

---

## How to set up and use **GUIDED ACCESS** on the iPad or iPod Touch

---

**GUIDED ACCESS:** A feature of iPads/iPod Touches with iOS6 or higher that can help students remain on task and focused on content by limiting access to a single app (disabling the Home Button) and restricting touch input on certain areas of the screen.

---

### **I. Device MUST have iOS6 or higher:**

1. To check your device's software version:
  - a. Tap on your **Settings** icon.
  - b. On the left Sidebar, tap on **General**.
  - c. On the main screen, tap on **About**.
  - d. Look at the **Version**. It should indicate **6.0** or a higher number.
  
2. To update your device to the **latest iOS** version available:
  - a. Tap on your **Settings** icon.
  - b. On the left Sidebar, tap on **General**.
  - c. On the main screen, tap on **Software Update**.
  - d. If the screen shows that an update is available, tap **Install Now**.

### **II. Setting up GUIDED ACCESS:**

1. Tap on your **Settings** icon.
2. On the Sidebar on the left, tap on **General**.
3. On the main screen, scroll down and tap on **Accessibility**.
4. Scroll down to the **Learning** section, and tap on **Guided Access**.
5. Tap on the on/off button to turn Guided Access **ON**.
6. Tap on **Set Passcode**.

7. Type in a **4-digit passcode**, and then re-type it. **NOTE: IT IS VERY IMPORTANT REMEMBER THIS PASSCODE.** You will need it every time you want to end/disable Guided Access. If you lose this passcode while Guided Access is running on an app, **YOU WILL BE LOCKED** in this app until you are able to type in the correct code.



8. Tap on the on/off button of **Enable Screen Sleep** to turn it **ON**.

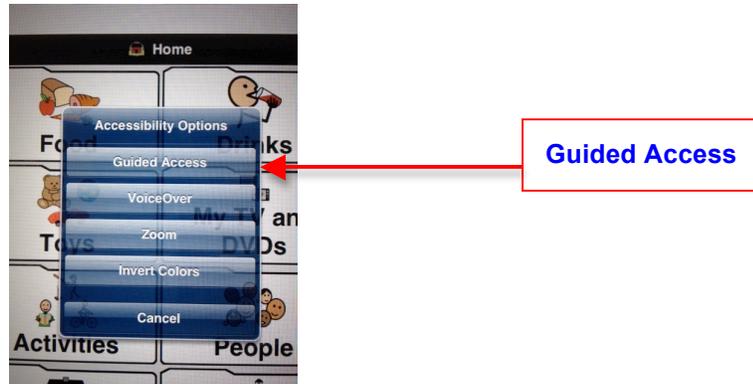
**NOTE:** Now that you have switched **ON** the **Enable Screen Sleep**, Guided Access will then allow a user to turn ON or OFF the screen of the device by pressing the Sleep/Wake button (at the top left border of the device; see picture on the last page of this document). However, Guided Access will continue to “lock” the user within the app where it was applied (learn more below).

### III. Using GUIDED ACCESS:

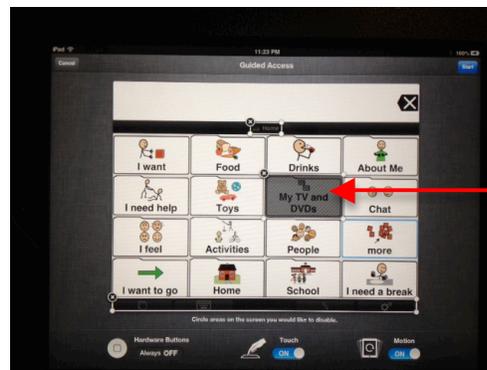
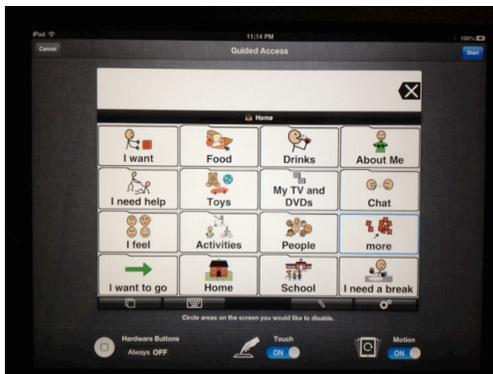
1. Choose an APP for which you want to assign access restrictions. Tap and open that APP.
2. Go to a page where you want to disable an area of the screen.
3. On your device, “triple-tap” the Home Button:



4. The Accessibility Options box will appear. Tap on **Guided Access**.



5. The **Guided Access “tool box”** (picture below) will appear around the screen. From here, you will be able to set up customized access restrictions on certain areas of the screen.



- a. To **disable** access to **certain areas/buttons** on the screen: **Trace around** the areas that you would like to be disabled. You can trace a circle, a square, or any shape around buttons, cells, rows, etc. The **greyed out** area **will not be accessible** to the user once Guided Access is started.
- b. To **disable** access to the **entire screen**: Tap on the on/off switch labeled **TOUCH** to turn it **OFF**. The entire screen will then be greyed out. Everything on the screen will then be inaccessible to the user once Guided Access is started.
- c. To **disable** **screen rotation**: Tap on the on/off switch labeled **MOTION** to turn it **OFF**. The screen will then stay in its current orientation (either Landscape or Portrait) even when the device is turned on its side or upside down.

## 6. **STARTING Guided Access:**

- a. While still inside the Guided Access tool box, tap on the blue **Start** button on the upper right corner of the screen.
- b. You will briefly see the message: **Guided Access Started**. All the restrictions that you have set will then be applied to the app.

## 7. **ENDING Guided Access:**

- a. Triple-tap on the Home Button of your device.
- b. Type in your 4-digit passcode.
- c. Tap on the blue **End** button on the upper left corner of the screen.
- d. You will briefly see the message: **Guided Access Ended**. All the restrictions that you have set will then be cancelled.

### **NOTE:**

- (1) When you “end” Guided Access, the **restrictions you’ve set on an app are Disabled, BUT they are Saved**. These restrictions can be activated again by simply “re-starting” Guided Access (Procedure III, Step 6). This means that you do not have to re-trace the areas/buttons that you want restricted.
- (2) **ALL External Buttons** are normally **disabled** when Guided Access is started. These buttons are the Sleep/Wake, Volume Up/Down, Mute/ScreenRotation, and Home buttons (see bellow). However, if **Enable Screen Sleep** is turned on (Procedure II, Step 8), then the Sleep/Wake button will continue to turn On/Off the screen of the device.

### External buttons and controls

