iPad Start Up Guide and Self-Guided Orientation Checklist



What to Know Before you Start

- [ ] **Find your logon document**
  The “ITS Systems & Account Logon” sheet in your mailed FOX packet has the credentials you need.
- [ ] **FOX account will be activated at 6:00 AM ET on your official start date.**
  Please wait until then to begin setting up or starting your device.
- [ ] **Sit where Wi-Fi is strongest**
  A weak signal is the most common cause of a failed setup.
- [ ] **Keep the iPad plugged in**
  Setup and updates drain the battery quickly.
- [ ] **Have your cell phone handy**
  You’ll need it to authenticate your login.
- [ ] **Complete every step and slide, in order**
  Skipping ahead breaks device setup process and will impact your experience for orientation.
- [ ] **Allow extra time**
  Troubleshooting takes longer than setup - don’t start this in a rush. Self Help and support is available if needed.
  See slide 21

Step 1: Unbox Your iPad

- Carefully remove the iPad from the box.
- **Important**: Save the box! Do not throw it away.
  - The serial number and Verizon information can be found on the back of the box.
  - You will need the box if you ever return or exchange your iPad.
- Plug in the iPad
- **Do not** connect the case/keyboard until prompted to do so (Slide 9).





Step 2: Power On Your iPad

- Hold down the top button on the iPad for 2 seconds to turn it on.



- Once you see the “Hello” screen, your iPad is ready for setup.



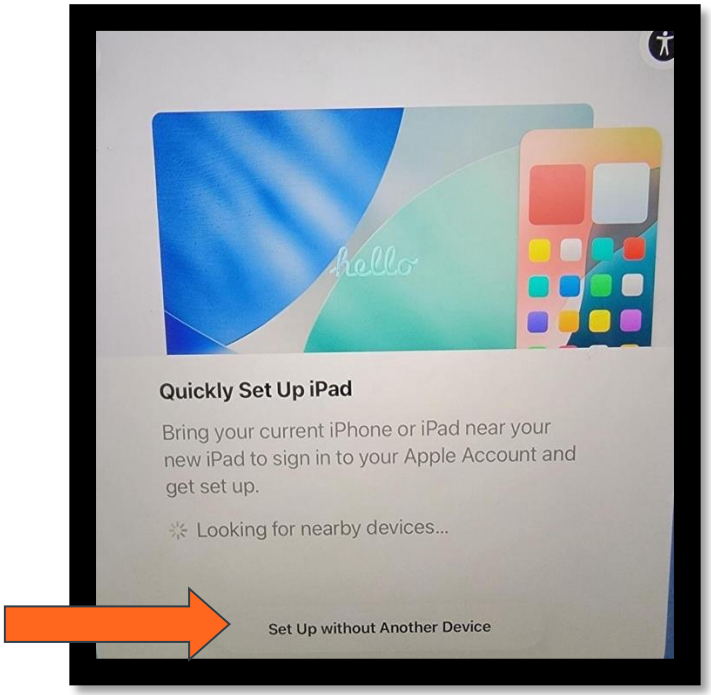
- If you receive a message on your iPhone to "Setup New iPad" **DO NOT** click continue.
  - Disregard message and proceed with this guide to setup your device.



Step 3: Begin Setup

- Swipe up from the “**Hello**” screen to begin the setup process.
- Follow the on-screen instructions to select:
  - Language (English)
  - Country/Region (United States)
  - Appearance (leave as Default) and click tap to Continue.
  - On the Quickly Set Up iPad screen, tap “**Set Up Without Another Device**.”





Step 4: Connect to a Network

- Select your Wi-Fi network from the list.
- Enter your Wi-Fi password and tap “**Join**.” Wait a moment until you’re connected.
- When you see the “**Cellular Setup Complete**” message, tap “**Continue**.”
  - **NOTE**: The iPads are equipped with Verizon cellular services. For optimal iPad setup experience please connect to your Wi-Fi network and not Verizon



Step 5: Finalize Setup

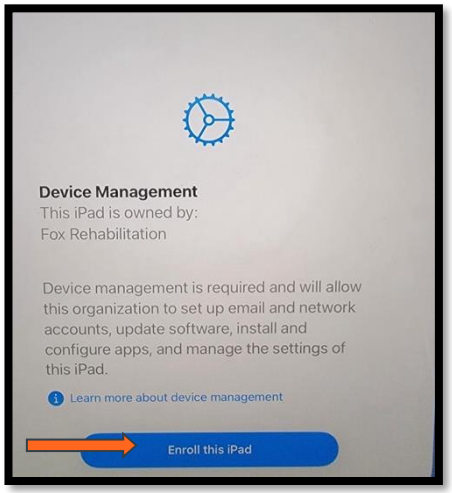
- On the "**Device Management**" screen, tap "**Enroll this iPad.**"

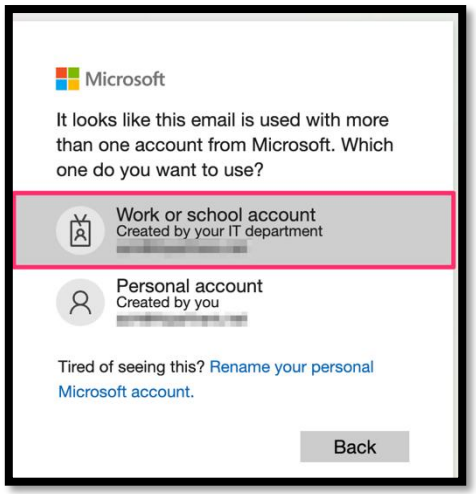
- Select "**Work or School Account**"

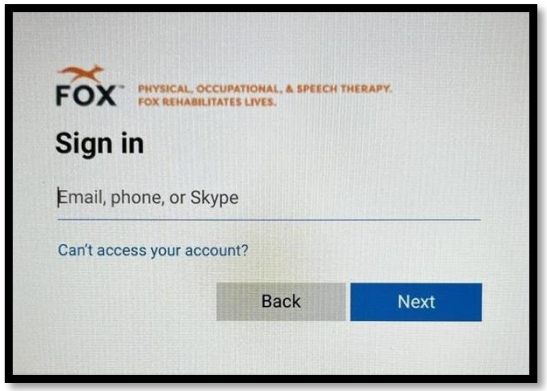
Reference the **ITS Systems & Account Logon**

- Enter your firstname.lastname@foxrehab.org and follow the onscreen prompts to login Click **Next**
- Password : **Str3ngth26!**

- Have your cell phone handy and follow the on-screen prompts for multi-factor authentication.
  - Your cell phone number has been pre-loaded into your FOX Office365 account. If there is an error in your cell phone, contact support@foxrehab.org

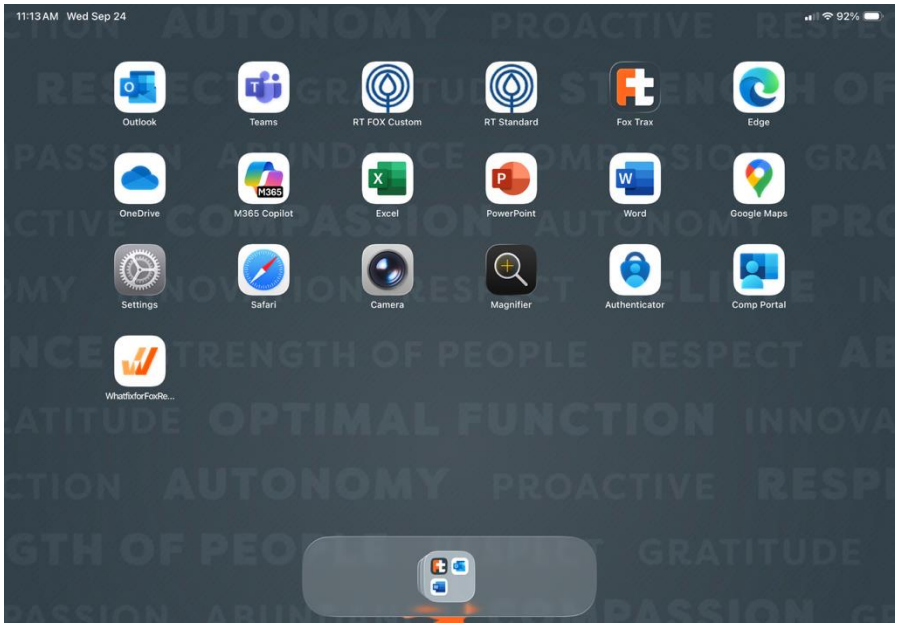






Step 6: Finalize Setup

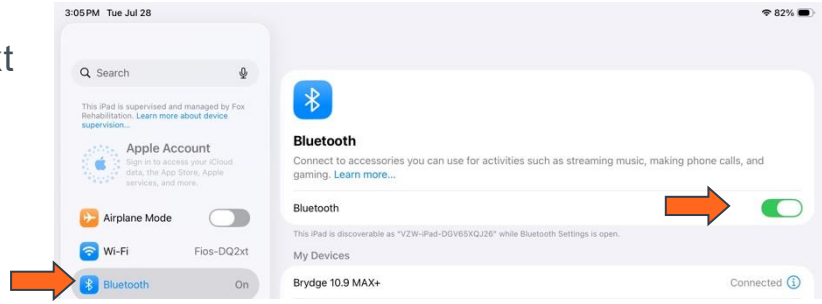
- The iPad will begin configuring. **Wait for it to finish.**
- When you see "**Create an iPad Passcode**," enter a 6-digit code.
  - Avoid simple codes like 123456 or 111111 & personal information (e.g., birthday).
  - The passcode is required to be changed every 90 days
- The Multitasking & Windowing Screen will appear, select **Full Screen Apps**
- FOX apps and setup will begin downloading.
  - This may take 10 minutes. Don't use the iPad until complete.
  - If "**Edit Home Screen**" appears, tap "**Dismiss**.
- Once you see the FOX background image and the FOX apps downloaded, proceed to the next step.



Step 7: Connect Case/Keyboard



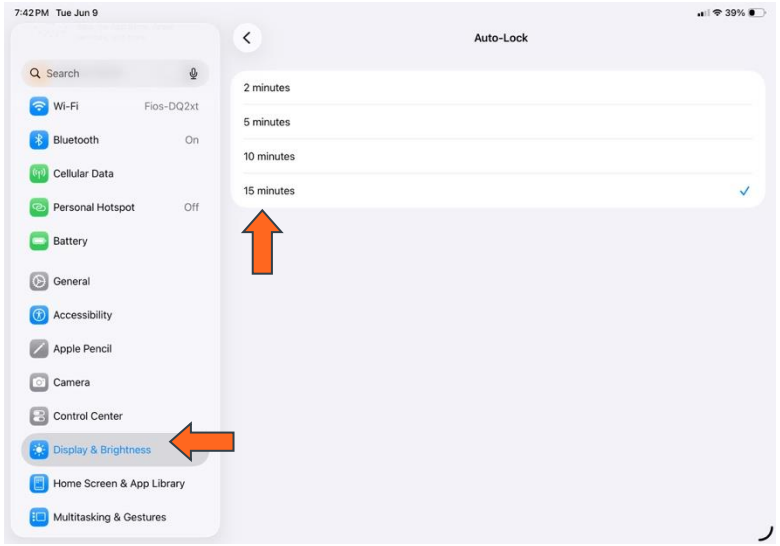
- **Insert the iPad into the Case:**
  - Reference the label on the keyboard for button orientation.
- **Power On the Keyboard:**
  - Locate the **power button** on the right side of the keyboard and hold for 1 second. The keyboard lights will turn on.
- **Enter Pairing Mode:**
  - Press the **wireless connection button** located next to the power button for 3 seconds.
  - The **wireless indicator light** will start blinking, indicating it's ready to pair.
- **Connect via iPad Bluetooth Settings:**
  - On your iPad, go to **Settings > Bluetooth**.
  - Toggle Bluetooth **on if it is off**.
  - Under “Devices,” select **“Brydge 10.9 Max+”**
  - Tap “**Pair**.”
- **Test the Connection:**
  - Test the track pad to ensure you see the cursor move.



Step 8: Required Settings: Settings App on iPad

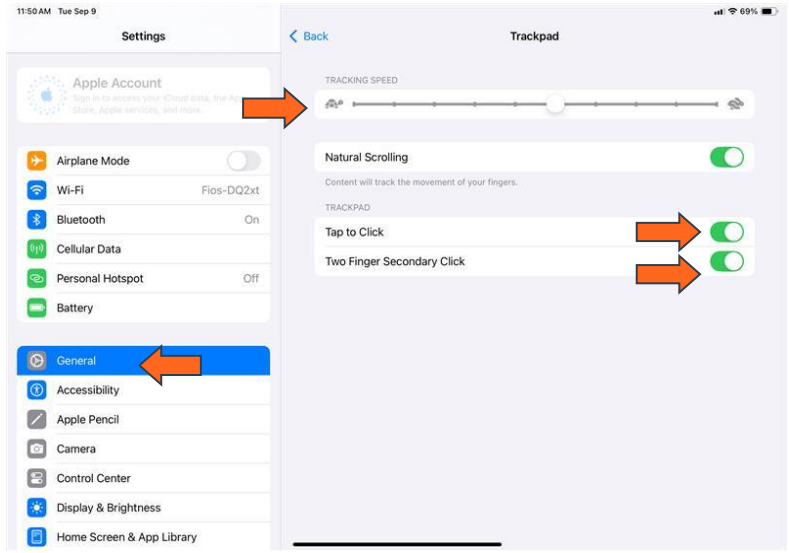
Screen Time Out

- To extend the screen timeout period on your iPad and prevent needing to unlock for use frequently, follow these steps:
  - Open the **Settings** app.
  - Navigate to **Display & Brightness**.
  - Tap on **Auto-Lock**.
  - Select **15** from the options.



Track Pad Settings

- **Open the Settings**
  - Navigate to **General**
  - **Scroll to locate Trackpad**
  - **Trackpad speed can be adjusted down or up based on preference**
  - Toggle **ON**:
    - **Tap to Click Tap**: makes selections without having to fully press on trackpad
    - **Two Finger Secondary Click**: To use, lightly tap with 2 fingers on the trackpad. Do not fully press down on the trackpad. This is the right click.

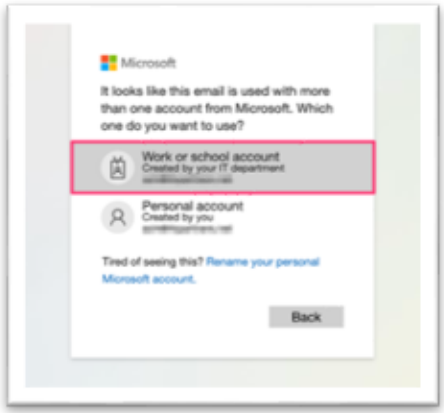


Step 9: Comp Portal Login-Log in Here 1st

Open the Comp Portal and Sign in

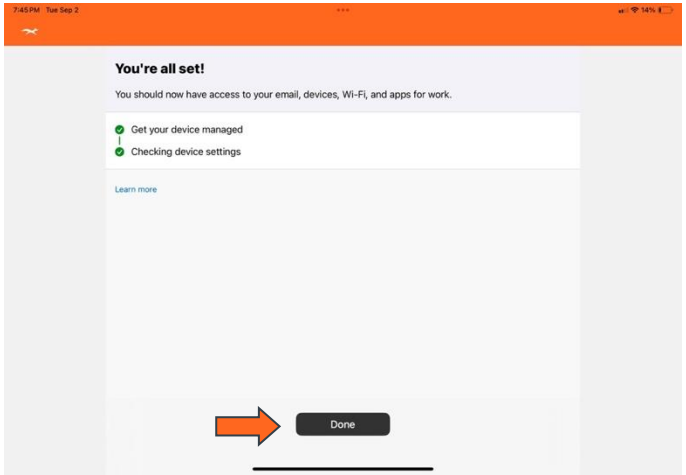
- If prompted always select "**Work or school account.**"
- Enter your firstname.lastname@foxrehab.org and follow the onscreen prompts to login and authenticate with your mobile phone, if prompted

Password : **Str3ngth26!**





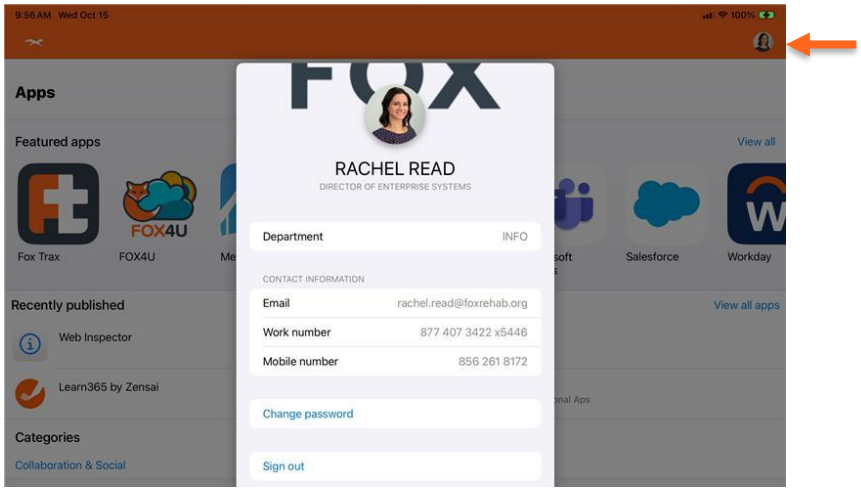
- Click **OK** when prompted with the "Get Notified so you don't lose access"
- Click **Begin** when prompted to "Set Up FOX Rehab access"
  - Allow setup to complete
- Click **Done** when prompted with the "You're all set screen"
  - You will return to the main Comp Portal screen
  - Additional apps can be downloaded here at a later time however the iPad is configured to auto install the most frequently used apps.
    - **DO NOT** Download Workday app. It does not allow for full access to the Workday modules needed.



Step 10: Comp Portal Password Change

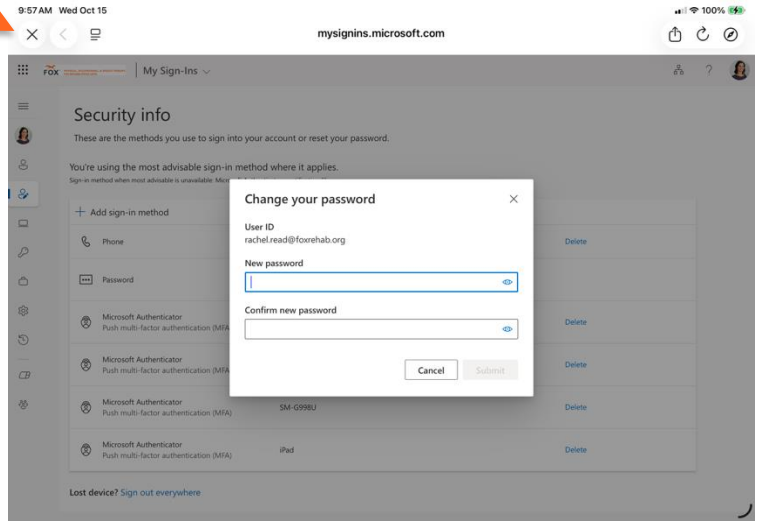


- **Click your initials** in the top right corner
- Scroll down to Change Password
  - Set a new password (this will be for all FOX logins)
  - Follow the password requirements & **Click Submit**



Password Requirements

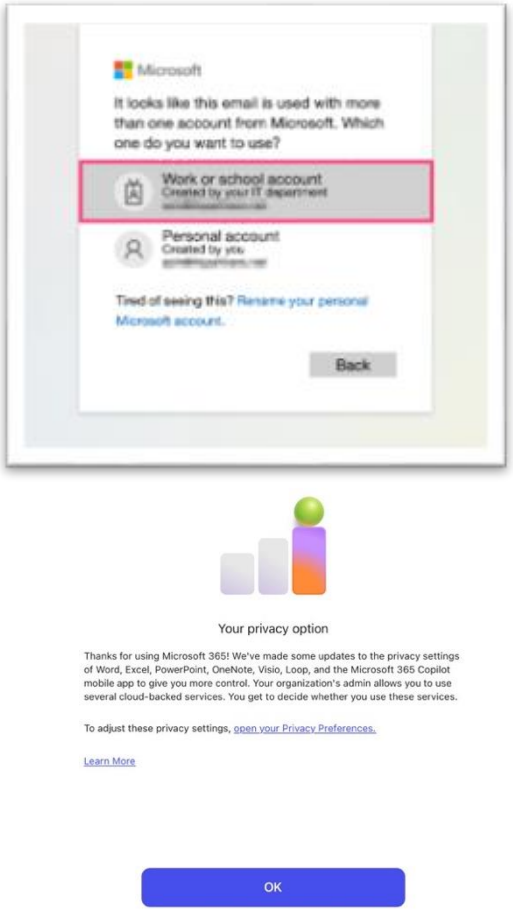
- ✓ Does not contain a significant part of the user's account name
- ✓ Must be at least 10 characters in length
- ✓ Must contain characters from 3 of the following four categories:
  - English upper-case character A-Z
  - English lower-case character a-z
  - Base 10 digits 0-9
  - Non-alphanumeric character (example: !, $, #, %)



  - To Close Comp Portal:
    - Click the **X** in the top left corner to return to Comp Portal
    - **Tap the screen** to close the info box.
    - **Swipe up** to close the Comp Portal app

Step 11: Application Login Required for Day 1

- **Outlook & Teams**
  - **Click Teams and Outlook** applications icon on your iPad home screen
  - Login using your FOX account and NEW password
    - If prompted to **Add Account** or create, always select **Add**
    - Always Select **Work or School Account**
    - Proceed through prompts and authentication, if required
    - If prompted with Privacy message, click **OK** or **Confirm** depending on message.
    - If prompted, **turn on** notifications to stay up to date
    - If prompted for location services, **always allow**



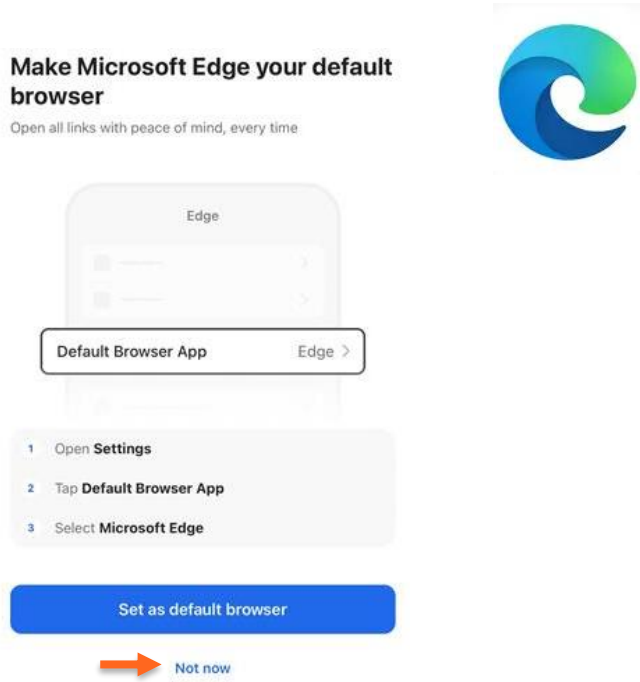
M365 Copilot, One Drive, Word, Excel, & PowerPoint are additional Office application available but are not needed for login on day 1

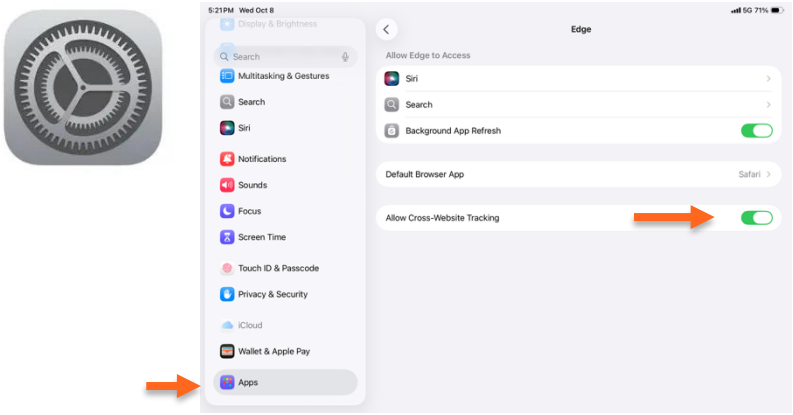
Step 11: Application Login

- **Edge**
  - **Click the Edge** icon
  - Login using your FOX account
    - Select Work or School Account
    - Proceed through prompts and authentication (use your new password!)
  - When prompted, select **Not Now**
    - **Safari will remain the default browser**
    - If prompted for Privacy message, click **Confirm**

IMPORTANT: Go to the iPad Settings App

- Scroll to and **Click Apps**
- **Click Edge**
  - Select **Allow Cross Website Tracking**
  - **This is required for your new hire Learn365 course content to display correctly**





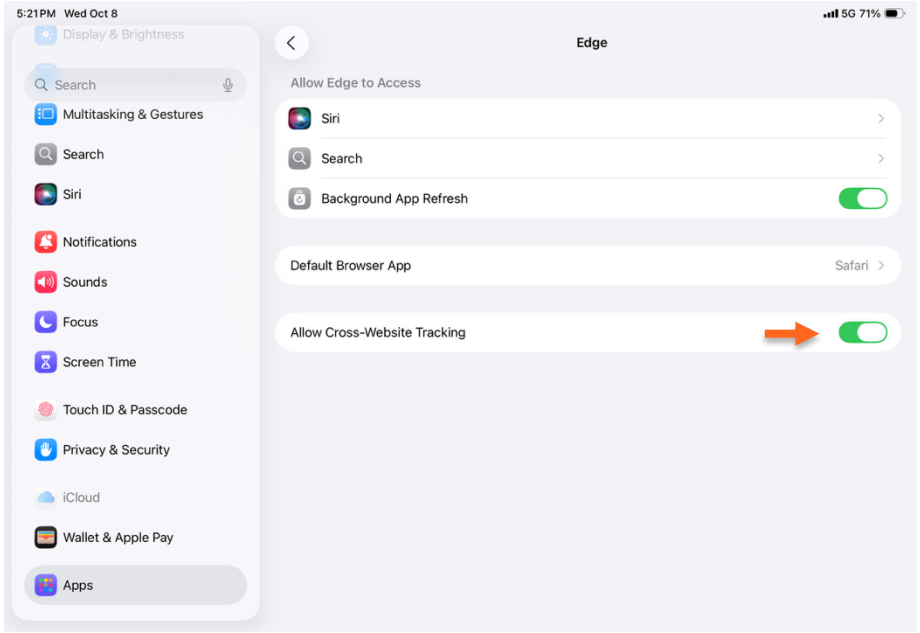
Orientation Course Access (Learn 365)

Accessing your new hire orientation course

Before You Proceed to Your Course!

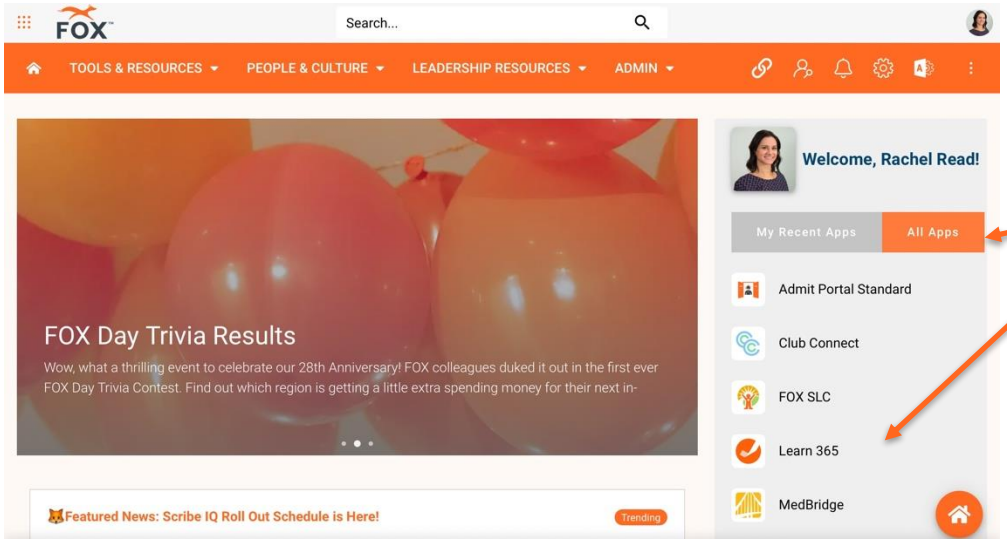
CHECK THAT YOU MADE THIS SETTING CHANGE ON YOUR IPAD. NOT DOING SO WILL CAUSE YOUR COURSES TO NOT WORK PROPERLY

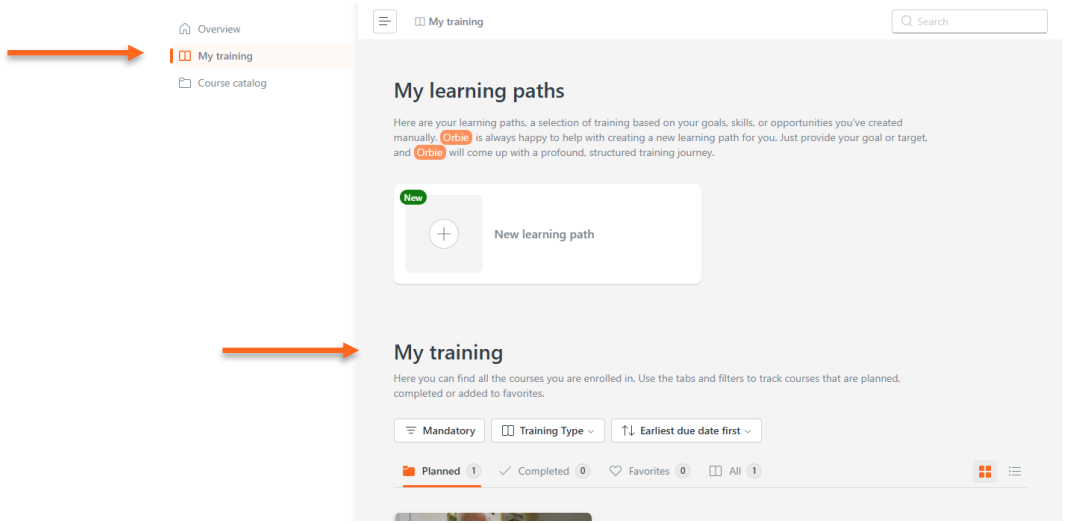
- Click Setting from iPad Home Screen
- Click Apps
- Click the Edge icon
- Select Allow Cross Website Tracking



Accessing 2026 Orientation via Learn365

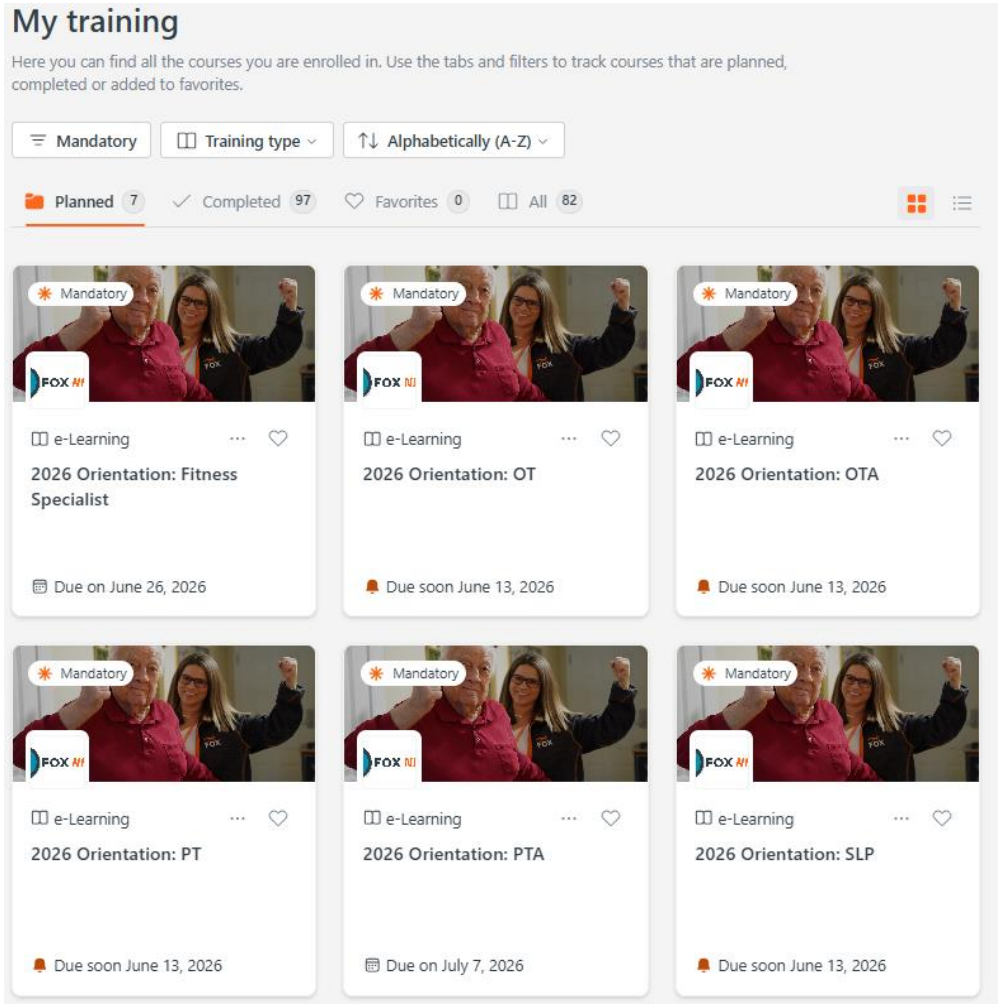
- Open **Edge** to access FOX4U (our Intranet)
- Under **All Apps**, **Click Learn365**
  - The My Recent Apps tab will begin to display your most frequently accessed apps
- **Click My Training**
  - Scroll down to view training courses under **My Training section**





Locate Course: 2026 Orientation: PT/OT/SLP/FS

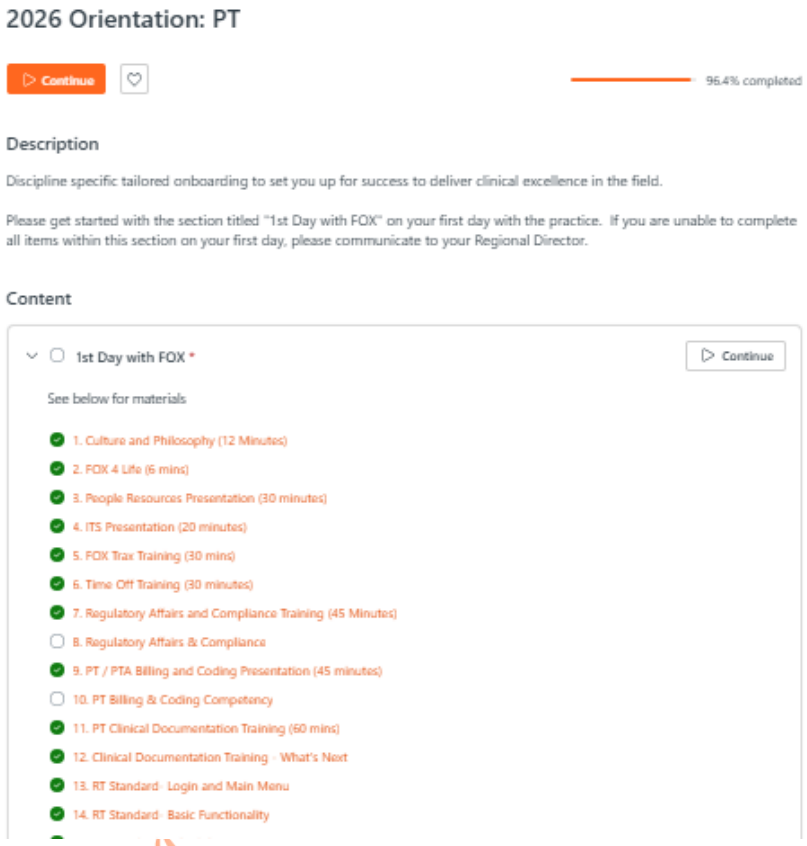
- Click on your discipline specific orientation course and **click Play**



Start and Complete Course Items

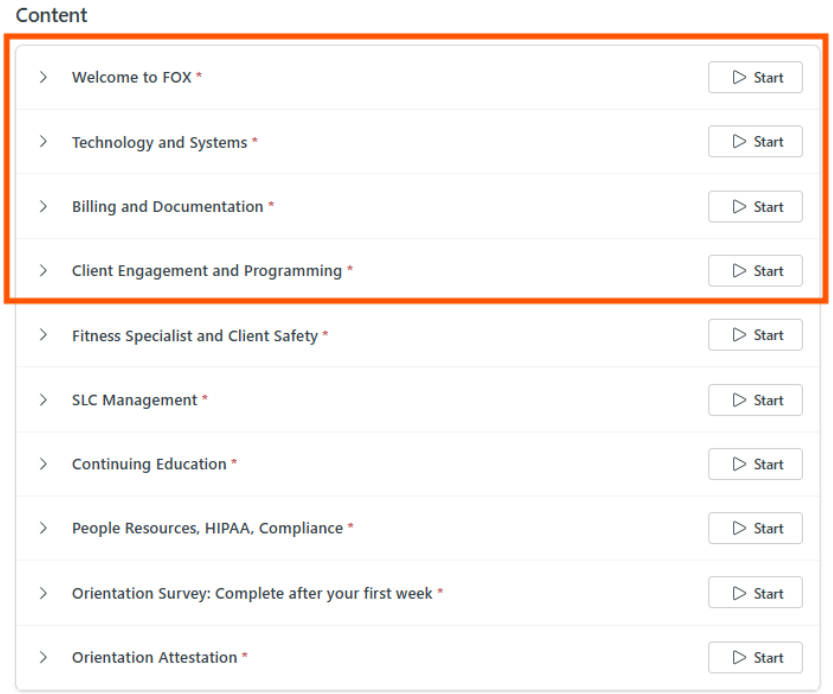
PT/PTA/OT/OTA/SLP

- Click **“Start”**
- Complete all items under “1st Day with FOX” for today (your Day 1)



Fitness Specialist

- Click “**Start**”
- Complete all items up to Client Engagement and Programming for today (your Day 1)



Day 1 Orientation Checklist

Begin your Learn 365 Course (“2026 Orientation: PT/OT/SLP/FS”)

Reminder: *You will see many sections within your Discipline-specific course. Please focus on the items listed below and on the previous slide. Your Regional Director will direct you on the completion of the other sections in the discipline-specific course, as well as the other courses listed in your assigned trainings.*

PT/PTA OT/OTA SLP

Day 1 Complete:

- All Items within the course section "1st Day with FOX"

Fitness Specialist

Day 1 Complete:

- Welcome to FOX
- Technology and Systems
- Billing and Documentation
- Client Engagement and Programming* if time allows

Reminder: *Every new team member’s first day can look a little different. Whether you’re joining us PRN, part-time, or full-time, take the pace that works best for you. If you don’t get to every item meant for day one, just connect with your Regional Director and they’ll help shape an onboarding plan that fits your schedule.*

Support Contact Information

First: Self Help!

access via Raintree



If Not Resolved by Self Help:

Email: support@foxrehab.org

(please include "Orientation" in the subject so that assistance can be prioritized)

or

Phone: 856-452-6099

FOX Support Hours

Self Help: 24/7

Email/Phone Support:

Monday -Thursday: 7:30AM - 9:00 PM EST

Friday: 7:30AM- 7:00 PM EST

Sunday 4:00PM - 9:00PM EST

Other Non-Technical Questions:

Reach out to your Regional Director (RD)