



**Guided Access:** Guided Access is a way to lock the iPad user in a specific app.

## ENABLE GUIDED ACCESS

- 🍏 Tap the **SETTINGS** app.
- 🍏 Tap on **GENERAL**.
- 🍏 Tap on **ACCESSIBILITY**.
- 🍏 Tap on **GUIDED ACCESS**.
- 🍏 Tap the **SWITCH** to turn on Guided Access.
- 🍏 Tap on **PASSCODE SETTINGS**.
- 🍏 Tap to **SET GUIDED ACCESS PASSCODE** to set a passcode.
- 🍏 Tap the **ACCESSIBILITY SHORTCUT** to **ON**.

*(Time limits in an app can be turned on or off as well)*

## USING GUIDED ACCESS

- 🍏 Launch the app you would like the user to have **ACCESS** to.
- 🍏 Triple- click the **HOME BUTTON**.
- 🍏 Circle any **AREAS** of the screen that you would like to make **INACCESSIBLE**.

*(An example of this would be an activity, camera, or anything while inside the app)*

- 🍏 Tap on **OPTIONS** in the bottom left corner to choose access or no access To Sleep/Wake button, Volume buttons, Touch screen, and Motion.
- 🍏 Tap **START** at the top of the screen to begin Guided Access.

## REMOVING GUIDED ACCESS

- 🍏 Triple- click the **HOME BUTTON**.
- 🍏 Put in the 6-digit **ACCESS CODE**.
- 🍏 Tap **END** at the top left corner or **RESUME** at the top right corner.