

# DEVICE SWAP

Cabell County Schools will be upgrading teacher devices on August 7th and 8th. This upgrade is essential to provide Cabell County teachers the best tools for the job. The following steps are to help guide our teachers for a smooth transition.

1

**BACK UP EVERYTHING YOU WANT TO KEEP**  
Before August 7th use OneDrive or any other form of storage to keep any files that you need off of your device.

2

**CHARGE YOUR DEVICE**  
On the night before the swap charge both your iPad and MacBook to at least 70%.

3

**PASSWORDS AND APPLE ID**  
Make sure that you know your Cabell Schools username and password (Needed to log into your new devices). If your device is logged in with an Apple ID be sure to sign out before the swap.

4

**BRING EVERYTHING**  
On swap day, bring both devices (iPad and MacBook) with their charging brick and cable to your designated location.

5

**SWAP**  
You will turn in your old device(s) or receipt of purchase and receive a new one. You will use your Cabell Schools credentials to set up the new devices.

6

**INSTALL**  
After your device is set up you, Self-Service will house software to install once leaving the deployment area.

7

**TECH CENTRAL**  
If you have any issues after set up, please put a support request in Tech Central and your school's Sysop will assist you.

All legacy devices will be disabled after August 9th

