



Creating Developer Accounts

SchoolMessenger

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Introduction

Due to recent policy changes, [Google](#) and [Apple](#) require that you create your own developer account to be used in conjunction with any applications created on your behalf. The benefit of this is once you have the developer account, the account will always be tied to your school or district.

This guide will cover how to set up Google Play and iTunes developer accounts. These will be required in order to publish your custom application.

Prerequisites

Before setting up your Google Play and iTunes developer accounts, make sure you have the following:


- A credit card
- The [D-U-N-S number](#) for your organization.
- The [EIN/Tax ID](#) for your organization.
- A CustomApp developer email address from SchoolMessenger. If you have not received this already, please contact your Project Coordinator or Technical Support.

There is also a \$25 cost required for creating a Google Play developer account. Apple charges a yearly \$99 fee for an iTunes developer account, however Apple has a fee waiver program for educational, government and non-profit organizations.

Setting up your Google Play Developer Account

Create a Google Account

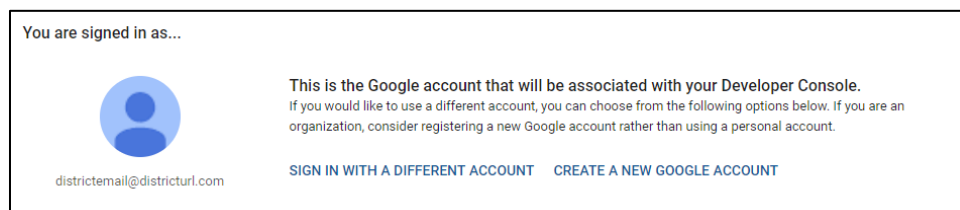
Before setting up your developer account, you should first create a Google account. If your school/district is already using Google, you can create a generic account from [admin.google.com](#). Otherwise, you can just go to <https://accounts.google.com/SignUp> and sign up for an account.

 **Note:** *Be sure to create a generic email address that can be shared with other users of your organization instead of making an account that is tied to a specific person.*

 **Important:** *Make sure to securely save your Google account information as you will need to sign into this account again in the future.*

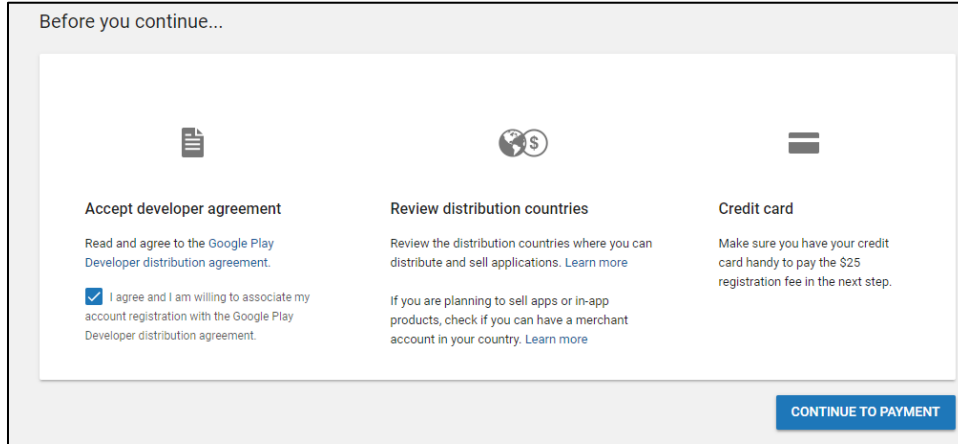
Create a Google Play Developer Account

Sign in to the user account you created, and then go to <https://play.google.com/apps/publish/signup/>.



Make sure you are signed in to your new account. If you are not, click **Sign in with a Different Account** to sign in with your new account.

Review the **Before you continue...** section and confirm if you agree with the **Google Play Developer distribution agreement**.



Before you continue...

Accept developer agreement	Review distribution countries	Credit card
Read and agree to the Google Play Developer distribution agreement. <input checked="" type="checkbox"/> I agree and I am willing to associate my account registration with the Google Play Developer distribution agreement.	Review the distribution countries where you can distribute and sell applications. Learn more If you are planning to sell apps or in-app products, check if you can have a merchant account in your country. Learn more	Make sure you have your credit card handy to pay the \$25 registration fee in the next step.

[CONTINUE TO PAYMENT](#)

Click **Continue to Payment**.

Follow the on-screen instructions to add or select a payment method.

Once you have entered the payment information, click **Pay** to proceed.

In the **Complete your Account details** section, fill in the rest of the requested account details.

When setting a **Developer Name**, you should use the full name of your school/district. If that name is already taken, make sure that the name you set is still one that is recognizably your school/district. This will make it easier for others to find your application.

Once you have finished setting up your account, you may have to wait a few days before you get the email confirming that your account has been set up.

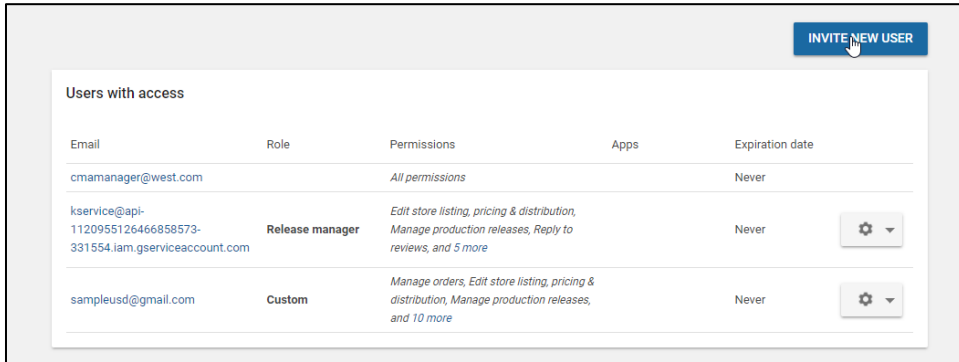
Important: *You will need to wait for the confirmation email before proceeding to the next step.*

Grant Access to your Developer Account

Go to <https://play.google.com/apps/publish/> and sign in to your account.

Click **Settings** and **Users & Permissions**.

Click **Invite new user**.




For the **Email** field enter **customapp@mobileapp.schoolmessenger.com**.

Click the **Role** drop-down and select **Administrator**.

Invite a new user

Email *

Access expiry date * Never On: 

Role * ▼

PERMISSIONS GLOBAL ▼

ACCESS LEVEL

- View app information
- Create & edit draft apps
- Manage user permissions

FINANCIAL DATA

- View financial data
- Manage orders

RELEASE MANAGEMENT

- Manage production releases
- Manage alpha & beta releases
- Manage alpha and beta test configuration

STORE PRESENCE

- Edit store listing, pricing & distribution

USER FEEDBACK

- Reply to reviews

GOOGLE PLAY GAMES SERVICES

- Create & edit games
- Publish games

Permissions granted at the global level will automatically be granted at the per-app level.

[CANCEL](#) [SEND INVITATION](#)

Click **Send Invitation**.

Obtain a Transaction ID

Go to <https://payments.google.com> and log in to your Google Play Developer account.

Click **View Purchases**.

In the list of **Completed Purchases** you should see a \$25.00 USD purchase for your developer account.

Completed purchases		
Date	Description	Amount (USD)
Aug 24, 2017	Google Play	\$25.00

Click this item.

In the box that appears, you should see a **Transaction ID**.

Payment method
 Visa **** 0123

Transaction ID
02242473710148973309.registration-6fad1843-21e3-4600-a045-ga5221a71657

Purchased from
 Google
 1600 Amphitheatre Parkway
 Mountain View, CA 94043
 United States

Questions or concerns?
[Contact Google](#)

Highlight and copy the **Transaction ID**.

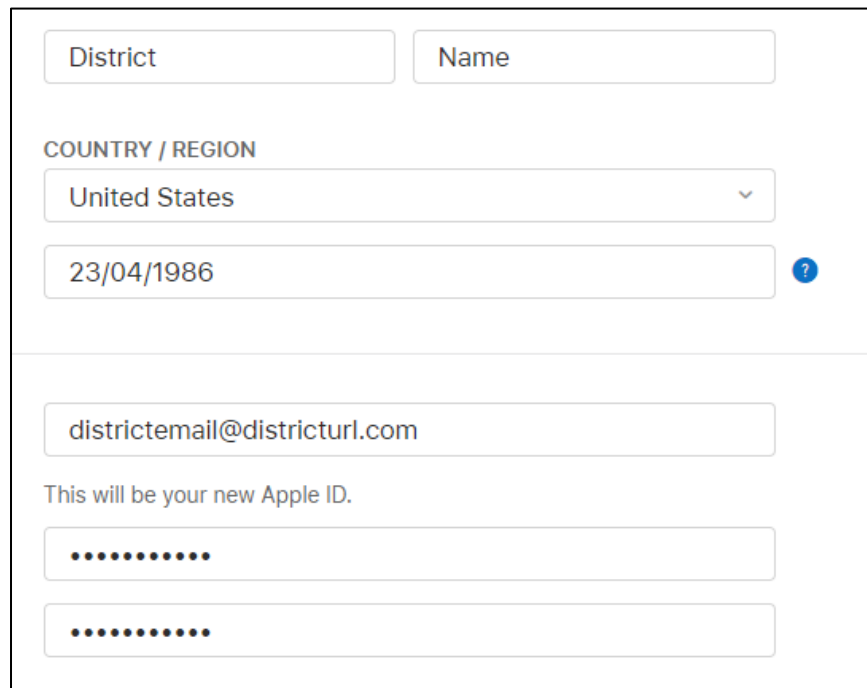
You will need to provide this **Transaction ID** to your Project Coordinator or Support Technician once you have finished setting up both your Google and Apple developer accounts. Instructions on how to do so are included in the *Submitting Account Details to SchoolMessenger* section of this guide.

Setting up your iTunes Developer Account

Create an Apple ID

Go to <https://appleid.apple.com/account#!/&page=create>.

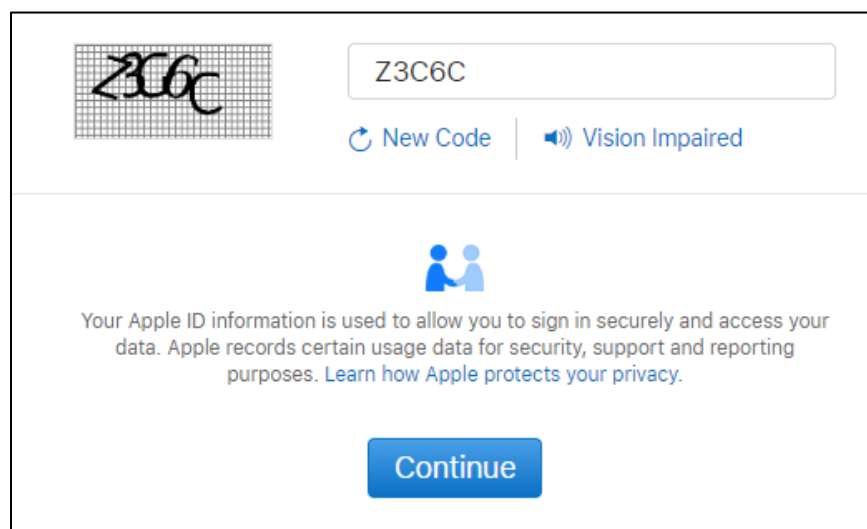
Fill out your account information. For the email address, use the email address for the account you created when signing up for a Google Play Developer account.



The screenshot shows the Apple ID creation form. It includes input fields for 'District' and 'Name'. Below these is a 'COUNTRY / REGION' dropdown menu set to 'United States'. A date field contains '23/04/1986' with a help icon. An email field contains 'districtemail@districturl.com'. Below the email field, it says 'This will be your new Apple ID.' followed by two password fields, each with a strength indicator (eight dots).

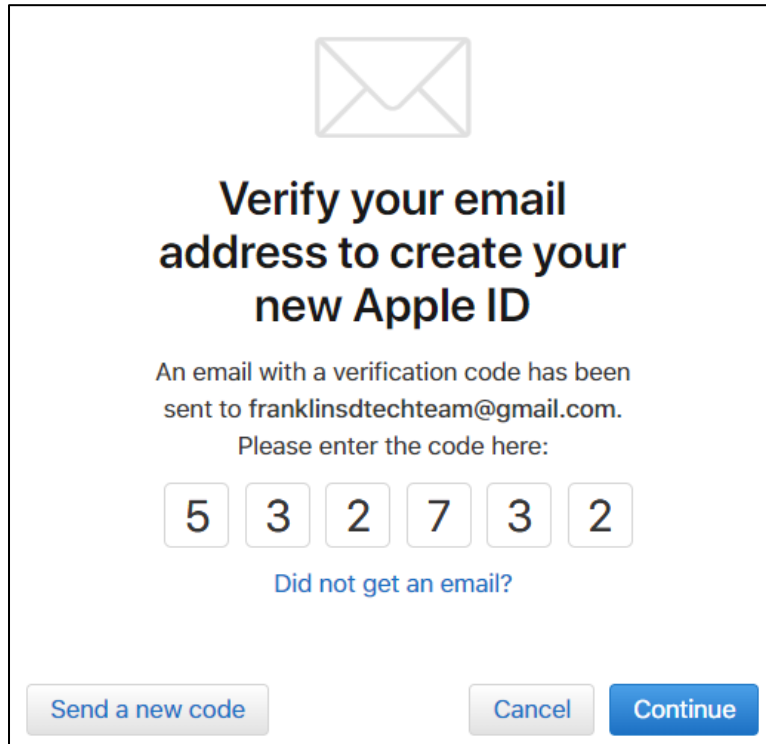
When filling out the security questions, use questions that other admins at your district will also be able to answer or save the answers in a secure location for possible future use.

Enter the Captcha at the bottom of the page and click **Continue**.



The screenshot shows the Captcha step of the Apple ID creation process. It features a grid of distorted characters 'Z3C6C' on the left. To the right is an input field containing 'Z3C6C'. Below the input field are links for 'New Code' and 'Vision Impaired'. At the bottom, there is a blue icon of two people, a privacy notice: 'Your Apple ID information is used to allow you to sign in securely and access your data. Apple records certain usage data for security, support and reporting purposes. [Learn how Apple protects your privacy.](#)', and a large blue 'Continue' button.

A verification email will be sent to your email address.

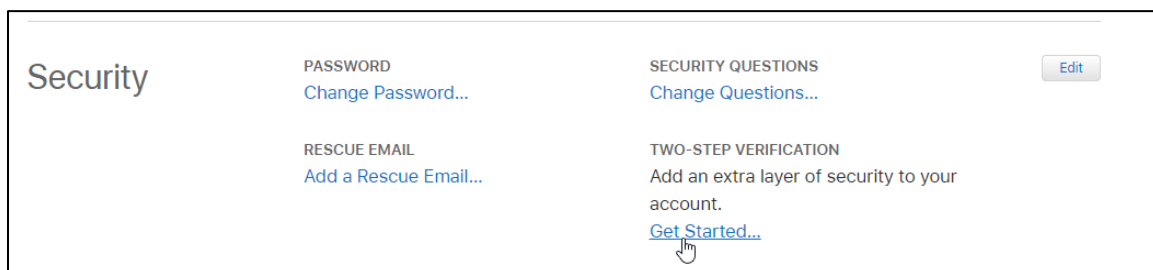


Fill in the verification code from the email and click **Continue** to finish creating your new Apple ID.

Enable Two-Factor Authentication

Before you can sign up for the Apple Developer Program, you must enable Two-Step Verification on your account.

Go to <https://appleid.apple.com/account/manage> and click **Get Started...** under the **Two-Step Verification** heading.



When prompted, click **Continue**.

In the **Add a trusted phone number** window, use the drop-down menu to choose your country and then enter your phone number in the **Phone Number** field.

Add a trusted phone number

Enter the phone number you want to use to receive verification codes when signing in. This phone number must be able to receive SMS messages.

+1 (United States)

(555) 555-1234

This can be your own number, or the number of someone you trust.

Click **Continue**.

A verification code will be texted to the phone number you provide.

Verify phone number

A text message with a verification code has been sent to
+1 (647) 618-5019.
Enter the code here:

[Did not get a verification code?](#)

Enter the verification code and click **Continue**.

If you have any Apple devices, you can also add these as trusted devices if you wish. If you do not have any devices you wish to add, simply click **Continue**.

You will now be given a **Recovery Key**.

Save this key in a secure location so that you can regain access to your account should the need arise.

Print Your Recovery Key

You will need your Recovery Key to access your account if you ever forget your password or lose your trusted devices.

Recovery Key:

 RK-H72J-9P5M-GELM

Print or write down your Recovery Key. Keep at least one copy in a safe place.
Do not save it on your computer.

[Where should I keep my Recovery Key?](#)

Print KeyCancelContinue

Click **Continue** once you have saved your key.


Apple will then make you enter the Recovery Key to make sure that you actually did save the key in the previous step. If you hadn't done so, click **Go back** and you can see the key again.


Re-enter the key in the **Recovery Key** field.

Confirm Recovery Key

Enter your Recovery Key below to confirm that you have a copy.

Recovery Key:

 RK-H72J-9P5M-GELM



[Where should I keep my Recovery Key?](#)

Go backConfirm

Click **Confirm**.

Review Apple's information on two-step verification.

To confirm you have reviewed the information, check the **I understand the conditions above** box.

Enable Two-Step Verification

Before you can enable two-step verification, you must agree to the following conditions:

When Two-Step Verification is enabled:

- You will always need two of the following to manage your Apple ID: your password, a trusted device or your Recovery Key.
- If you forget your password, you will need your Recovery Key and a trusted device to reset it. Apple will not be able to reset your password on your behalf.
- [App-specific passwords](#) will be required to sign in to any apps and services not provided by Apple.
- You are responsible for storing your Recovery Key in a safe place.

I understand the conditions above.

CancelEnable Two-Step Verification

Click **Enable Two-Step Verification**.

Two-Step Verification is now enabled on your account.

Sign up for the Apple Developer Program

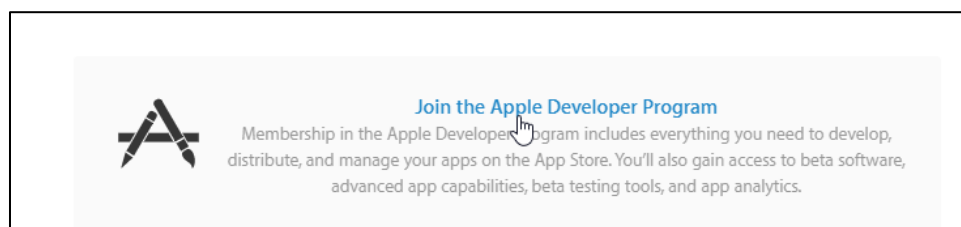
Go to <https://developer.apple.com/> and click on **Account**.

Sign in with your Apple account.

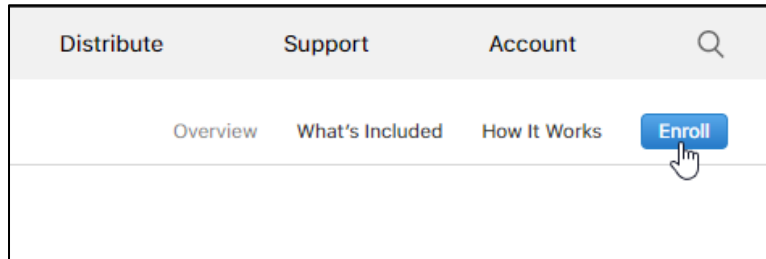
Review and agree to the Apple Developer Agreement.

If you wish, you can also check the option **I'd like to receive marketing emails to stay up-to-date with Apple Developer news**.

Click **Submit**.



Click **Join the Apple Developer Program**.



Click **Enroll**.

Review the information on what you will need to enroll and click **Start Your Enrollment**.

Click the **I develop apps as** drop-down and choose **Company / Organization**.

Important: You must select **Company / Organization**. If you choose a different option, you will not be able to properly complete some of the steps outlined in this guide.

Review the prerequisites needed to enroll and click **Continue**.

Fill in the requested information and complete the enrollment.

Once the application has been submitted, you will have to wait for Apple to process your enrollment and send you an approval email. This process may take up to 24 hours.

Important: You will not be able to complete the enrollment process until you receive an approval email.

Finalize your Enrollment in Apple Developer Program

Go to <https://developer.apple.com/account/> and complete your payment information.

This is where you can apply for a waiver of the program fee. If your organization is an accredited educational institution, government entity or non-profit organization, you can apply to have the \$99/year fee waived.

You can apply for the waiver by going to <https://developer.apple.com/contact/membership-fee-waiver/> and filling out the application.

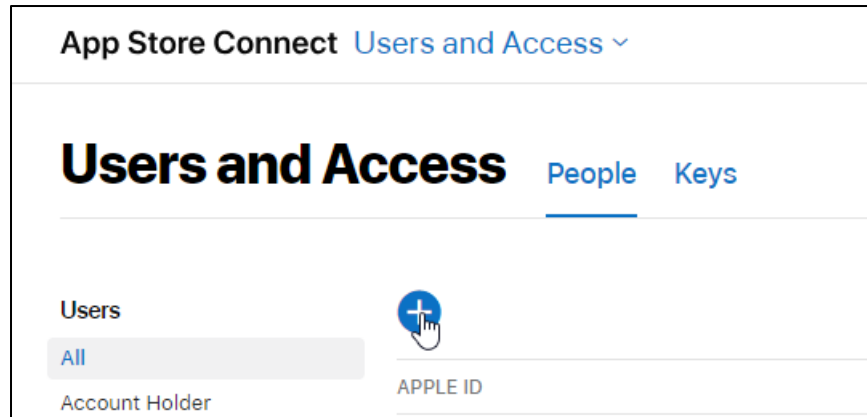
Note: For more information on waivers, see <https://developer.apple.com/support/membership-fee-waiver/>.


At the time of this writing, the waiver is only available for the institutions within the US, but this may change in the future. For the latest information, check the link in the note above.

Grant Administrative Access to your App Store Connect Account

Go to <https://appstoreconnect.apple.com/login> and sign in with Apple ID.

Click **Users and Roles**.



Click the  icon to add a new user.

For the user information, use the following:

- **First Name:** West SchoolMessenger
- **Last Name:** CustomApp
- **Email Address:** Use the CustomApp developer email address provided to you by SchoolMessenger.

New User

First Name	Last Name
West SchoolMessenger	CustomApp
Email	
example@email.address	

- **Roles:** Check the **Admin** checkbox. This will check the other roles as well.

Roles

<input checked="" type="checkbox"/> Admin	<input checked="" type="checkbox"/> Finance	<input checked="" type="checkbox"/> Access to Reports
<input checked="" type="checkbox"/> Sales	<input checked="" type="checkbox"/> Developer	<input checked="" type="checkbox"/> App Manager
<input checked="" type="checkbox"/> Customer Support	<input checked="" type="checkbox"/> Marketing	

[See Permissions](#)

- **Apps:** Leave set to **All Apps**.
- **Developer Resources:** Check the option for **Access to Certificates, Identifiers & Profiles**.

New User

First Name Last Name

Email

Roles

<input checked="" type="checkbox"/> Admin	<input checked="" type="checkbox"/> Finance	<input checked="" type="checkbox"/> Access to Reports
<input checked="" type="checkbox"/> Sales	<input checked="" type="checkbox"/> Developer	<input checked="" type="checkbox"/> App Manager
<input checked="" type="checkbox"/> Customer Support	<input checked="" type="checkbox"/> Marketing	

[See Permissions](#)

Apps

Choose apps this user has access to (optional)

All Apps

Developer Resources

Access to Certificates, Identifiers & Profiles. [Learn More](#)

Click **Invite**.

Obtain a Team ID

Go to <https://developer.apple.com/account> and log in with your developer account's Apple ID and Password.

Click on **Membership**.

Highlight and copy the **Team ID**.

<ul style="list-style-type: none"> <li style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">① Membership <li style="padding: 5px; margin-bottom: 5px;">🔒 Certificates, IDs & Profiles <li style="padding: 5px;">📍 iTunes Connect 	<p>Membership Information</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Program Type</td> <td>Apple Developer Program</td> </tr> <tr> <td>Team Name</td> <td>Charlie Danner</td> </tr> <tr> <td>Team ID</td> <td style="background-color: #e0e0ff; color: blue;">MSEASXGA8T</td> </tr> </table>	Program Type	Apple Developer Program	Team Name	Charlie Danner	Team ID	MSEASXGA8T
Program Type	Apple Developer Program						
Team Name	Charlie Danner						
Team ID	MSEASXGA8T						

You will need to provide this **Team ID** to your Project Coordinator or Support Technician once you have finished setting up both your Google and Apple developer accounts. Instructions on how to do so are included in the *Submitting Account Details to SchoolMessenger* section of this guide.

Submitting Account Details to SchoolMessenger

Once you have finished creating your Google Play and Apple iTunes developer accounts, you will need to fill out a form to provide SchoolMessenger with details they will need to transfer your CustomApp to your developer accounts.

To fill out the form, go to https://docs.google.com/forms/d/e/1FAIpQLScWT94DTkGMdfJNWKVHc7jK83_c0OoK-T4xp5tihkGO5Py2fg/viewform?usp=sf_link

Details you will need to complete the form include your Google Transaction ID (see *Obtain a Transaction ID*), your Apple Team ID (see *Obtain a Team ID*) and your Apple ID (see *Create an Apple ID*).

Once you have finished filling out the form, click **Submit**.

You should get a confirmation message saying that, “Your response has been recorded. Please reach out to your Project Coordinator or Support Technician to let them know they can start the app publishing process.”

Contacting SchoolMessenger

Once you have finished setting up your Google Play developer account and your iTunes developer account, added us to your accounts, and filled out the Developer Account Details form, please contact your Project Coordinator or Support Technician to let them know you have completed the process. We will review your form submission and begin the application publication/migration process.

Your Project Coordinator or Support Technician will then submit requests to Google and Apple to transfer ownership of your application to your developer accounts.

You will be provided with additional instructions to follow once the migration process begins.