

How to Backup and Erase Your iPad

Unmanaged Devices are defined as iPads that were not managed or supervised using Apple Configurator. Any employee who is returning an iPad must follow the steps below to erase the iPad.

Users are responsible for backing up all content and data before they begin the process of erasing the device. **Technology Services will not be responsible for the loss of any data.**

The process below turns off Find My iPad and removes the device from your iCloud account; erases all content and apps; and returns the device to factory settings. Follow the steps in the order listed below.

Back up your data to iCloud --

- a. Tap **Settings**
- b. Tap **iCloud**
- c. Tap **Backup**
- d. Tap **iCloud Backup** to turn it **ON**
- e. Tap **Back Up Now**

Turn off Find My iPad

- a. Tap **Settings**
- b. Tap **iCloud**
- c. Tap the switch to **Off** for Find My iPad

Erase all Content and Settings --

- a. Tap **Settings**
- b. Tap **General**
- c. Tap **Reset**
- d. Tap **Erase All Content and Settings**

Users may confirm that Activation Lock has been disabled via Apple's Activation Lock Status website located at <https://www.icloud.com/activationlock/>.