University of Toledo Apple Store Account Setup

1. Reset Primary Email address from old Apple Store.  
   *(skip to step 2 if you do not currently have an apple store account)*  
   a. If you currently have an account for the previous apple store go to https://appleid.apple.com/cgi-bin/WebObjects/MyAppleId.woa?localang=en_US.  
   b. Click on manage your account  
   c. Change the primary email address to something other than first.last@utoledo.edu and save the changes  
   d. You can now use your UT email address to create a new Apple Store Account.

   a. Select: “Want to become a registered user for your institution”
3. **On the next screen select Sign Up:**

   Need an Apple ID for business? Click “Sign Up” to register.

4. **Fill in the required information, and then click Next.**
5. Check your email for the validation key. Copy and paste the key into the form, and then click Continue.

6. On the next screen enter the institution code: 65669 and select United States, for country, it should then find The University of Toledo account shown below, with that account selected, click Next:

7. On the following screen, click I Agree

8. On the Password screen fill out the form, and enter a rescue email account (that differs from the utoledo email you used to sign up with), when finished click next.

9. On the conformation page, make sure the information is correct. If it isn’t click the back button on the form to correct it, if it is correct click submit, then on the following screen click Sign in.
10. On the following screen, click “Sign In” in the “Already have an Apple ID for business?” option:

11. Once logged into your account click request application from the menu
12. Make sure to select the following options as you go through the form:

![Image of the form with applications and locations]

13. At the attributes tab enter the role as: “Proposer” for IT staff and “Purchaser” for Clerical staff.

![Image of the form with the attributes tab open]
14. Then click “Manager’s Name” from the left menu, and enter your manager’s name.

15. Then click “Manager’s Email” from the left menu and enter your manager’s email, and then click Next:
16. Make sure your information entered is correct, then click Submit:

17. You will receive an email from apple, stating that your request has been submitted. The request should be approved within 48 hours:

18. To enter the Apple Store go to