

Apple School Manager Setup Guide

A starter checklist for K-12 IT teams standing up Apple School Manager (ASM).

1. Prerequisites

Verify your district owns its domain and can publish DNS records for verification.

Identify the ASM administrator (district-level, not personal Apple ID).

Confirm your Student Information System (SIS) export format: SFTP CSV, Clever, ClassLink, or Microsoft School Data Sync.

Decide on your MDM platform — Jamf School, Jamf Pro, Mosyle, or Intune.

2. Enrollment

Enroll your institution at school.apple.com with verifiable institution details (CEEB or NCES code recommended).

Link your Apple Authorized Reseller — NLE Systems — as a Customer Number so devices flow into Automated Device Enrollment (ADE).

Verify D-U-N-S number alignment between purchase orders and your ASM tenant.

3. Roster Sync & Managed Apple IDs

Connect your SIS or roster provider and run a test sync with a single school first.

Decide on Managed Apple ID format (e.g. `firstname.lastname@students.district.org`).

Map roles: students, teachers, instructional coaches, administrators.

4. Device Assignment

Link MDM servers and assign default device types (iPad → student MDM, Mac → staff MDM).

Test Automated Device Enrollment with a single sample device before bulk shipment.

Confirm Setup Assistant skip panes align with student vs. staff workflows.

5. Apps & Books

Designate Content Managers and load initial VPP funds or purchase orders.

Pilot app distribution to a test class before broad deployment.

Document a request-to-approval workflow for new app requests from teachers.

6. Go-Live Checklist

Pilot one classroom for one full week before scaling.

Run a tabletop exercise for lost-device, broken-screen, and forgotten-password scenarios.

Schedule a 30-day post-launch review with NLE Systems.

Prepared by NLE Systems — Authorized Apple Reseller for K-12 Education. Contact ac@nlesystems.com for tailored guidance for your district.