



Staff iPhone/iPad Instructions

iPod touch or iPhones running 3.0 or older will be unable to use DCU Apps through the Gmail, Drive and Calendar applications. Login using your device'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 device.

Encryption Procedure

- 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.
- Device data must be encrypted.

Setting Your Password

Step 1: General Settings

Go to settings and select **General**



Step 2: Set Auto-Lock

Set Auto-Lock to 5 minutes or less.





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Step 3: Passcode on

Tap **Passcode Lock** and **Turn Passcode On**



Step 4: Set Passcode

Set your new passcode. (Using only letters or numbers)

