



# Staff Android Instructions

*Android phones running 2.3 or older will be unable to use DCU Apps through the Gmail application. Login using your phone's browser.*

## Overview

We have taken the necessary precautions to ensure that DCU data is not vulnerable when used by mobile devices. Data is very valuable and when left unprotected, it can fall into the wrong hands. The following procedure has been implemented and must be adhered to in order to connect to DCU Apps through your Android.

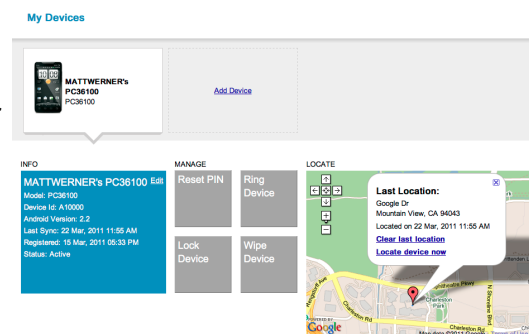
## Encryption Procedure

- Android users need to install and setup the [Google Apps Device Policy](#) app on their devices.
- All users require a password.
- Device passwords must contain letters or numbers. (No special characters)
- Device passwords must be at least 4 characters long.
- Lock timeout must not be greater than 5 minutes.
- Lock screen widgets must be disabled.
- Device data must be encrypted.

## Features

Android users will also be able to access to the following device management features from your [My Devices page](#):

- Reset PIN
- Ring Device
- Lock Device
- Locate your device



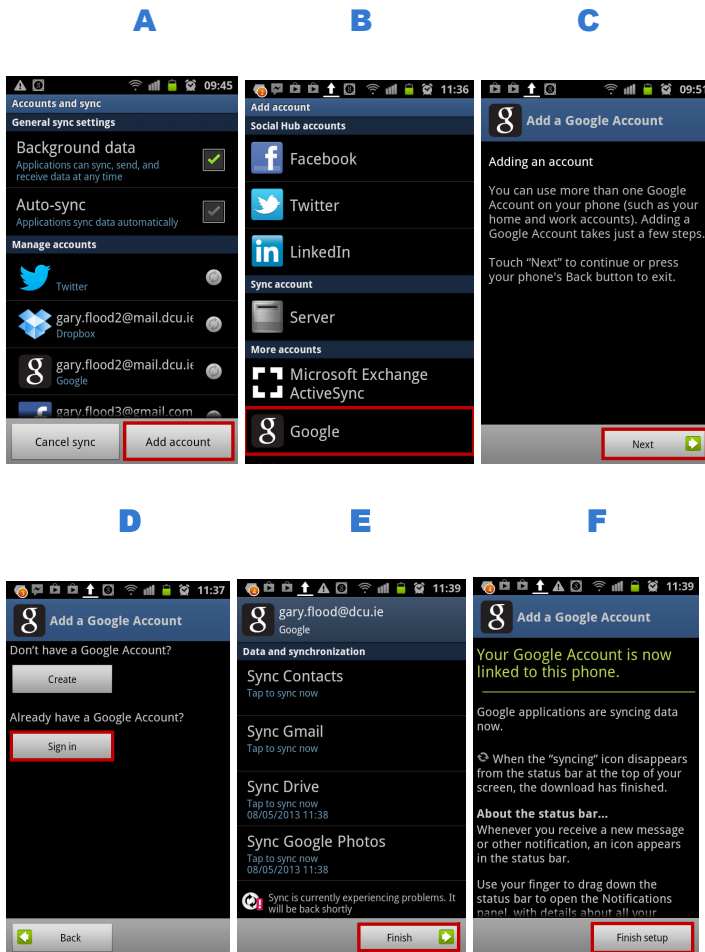


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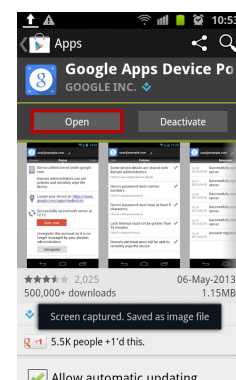
### Step 1 : Add Account

Add account to your android in the **Accounts & Sync** settings page and press **Add account**. This process is very straightforward. Follow the steps as in the images below.



### Step 2: Download App

Download [Device Policy Application](#) from the Google Play Store. This App guides you through the process and makes sure that your device meets the standards required for connecting to your DCU Staff Account. Go directly to the Google Play store and download the Google Apps Device Policy Application.

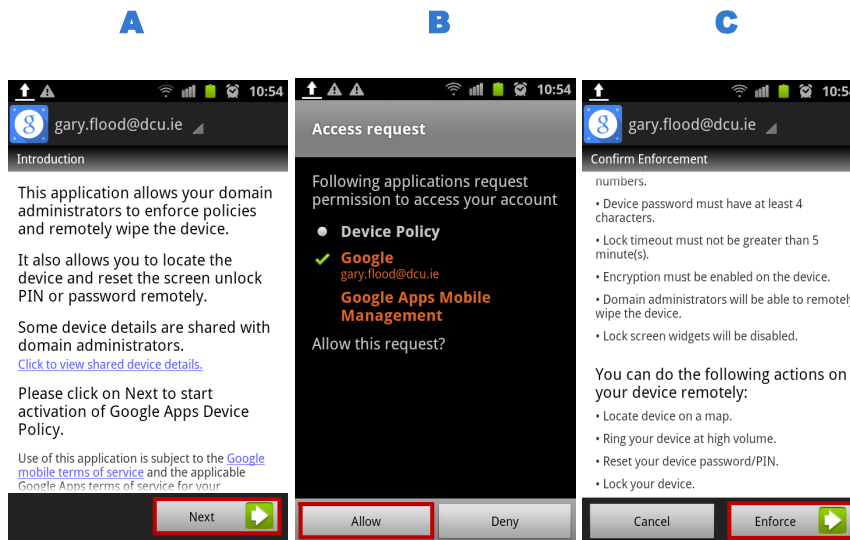




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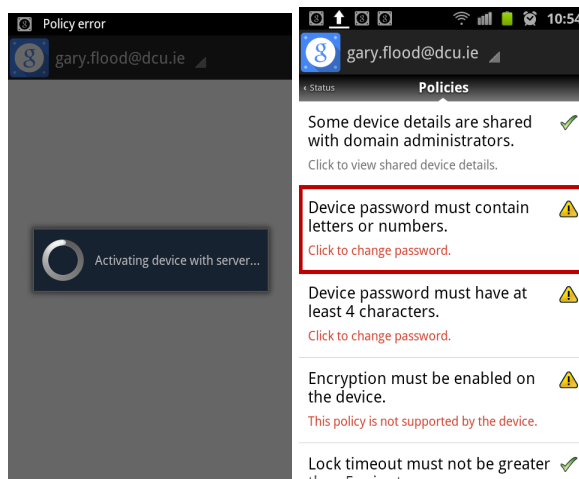
## Step 3 : Agree & Enforce Policy

Open application. You will be greeted with an introduction. Press **Next** and **Allow** request. You will be confronted with the domain policy and that you must enforce in order to connect to the DCU Apps domain (as stated before). **Enforce** this policy.



## Step 4 : Adhere to Policy

Once the application is activated it will display the device policies. When one hasn't been enforced yet you will see a small warning symbol next to it. Just press down and follow the instructions.



Once all policies have a green tick next to them you will be able to log into your DCU Apps on your android. Using the Gmail, Drive or Calendar apps.