

# Setting up a **PASSCODE** on your iDevice

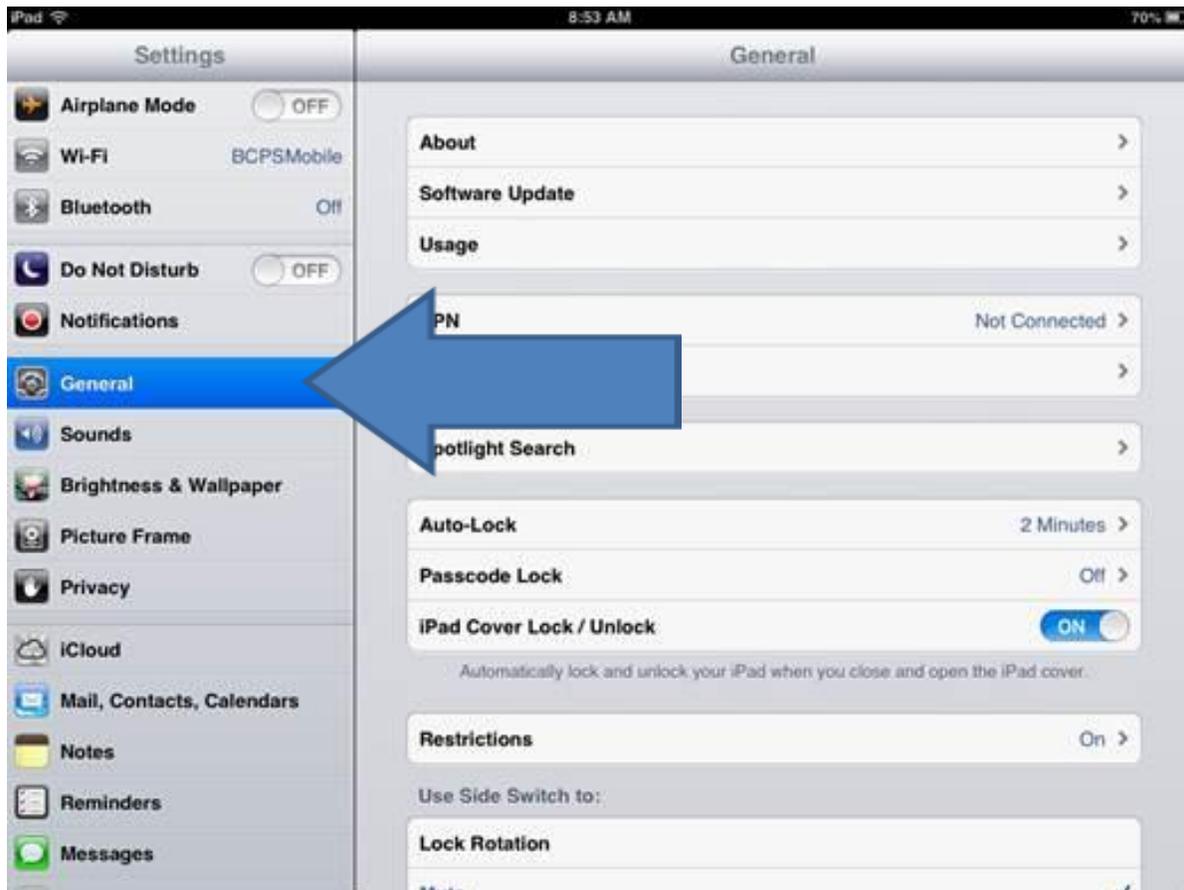
If you have a District-owned iPad/iPod/iPhone, you will need to set up a **Passcode** on your device for the purpose of **BCPS security**. If the device is ever lost or stolen, we can lockdown the device or wipe the device completely as needed for security issues. If a Passcode is not set on the device, items on the device have been potentially breached (personal and school email, apps with password information, iTunes purchasing information, etc.) causing us to wipe the device completely.

**Please follow these steps to add a Passcode to ALL of your iDevices:**

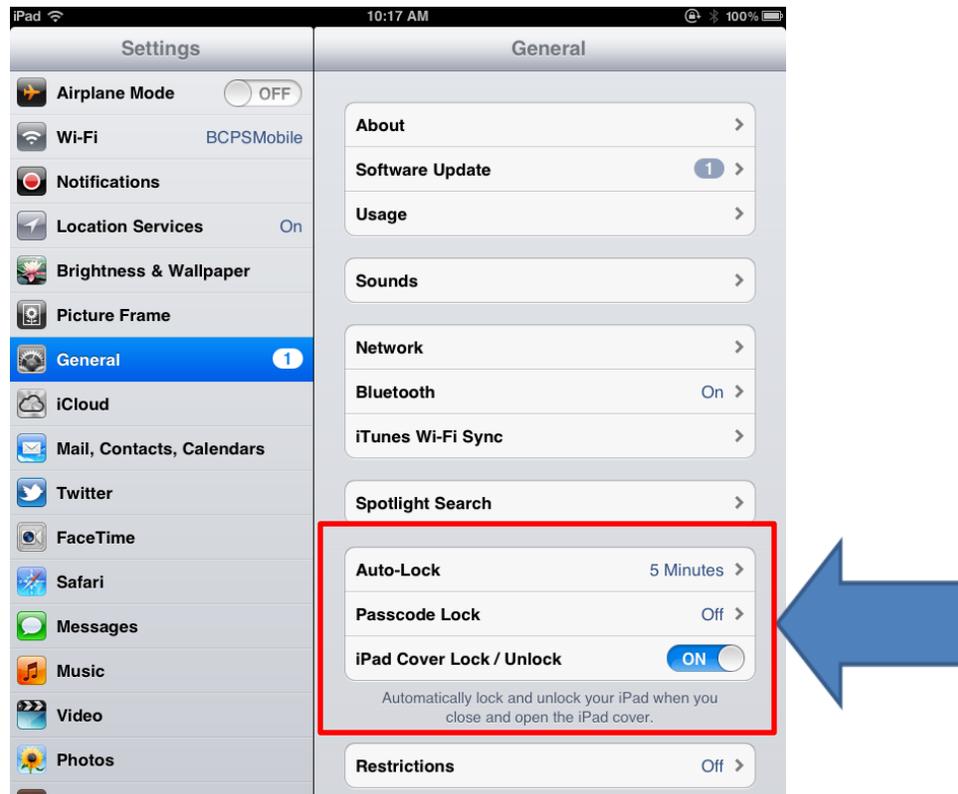
1. Click **SETTINGS** on your iDevice



2. Click on **GENERAL** on the left.



3. To the RIGHT of the screen you will see *Auto-Lock*, ***Passcode Lock***, and *iPad Cover Lock/Unlock* in one area.

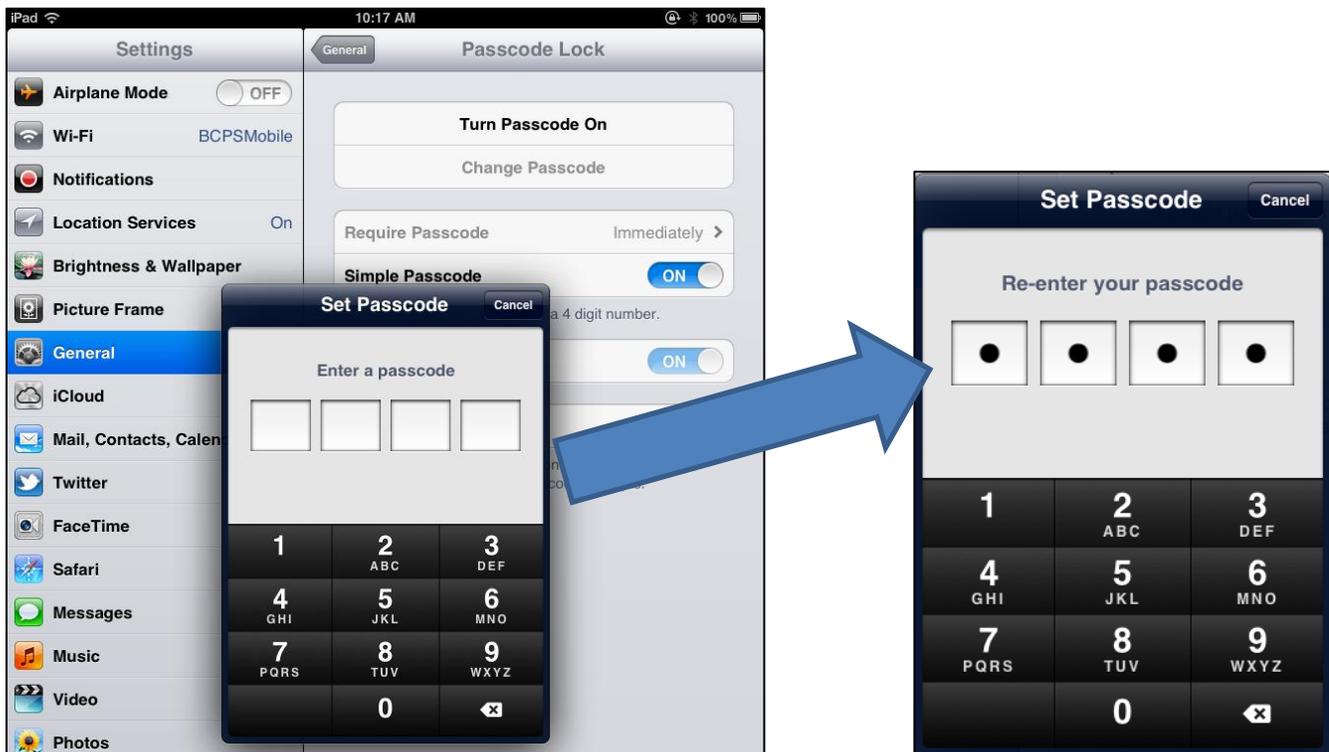


4. Click on the ***Passcode Lock*** section and it will take you to the following screen. On this screen, **click on TURN PASSCODE ON**.



5. A box will pop up asking you for a **FOUR-DIGIT number**. Please make this a number you will remember but not a common number like (1234 or 1111, etc.) unless those numbers are significant to you.

**NOTE:** You will enter the same four-digit number / or passcode of your choice twice.

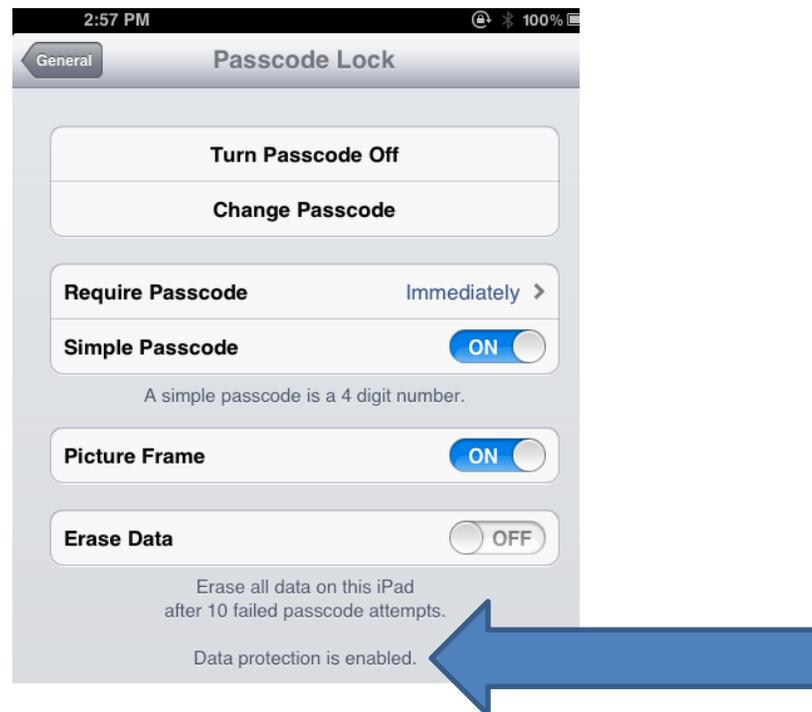


a. Simple Passcode – this is the **four-digit number** from above.



b. Different Passcode – If you choose to have a longer passcode (other than just four numbers), you can turn **OFF the Simple Passcode**. You will then be prompted to put in the original four-digit number you created above. It will prompt you to enter whatever passcode you wish to have (*could be your normal password, combination of numbers and letters, etc.*).

6. Once your PASSCODE has been entered twice, your screen will appear below showing you that your **PASSCODE is now ON**. At the bottom it will say, "Data protection is enabled."



7. Turning off your Passcode – to turn off your Passcode, click on the **TURN Passcode OFF** button and enter your four-digit number. Your data will no longer be protected once the passcode is off.
8. Remember that every time you begin to use your iPad/iPad/iPhone (etc.), you will be prompted for the Passcode you established so please be sure you use a Passcode that can be easily remembered. *If you forget your passcode and have exhausted your list of passwords, in order to use your ideoice, we will then have to wipe your device and treat it as a brand new device setup.*
- Students should NOT have your passcode.
  - Restrictions** can be in place on a device if you want to shut off certain features on your device rather than applying a passcode (see directions on the site for setting up **RESTRICTIONS**).
9. To get out of the Passcode screen, click on the **HOME button** on your iPad and it will take you back to your home screen.