1. Login to www.icloud.com with your preferred browser on your computer.

2. Sign into your iCloud with your Apple ID.
   *This is the same account you use to purchase applications in the App Store on your iPad/iPhone.*

3. Click Find My iPhone
   *This service is recommended by Apple to be enabled on all iPhones, iPads, Laptops and Desktops that you sign into with your Apple ID.*
Click **All Devices** towards the top of the webpage. Then Click on the iPad you recently returned to the IT department.

Click **Remove from Account**

*It should show as **Offline** under the device name or be the device with the GPS Location of COC.*

Click the **Remove** button