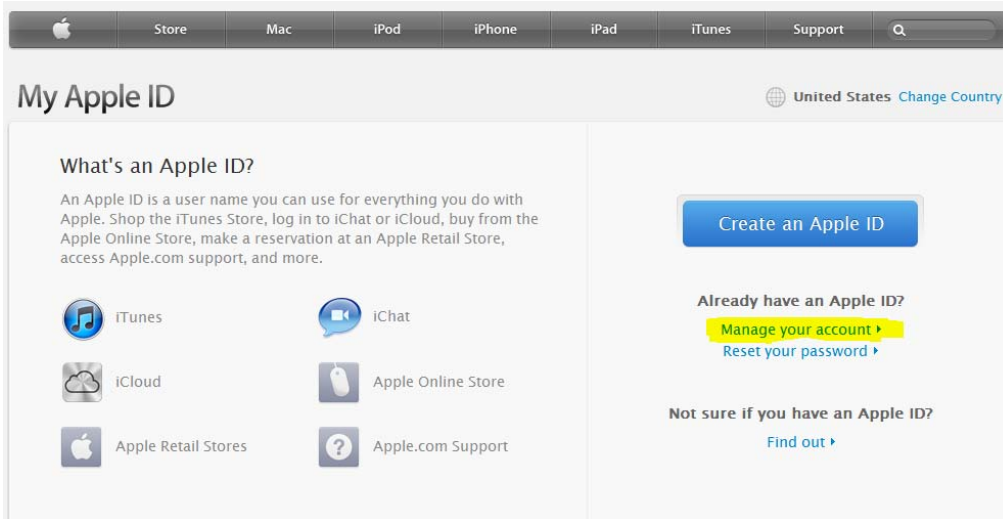


## University of Toledo Apple Store Account Setup

### 1. Reset Primary Email address from old Apple Store.

*(skip to step 2 if you do not currently have an apple store account)*

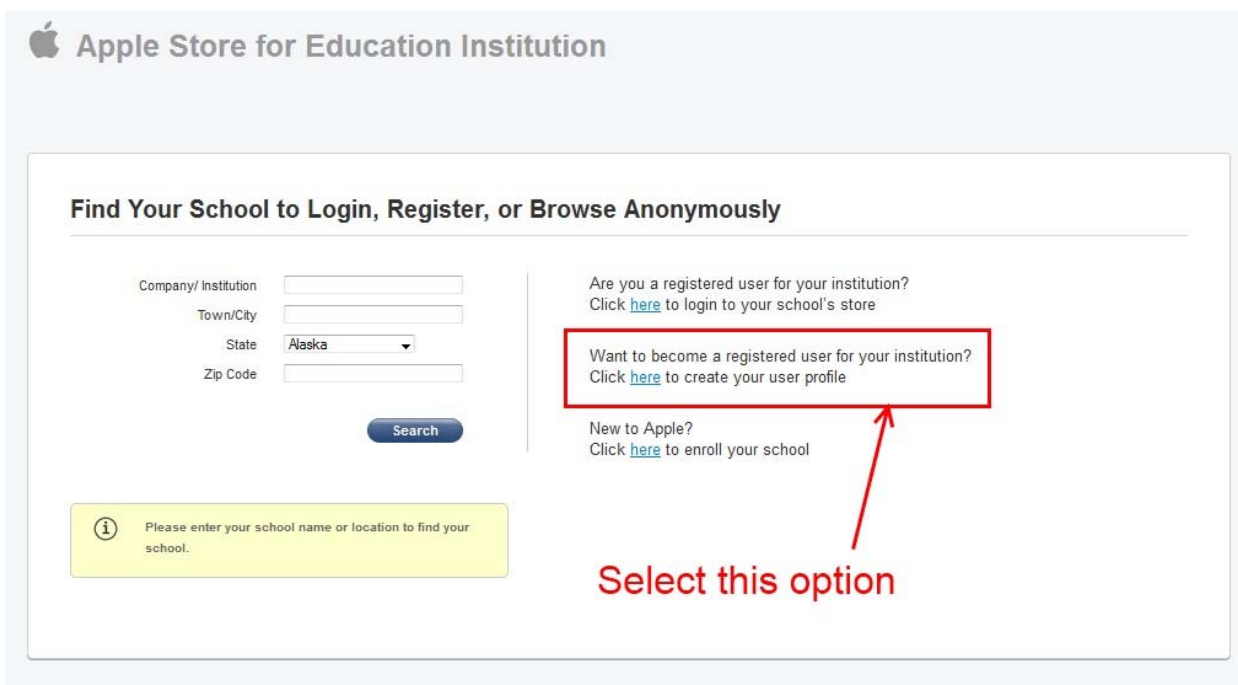
- If you currently have an account for the previous apple store go to [https://appleid.apple.com/cgi-bin/WebObjects/MyAppleId.woa?localang=en\\_US](https://appleid.apple.com/cgi-bin/WebObjects/MyAppleId.woa?localang=en_US).
- Click on manage your account



- Change the primary email address to something other than first.last@utoledo.edu and save the changes
- You can now use your UT email address to create a new Apple Store Account .

### 2. Go to: <https://ecommerce.apple.com/asb2b/fys.do?language=EN&country=US>

- 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.

Sign Up

4. Fill in the required information, and then click Next.

My Access English-United States

### Sign Up

Creating your Apple ID for business is quick and easy. Just follow the onscreen instructions.

- 1 Identification
- 2 Company/Institution
- 3 Contact Agreement
- 4 Security
- 5 Confirmation

Can't move forward?  
Click [here](#) to access the Help page for more information.

Enter your name and email below. (Note: All fields are mandatory unless "optional" is stated in the field.)


First Name

Last Name

Email

The email you enter will be your Apple ID for business.

Please type the characters you see in the image below.

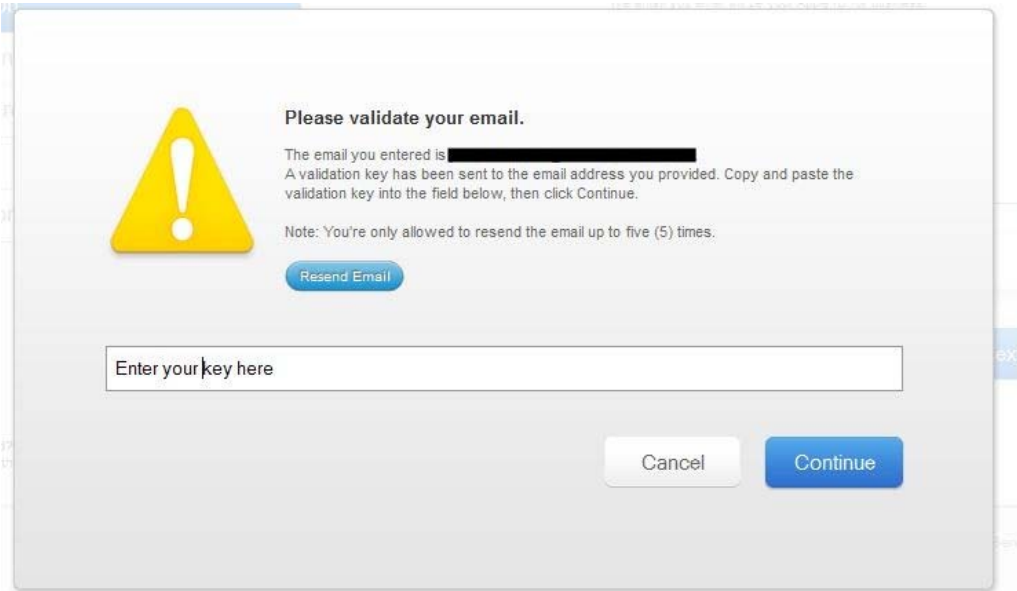


[Try a different image](#)

Cancel Next

Copyright © 2012 Apple Inc. All rights reserved. | [Terms of Service](#) | [Privacy Policy](#)

5. Check your email for the validation key. Copy and paste the key into the form, and then click Continue.



Please validate your email.

The email you entered is [REDACTED]. A validation key has been sent to the email address you provided. Copy and paste the validation key into the field below, then click Continue.

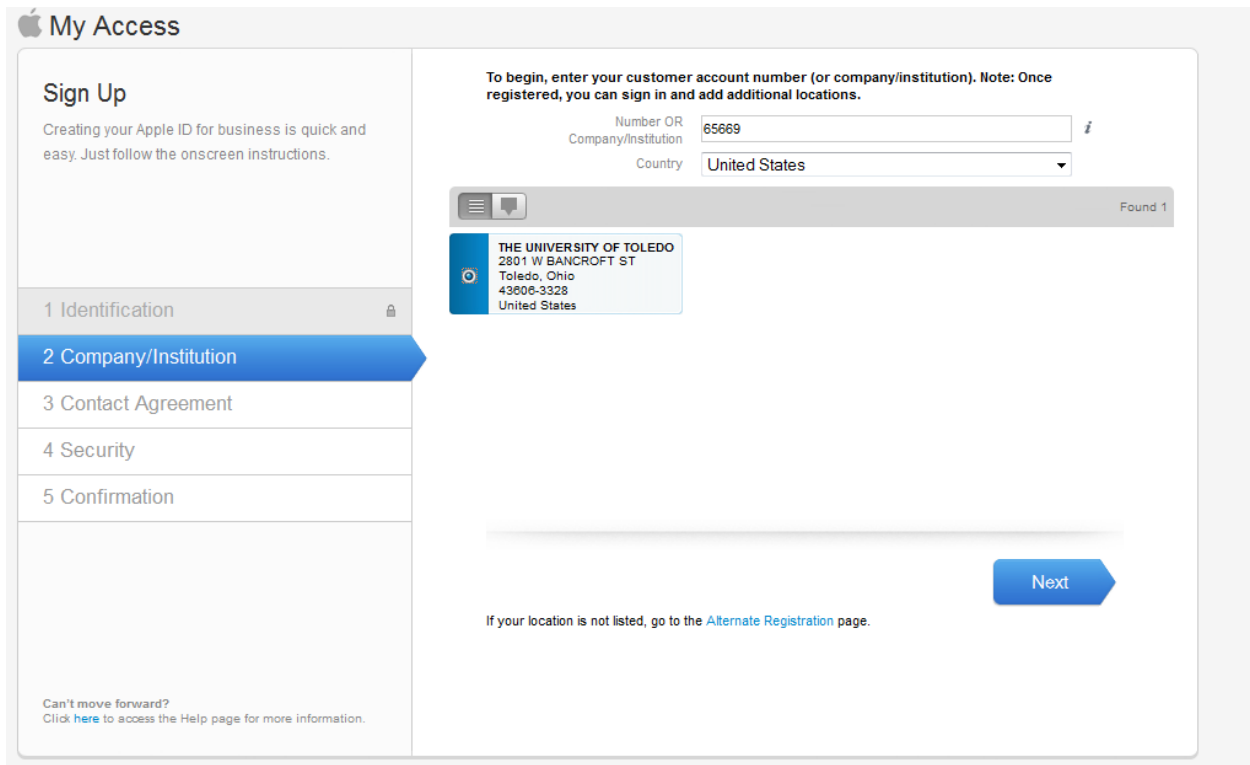
Note: You're only allowed to resend the email up to five (5) times.

Resend Email

Enter your key here

Cancel 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:



Apple My Access

Sign Up

Creating your Apple ID for business is quick and easy. Just follow the onscreen instructions.

1 Identification

2 Company/Institution

3 Contact Agreement

4 Security

5 Confirmation

To begin, enter your customer account number (or company/institution). Note: Once registered, you can sign in and add additional locations.

Number OR Company/Institution: 65669

Country: United States

Found 1

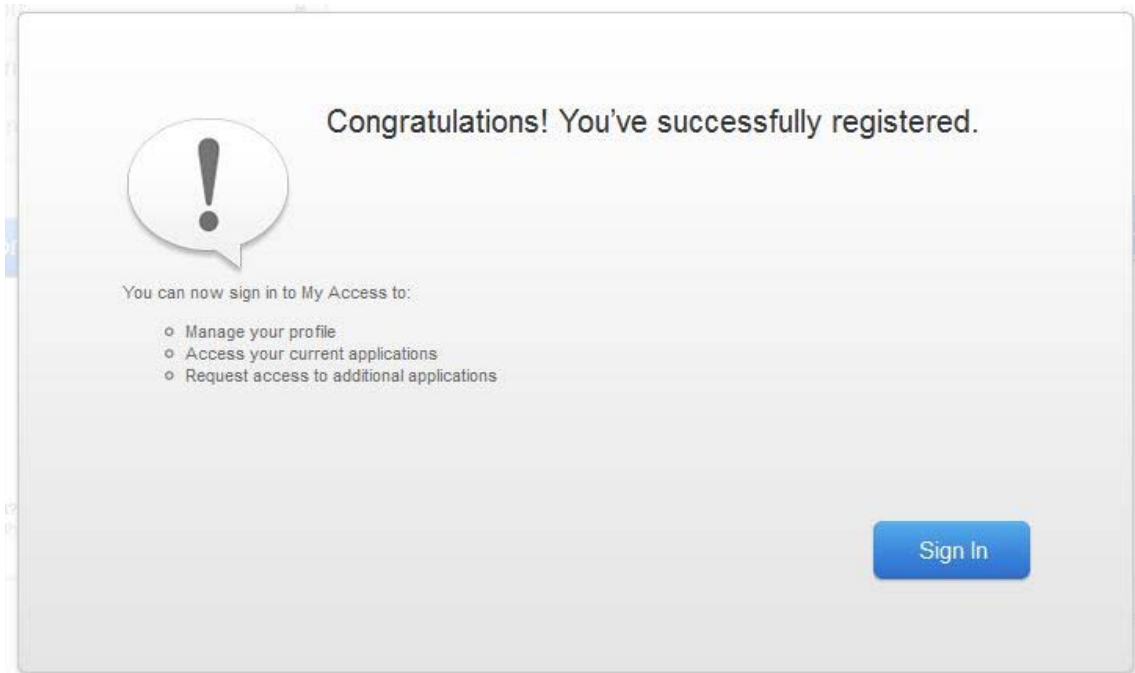
THE UNIVERSITY OF TOLEDO  
2801 W BANCROFT ST  
Toledo, Ohio  
43606-3328  
United States

Next

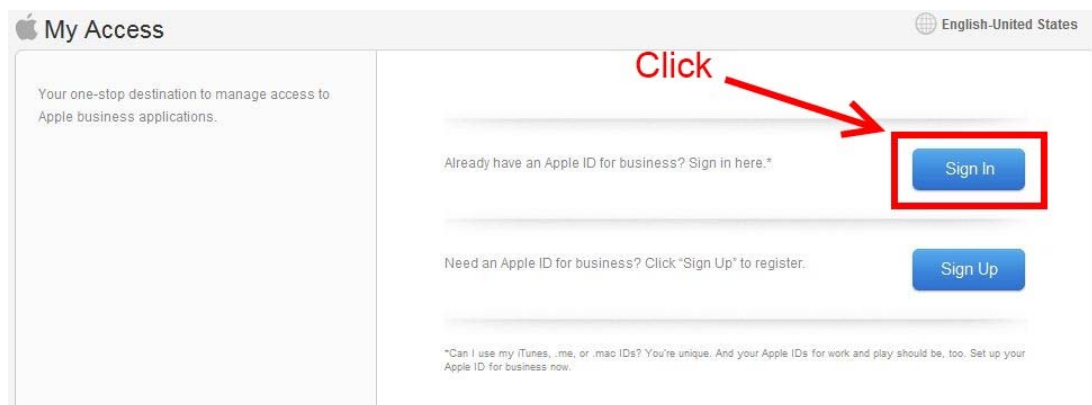
If your location is not listed, go to the [Alternate Registration](#) page.

Can't move forward?  
Click [here](#) to access the Help page for more information.

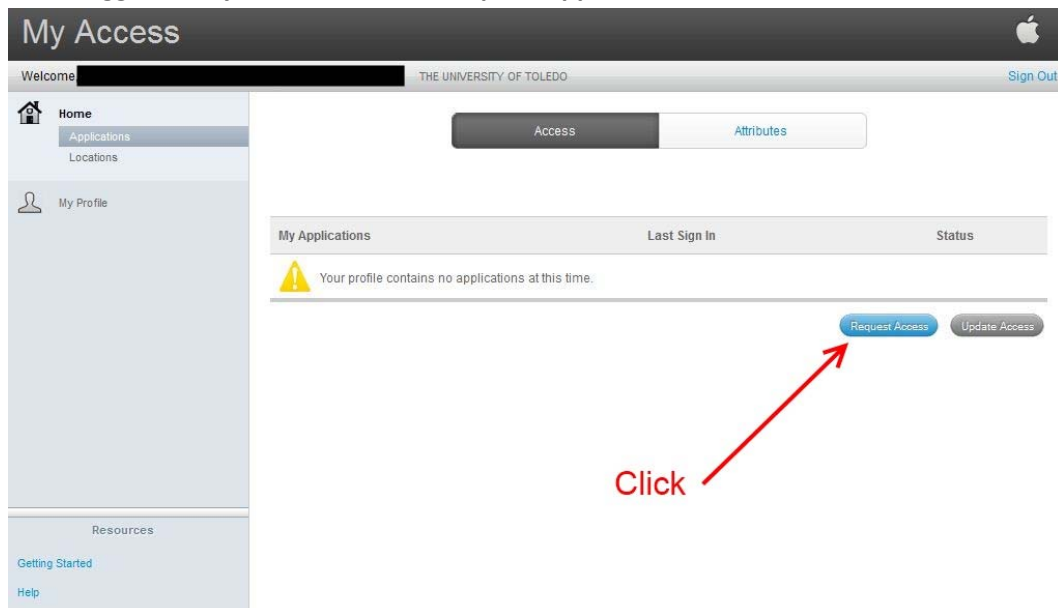
7. On the following screen, click I Agree
8. On the Password screen fill out the form, and enter a rescue email account (that differs from the utoledo email you used to sign up with), when finished click next.
9. On the conformation page, make sure the information is correct. If it isn't click the back 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:

Applications	Description
<input checked="" type="radio"/> Apple Online Store	Provides a quick and efficient way to browse new and featured products from Apple, create proposals, order, and check order status.

If your location is not listed, go to Locations in the Home section to add it. Note: If application access has already been approved for a location, it will not be listed below.

My Location(s)	Address	Purchase Agreement
<input checked="" type="radio"/> THE UNIVERSITY OF TOLEDO ACCOUNTS PAYABLE MS323	2801 W BANCROFT ST, Toledo, Ohio, United States, 43606-3328	[MEDICAL COLLEGE OF OHIO]

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

Request Access

Please complete all required attributes below.

Required Attributes
<b>Role</b> <input checked="" type="checkbox"/>
Manager's Name
Manager's Email
Optional Attributes
Manager's Phone

Role: Proposer

14. Then click “Manager’s Name” from the left menu, and enter your manager’s name

Request Access

Application Location **Attributes** Review Confirm

Please complete all required attributes below.

Required Attributes	
Role	✓
<b>Manager's Name</b>	✓
Manager's Email	

Optional Attributes

Manager's Phone	
-----------------	--

Manager's Name

15. Then click “Manager’s Email” from the left menu and enter your manager’s email, and then click Next:

Request Access

Application Location **Attributes** Review Confirm

Please complete all required attributes below.

Required Attributes	
Role	✓
Manager's Name	✓
<b>Manager's Email</b>	✓

Optional Attributes

Manager's Phone	
-----------------	--

Manager's Email

16. Make sure your information entered is correct, then click Submit:

Request Access

Application Location Attributes **Review** Confirm

You're requesting access to Apple Online Store. Please review your information below.

**Name:** [REDACTED]

**Role:** Proposer

**Location:** THE UNIVERSITY OF TOLEDO

**Attributes:**

Manager's Name [REDACTED]

Manager's Email [REDACTED]

Manager's Phone [REDACTED]

Cancel Back **Submit**

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

Request Access

Application Location Attributes Review **Confirm**

✓ Your request has been submitted. You'll receive an email notification shortly.

18. To enter the Apple Store go to

<https://ecommerce.apple.com/asb2b/processinit.do?language=en&country=US&segment=EDU-HIED>