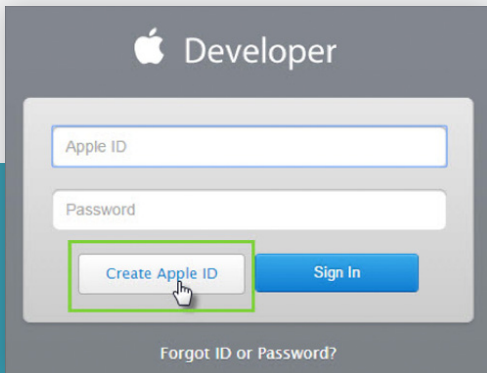




# CREATING AN APPLE DEVELOPER ACCOUNT

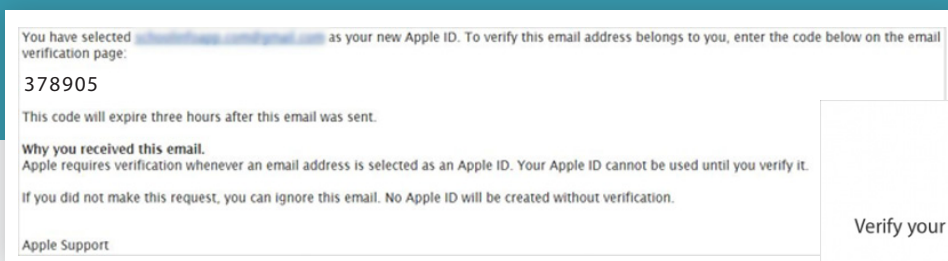
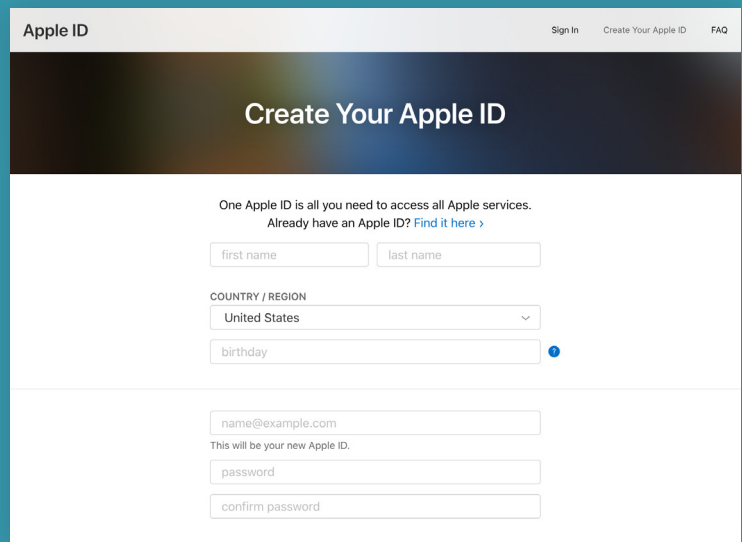
To submit an app to the Apple App Store, you first need to set up a developer account. Once you have setup your developer account, we can do the rest for you! To start the process, you will need to create an Apple ID. We highly recommend using an Apple ID dedicated to your school/district/organization using a dedicated email address as well. This can be a free address such as Gmail or Yahoo or using your schools/district/organization domain. Apple requires the account be opened with the name matching the main D-U-N-S Number and not the name of satellites. If you have any questions throughout the process feel free to contact us. Visit <http://siap.ps/7cf5b0> to get started.

**\*Note:** Apple will only establish a developer account in the name of the parent organization. This means most accounts will use your district's or organization's name and D-U-N-S number.

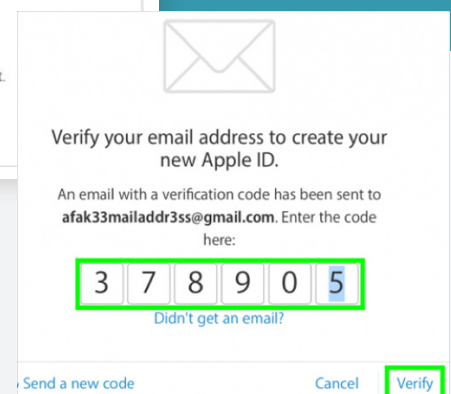


CLICK **CREATE APPLE ID**.

PROVIDE INFORMATION FOR YOUR SCHOOL/DISTRICT/ORGANIZATION AND CLICK **CREATE APPLE ID**.



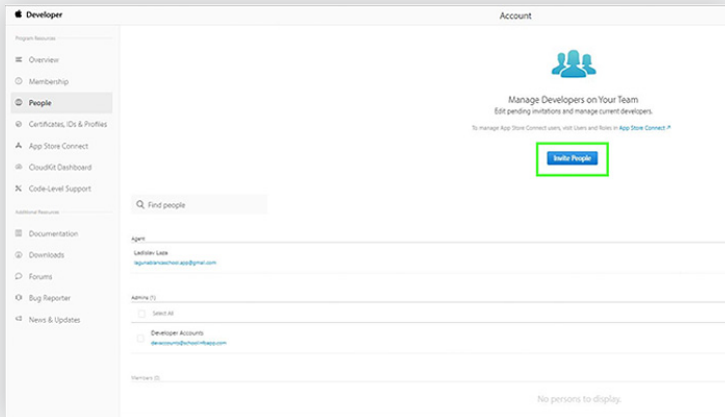
CHECK YOUR EMAIL ACCOUNT FOR A **VERIFICATION CODE** AND ENTER THE CODE TO VERIFY.



For added security, Apple requires **Two-Factor Verification** to be enabled for your account. To successfully set this up on your device please visit <https://support.apple.com/en-us/HT207198>.

You may now start the enrollment process for a Developer Account. Visit <http://siap.ps/91e659>. After you complete the enrollment forms, a representative from Apple will call and/or email you to verify your enrollment information and continue the enrollment process.

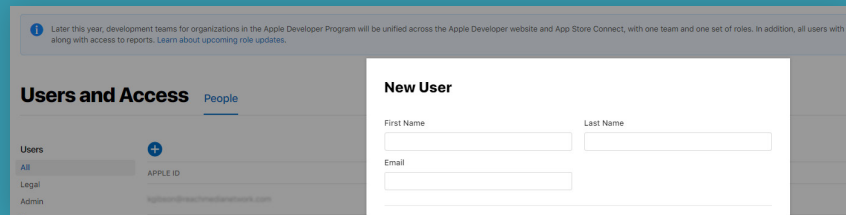
Once you have completed the enrollment process, you will need to add our developers in two places to your account. Please invite SchoolInfoApp as an Admin to your account. **THIS IS NECESSARY FOR SCHOOLINFOAPP TO KEEP YOUR APP UP-TO-DATE AND FUNCTIONING PROPERLY.**



First, To invite us to your Apple Developer Account, navigate to the “people” management page for your developer account.

1. Click on the “Invite People” button at the top of the page.
2. In the “Invite as Admins” section, please enter the email address devaccounts@schoolinfoapp.com.
3. Then, click “Invite” at the bottom of the page.

Second, you will need to invite us to your App Store Connect account. To do so, navigate to the “Users and Access” section of App Store Connect, then:



1. Click the “+” symbol next to “Users”
2. Under the First Name and Last Name fields, fill in “SchoolInfoApp”
3. Under Email, please use the email address devaccounts@schoolinfoapp.com
4. Select the “App Manager” role
5. Click “Invite”

# CONGRATULATIONS! YOU HAVE COMPLETED THIS PROCESS AND SCHOOLINFOAPP WILL TAKE IT OVER FROM HERE.