iPad Guided Access

Guided Access helps you to stay focused on a task while using your iPad. Guided Access limits your device to a single app and lets you control which app features are available.

To begin-ensure that:
1. The iPad has been updated to the latest version (Check- Settings – General – Version)
2. Ensure the iPad is fully charged and backed up.
3. Read and understand the following instructions before beginning.

Set-up Guided Access:

4. Open Settings-General-Accessibility- Guided access- turn on- Do not set password here.

5. Close settings

6. Open the app you wish to lock down.

On the app you want to lock:

7. Triple click the home button

8. The Guided Access information is then showed

9. Optional- select areas on the app you don’t want students to access (use finger to draw around e.g. edit button) or you can turn off all touch to the screen etc.
10. Then tap **start**.

11. Enter a 4-digit passcode that **you will remember on the iPad**, ensuring your child does not see this passcode. **DO NOT FORGET THIS PASSCODE- IF FORGOTTEN THE iPad WILL NEED TO BE FACTORY RESET AND RESTORED FROM A PREVIOUS BACKUP.**

12. Enter the same 4 digits to confirm.

13. Once the 4 digit code has been entered twice Guided Access will be turned on therefore limiting the iPad to a single app.

**Note**- Once started, you are unable to exit the app - power off, use the home button, full restart etc. **The only ways to exit the app is to triple click the home button then enter the passcode.**

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**Turn off Guided access**

After using Guided Access, it is **very important** to turn this function off.

14. Triple-click the home button

15. Enter the passcode (same passcode as in set 11 above).

16. Switch guided access OFF by first selecting **End** (top left), then Open **Settings-General-Accessibility- Guided access- turn OFF**

To find out more about Guided Access please visit:  