWORD/RESET IF NEEDED

Most people will already know their Apple ID password when using a personal device; however, if you do not know your Apple ID password, then it's a good idea to reset it.

You can reset your Apple ID Password by selecting 'Password & Security', then selecting 'Change Password'



You will be prompted to re-enter your passcode in order to reset your Apple ID password.

