

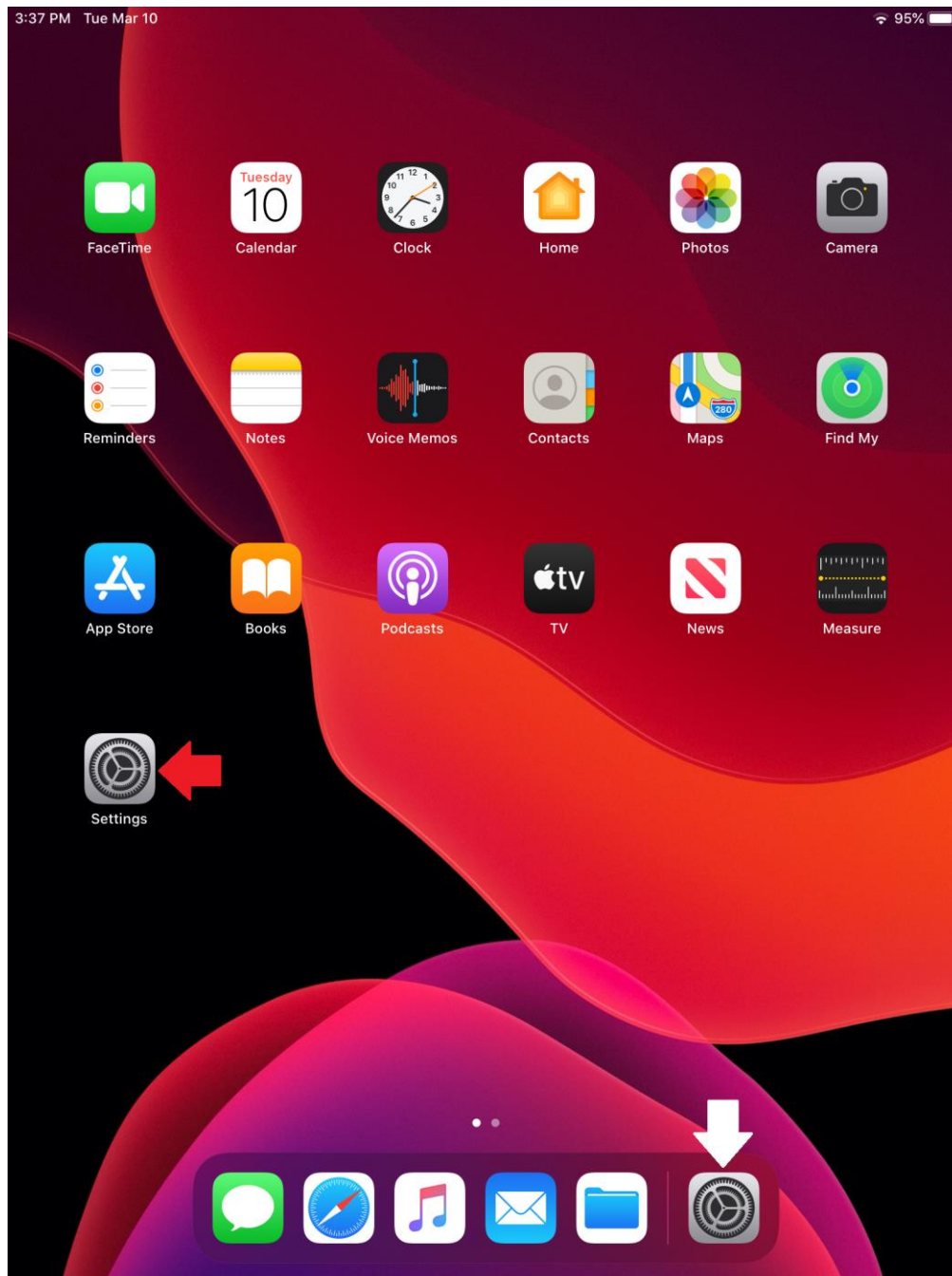
# iPad Locking User Guide

This document provides you with instructions to lock your iPad(s) to the Dacima web-based application.

## Web Content Restriction

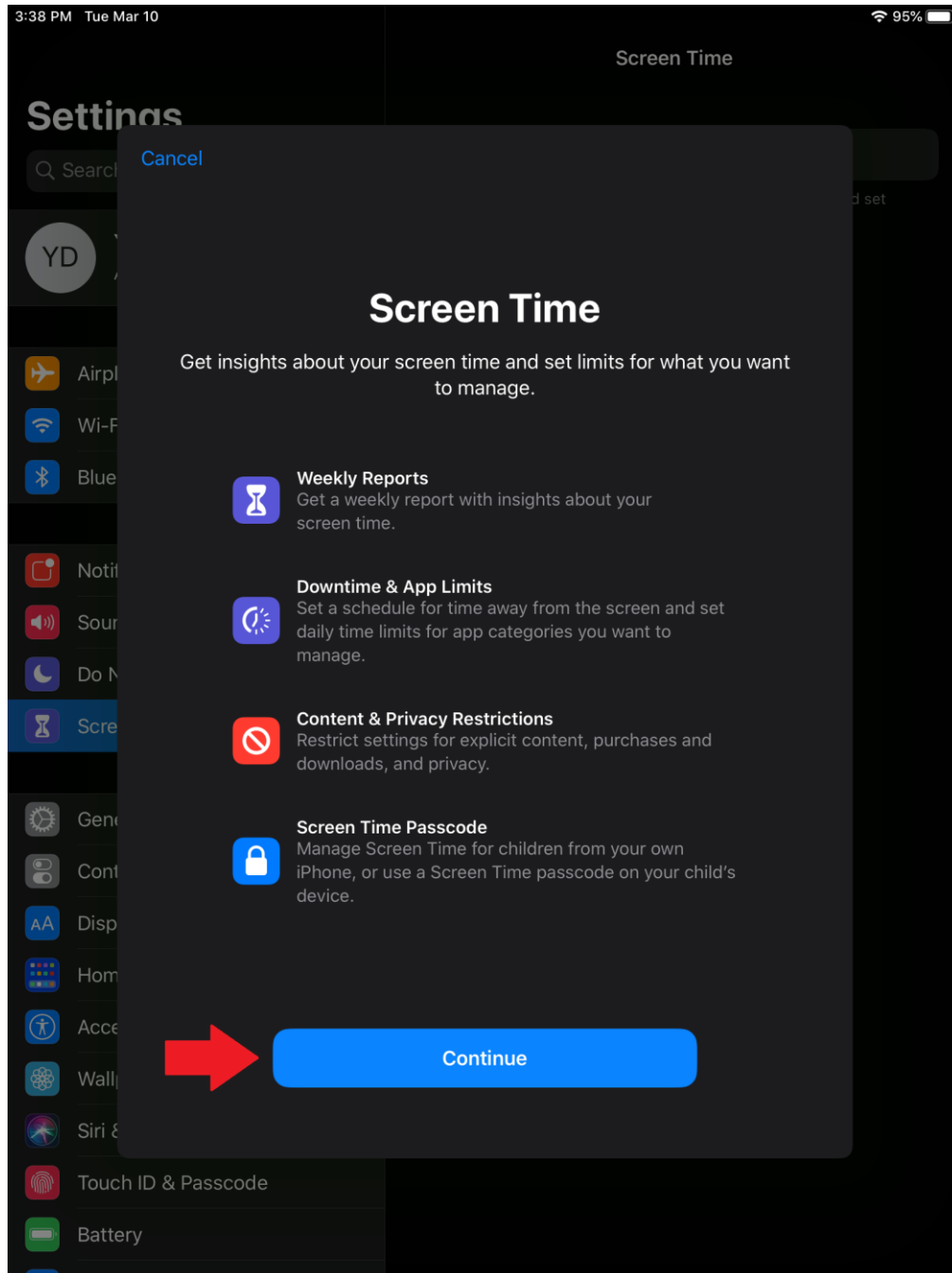
### Step 1: Open your iPad's settings

Open your iPad's settings by clicking on the Settings icon.

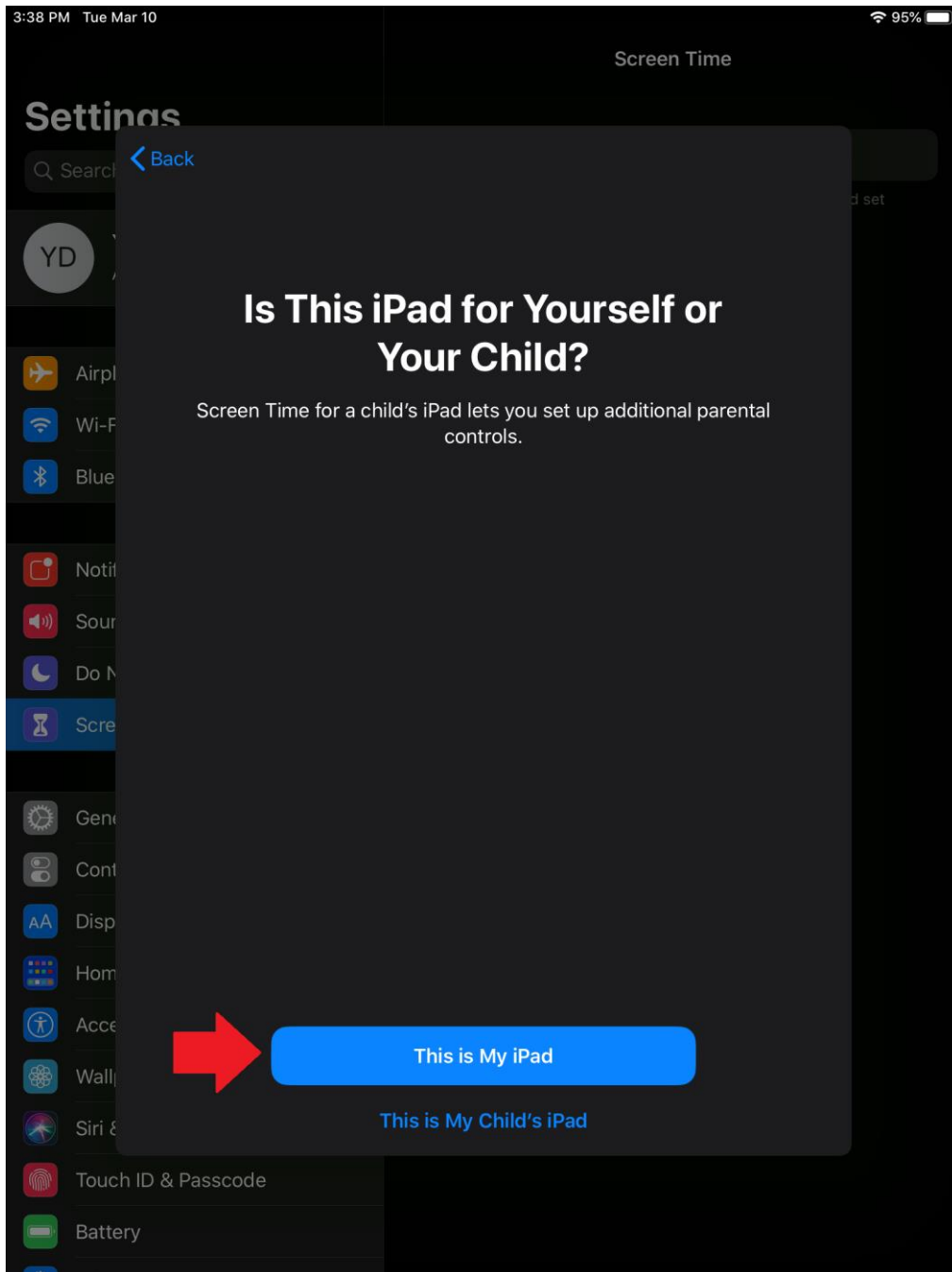


## Step 2: Open the Screen Time Settings

Once you open the “Screen Time” settings, you will need to click on the “Continue” button to proceed.

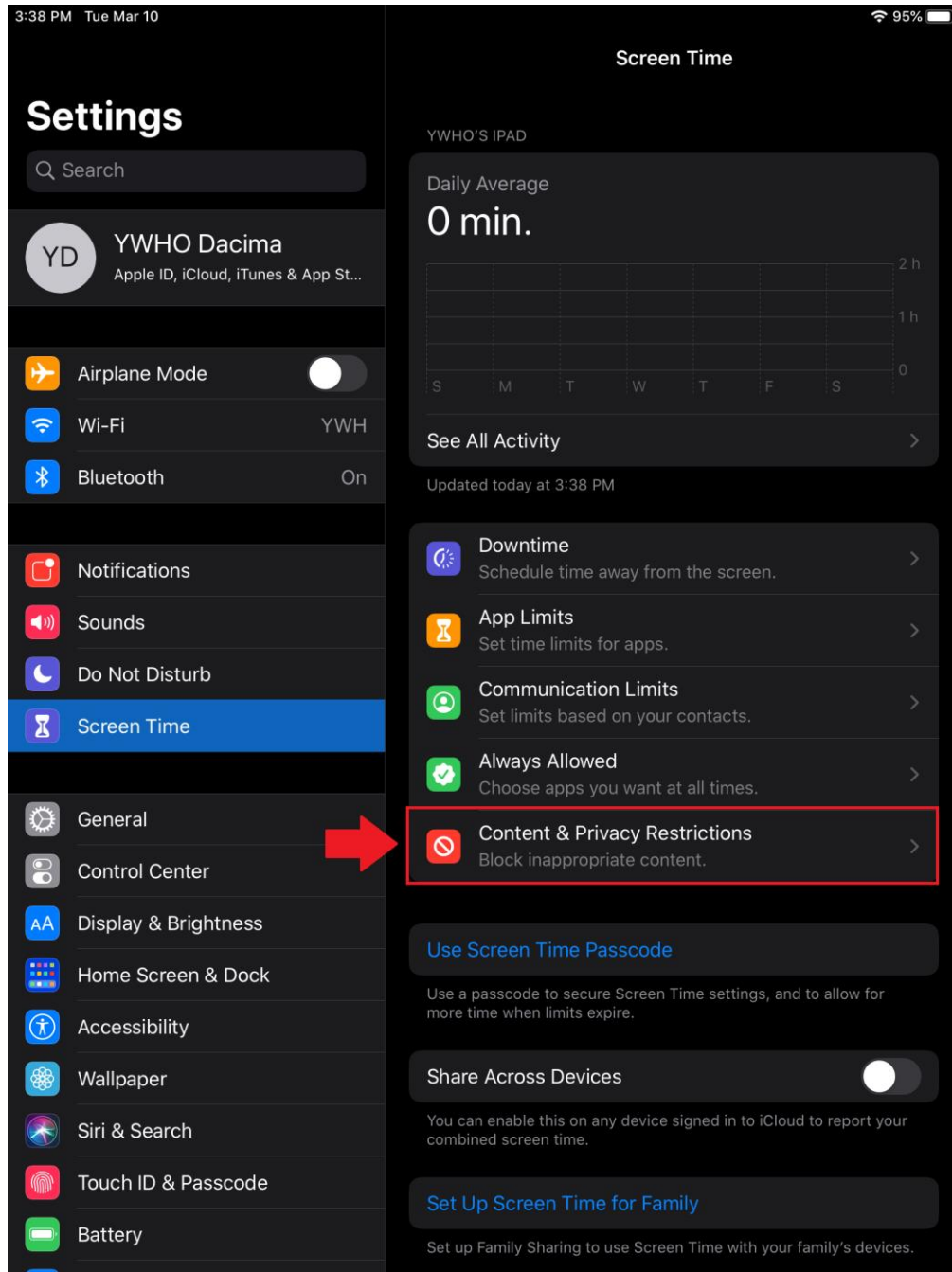


When asked “Is This iPad for Yourself or Your Child?”, click on the “This is my iPad” button.

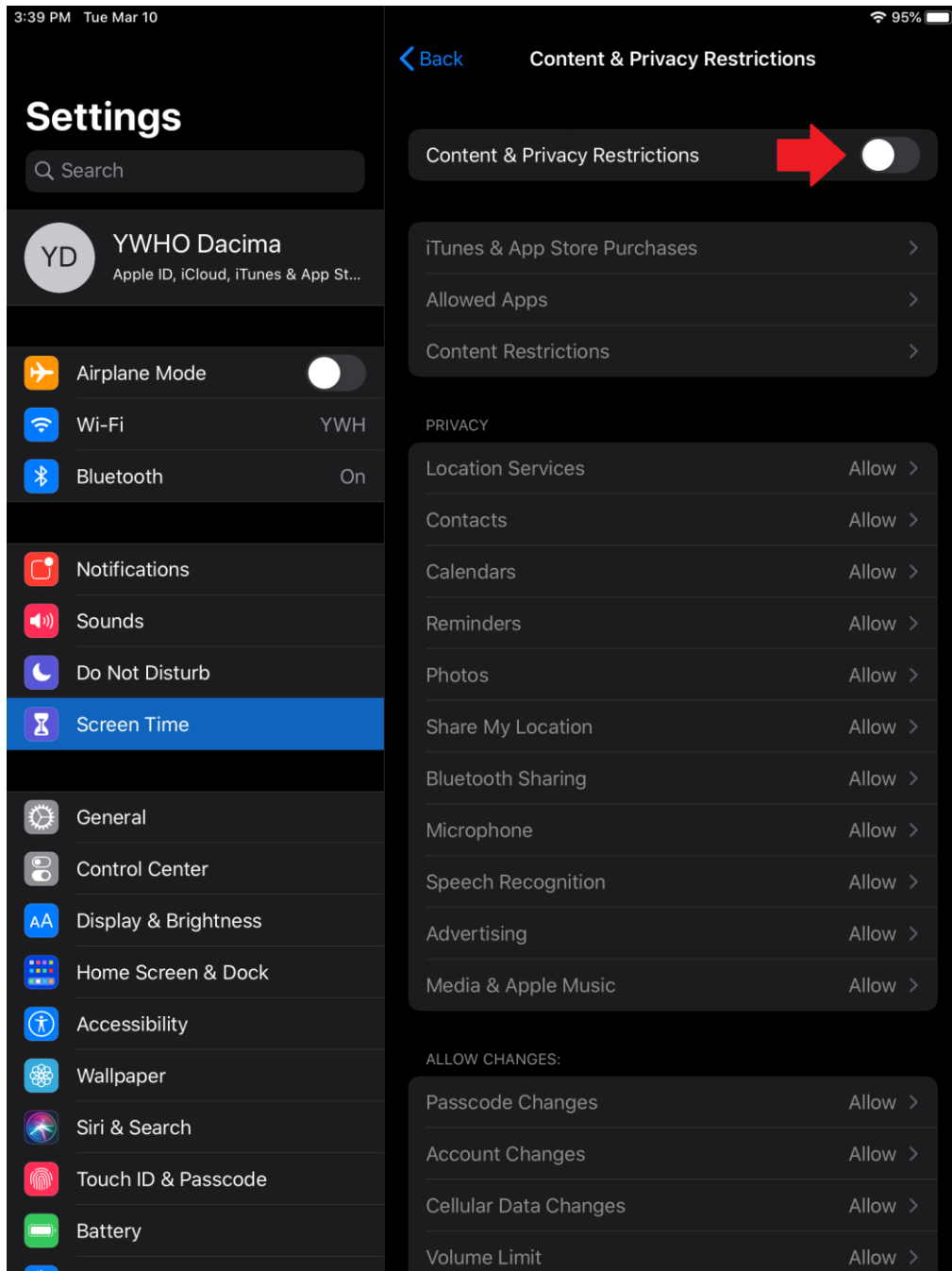


### Step 3: Enable Content & Privacy Restrictions

Click on the “Content & Privacy Restrictions” button. This will take you to the Content & Restrictions page.

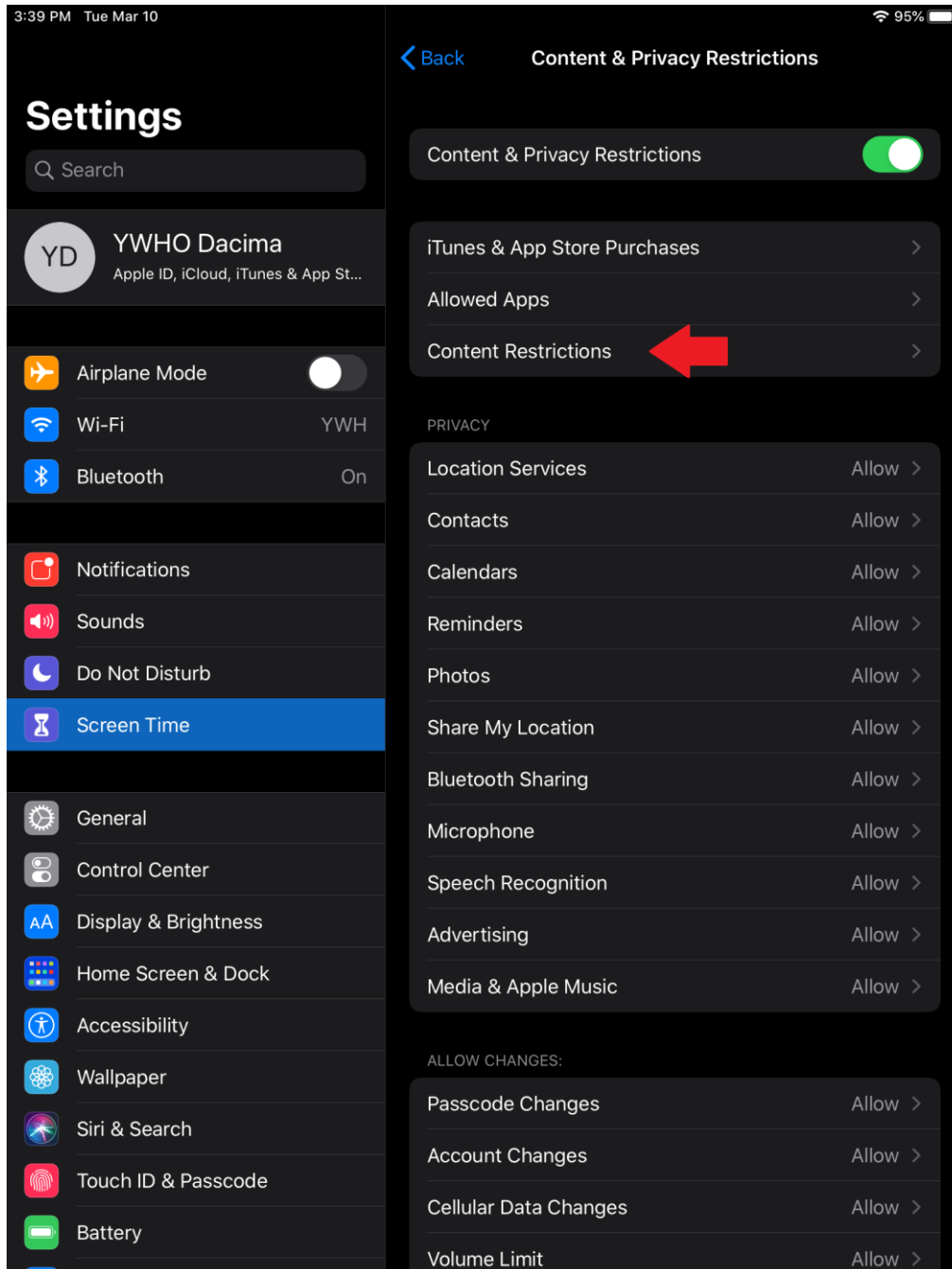


Enable the “Content & Privacy Restriction” function by clicking on the slide button.

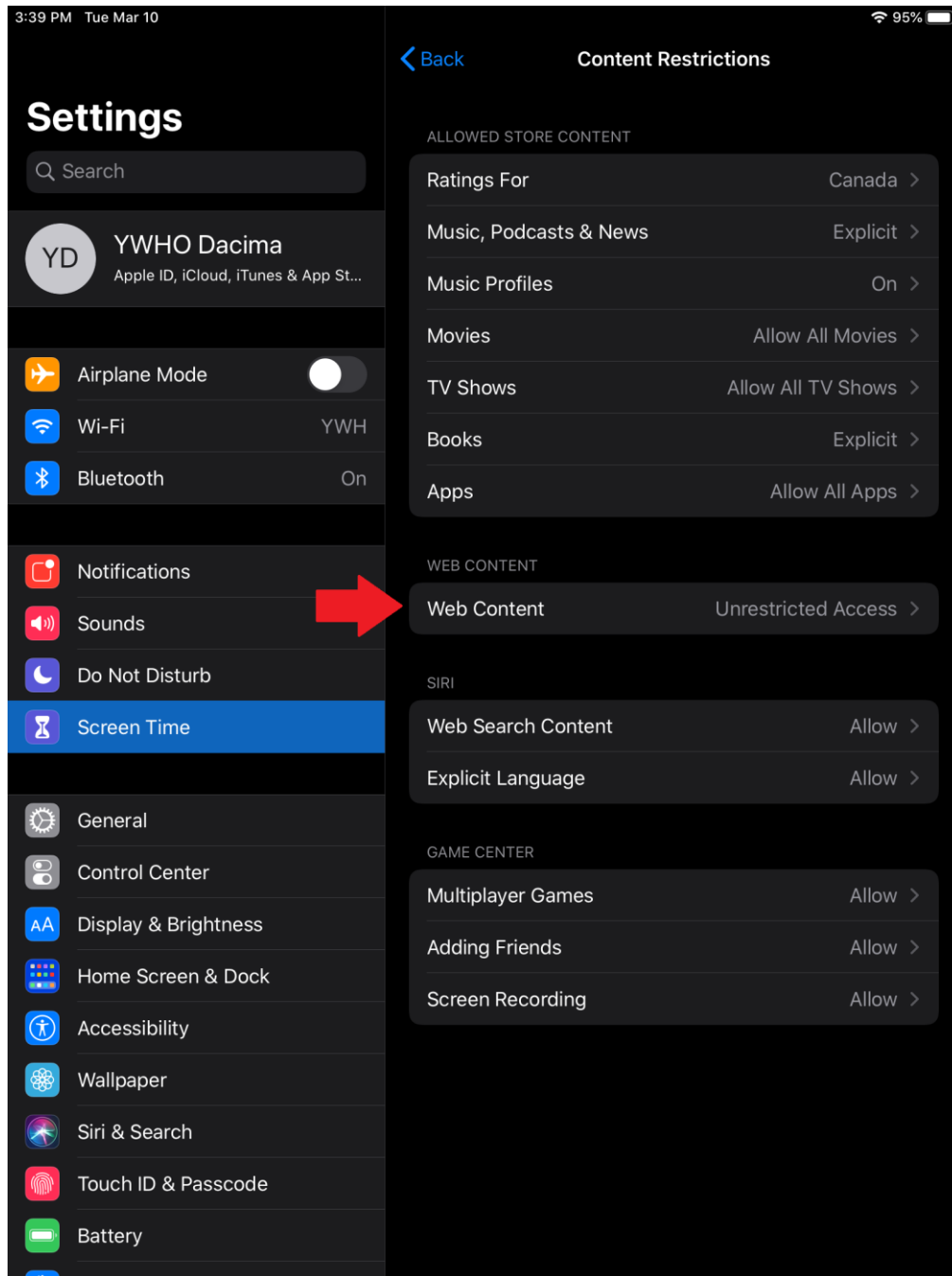


## Step 4: Restrict Web Content - Allowed Websites Only

Once the “Content & Privacy Restriction” function has been enabled, you will want to restrict the Web Content to only access the Dacima. To do this, click on the “Content Restrictions” button then click on the “Web Content” button.



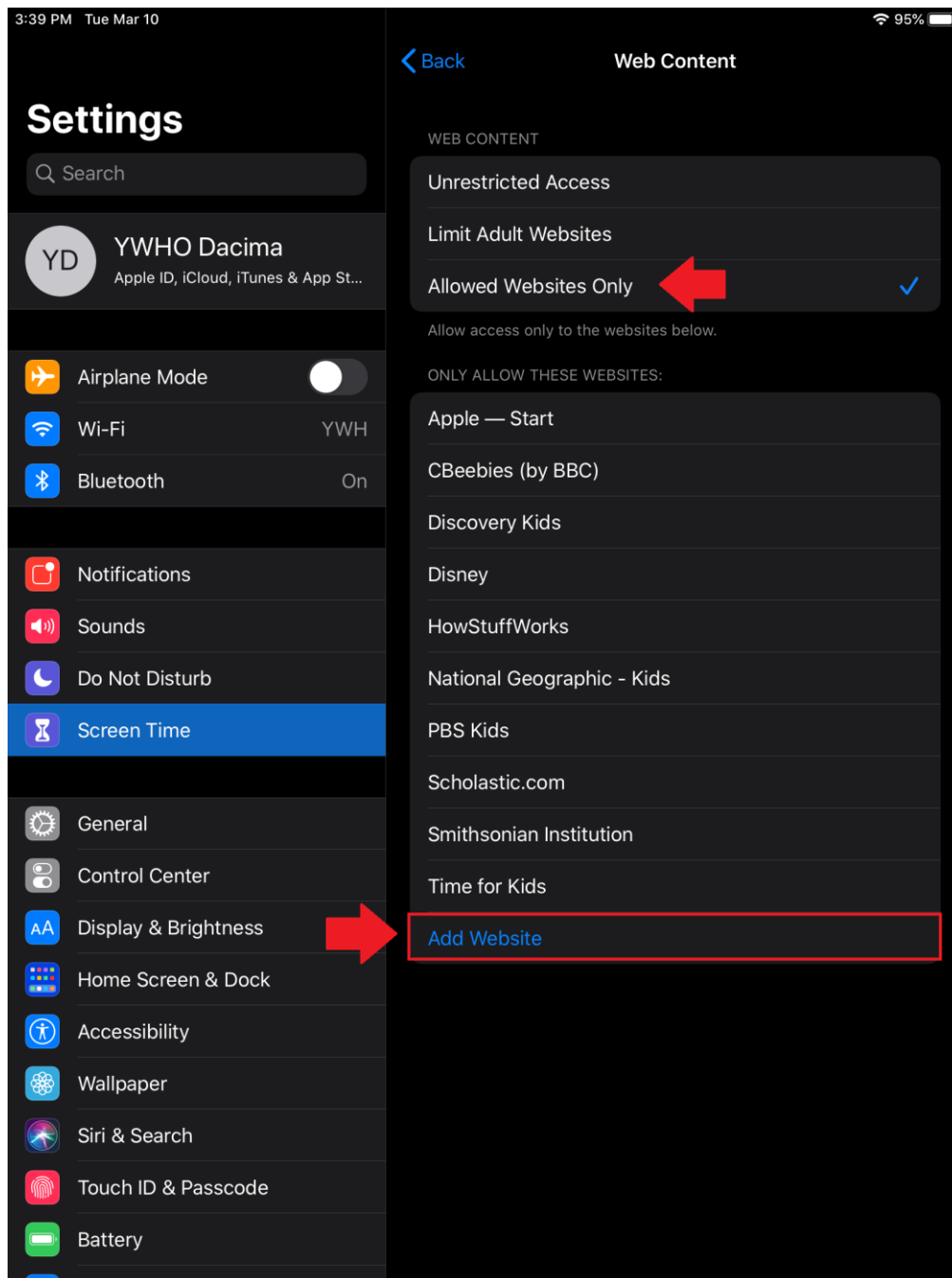
Click on “Web Content” button to access the page to restrict web content to “Allowed Websites Only”.





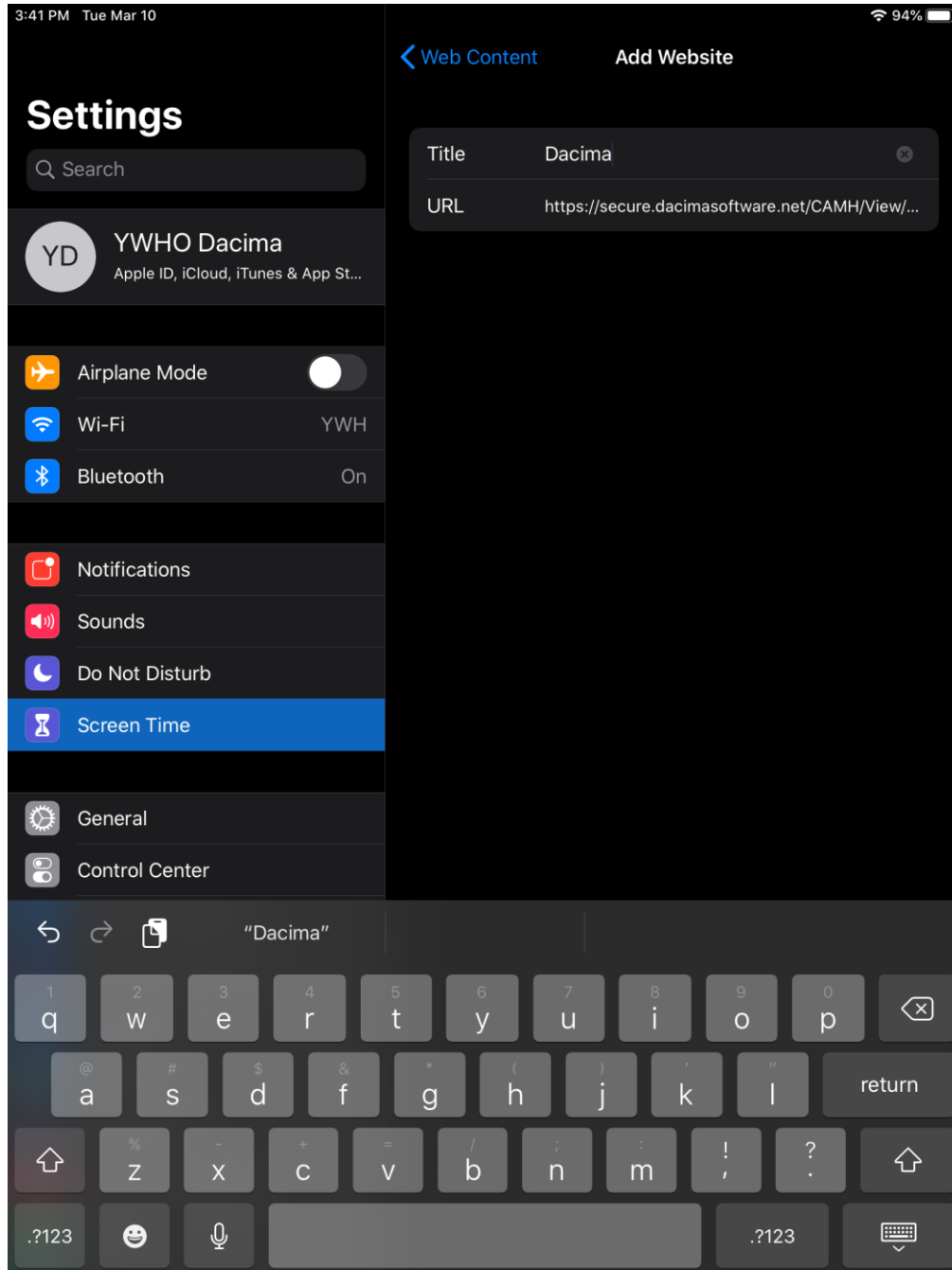
## Step 5: Add the Dacima Website to the Allow These Websites option.

Once on this page, you will want to click on the “Allowed Websites Only”. This will allow your iPad to only have access to the websites included in under the “Only Allow These Websites” section. To add new websites to this list, click on the “Add Website” button in blue.



To remove websites from the “Only Allow These Websites” list, simply swipe left on the name of the website you want to remove.

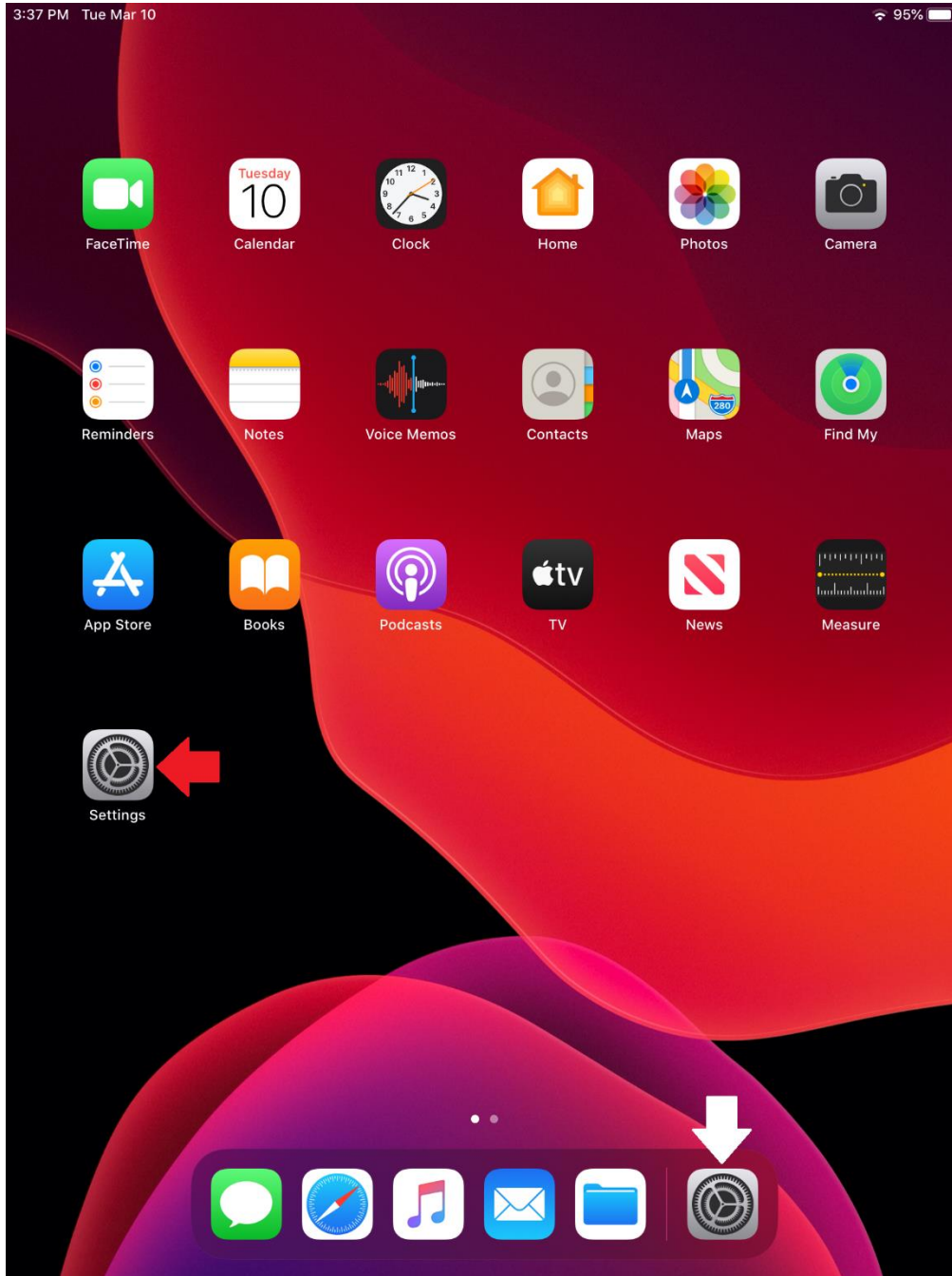
Add the Dacima website. You will want to include the Dacima URL (<https://trust.dacimasoftware.com/CAMH/View/Login.aspx> and provide a Title for the website. Once you do this, the iPad will be able to access the Dacima website).



## Enabling Guided Access

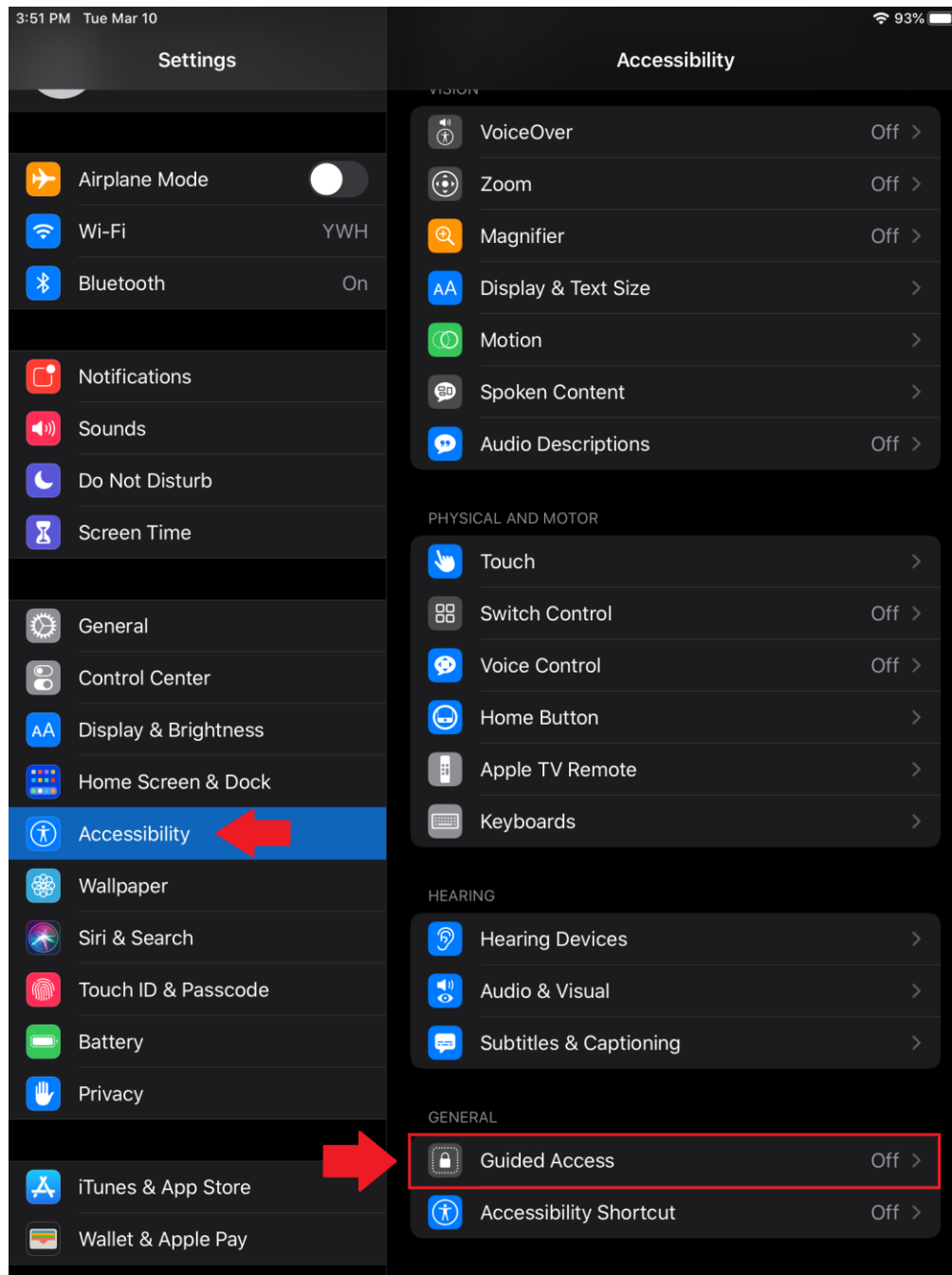
The “Guided Access” feature limits your device to a single app. The instructions below will show you have to enable this function for the Dacima platform on the Safari Browser app.

### Step 1: Open your iPad’s settings



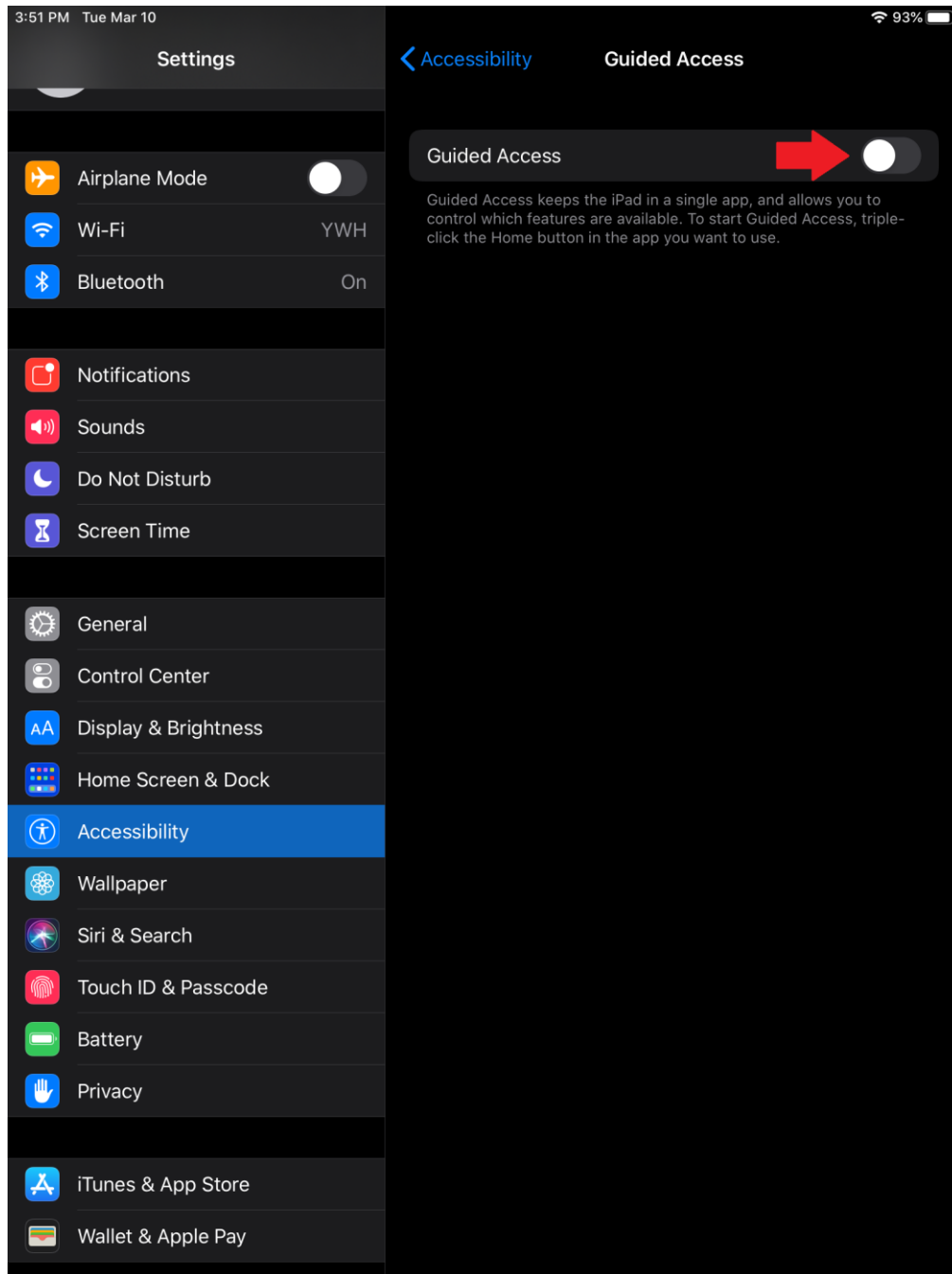
## Step 2: Enable the “Guided Access” Function.

Click on the “Accessibility” button to open the “Guided Access” function.



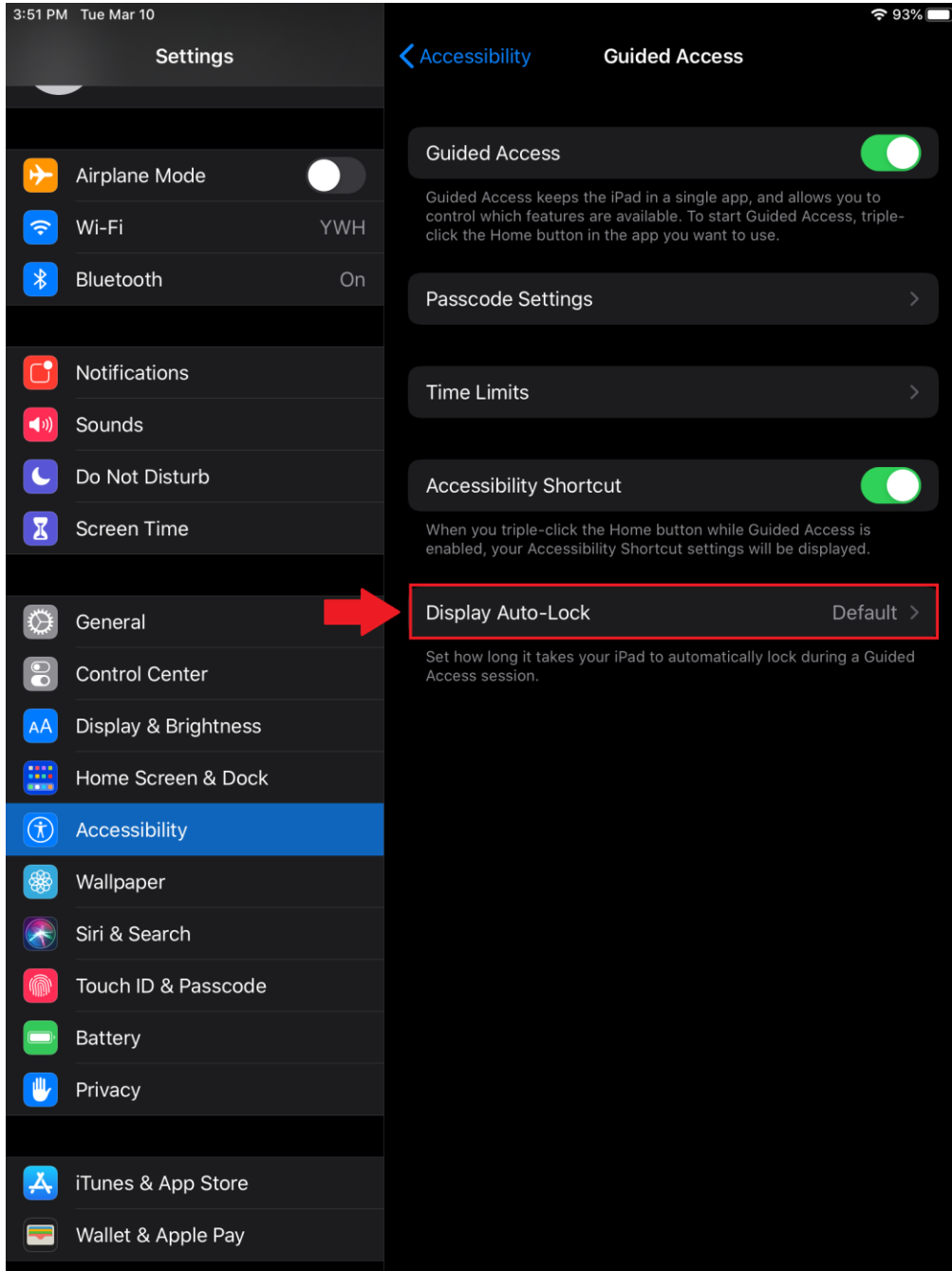
Click on the “Guided Access” Button to open the Guided Access window.

Click on the slide button beside “Guided Access” to enable this function.

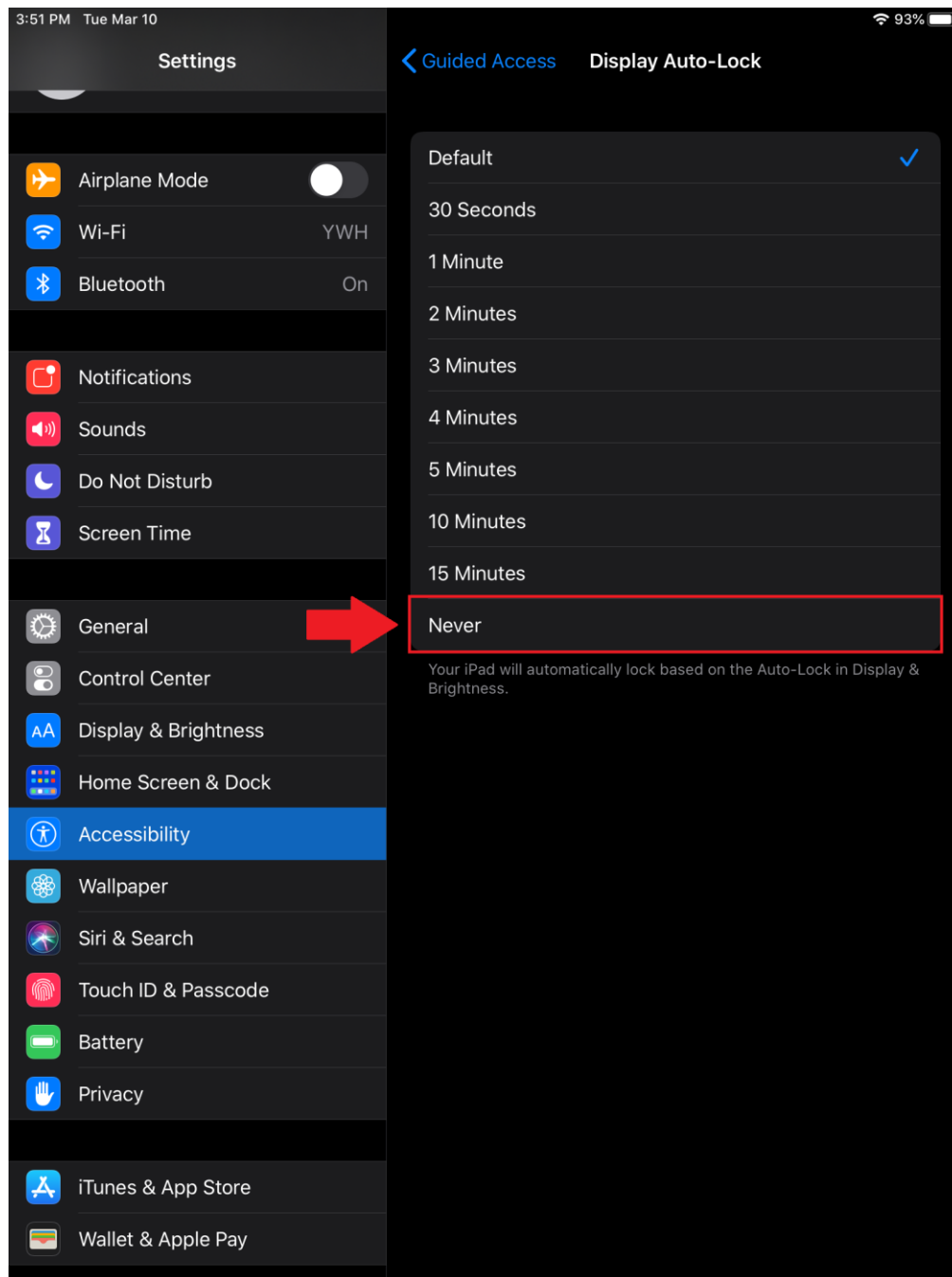


### Step 3: Update the Display Auto-Lock Option

Click on the “Display Auto-Lock” button to update this function.

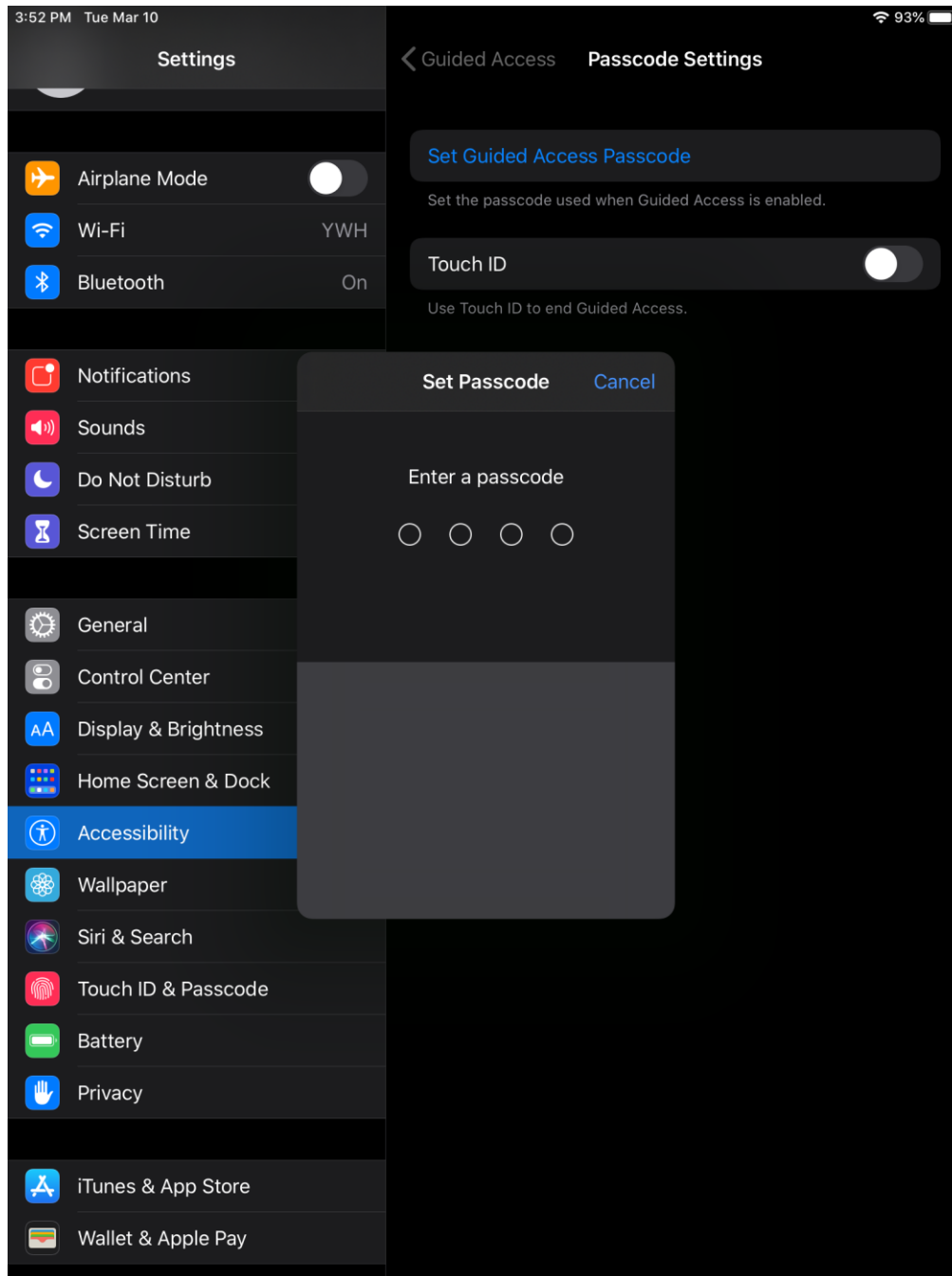


To prevent the iPad from locking on itself, you will want to click on the “Never” option.



## Step 4: Set Guided Access Passcode

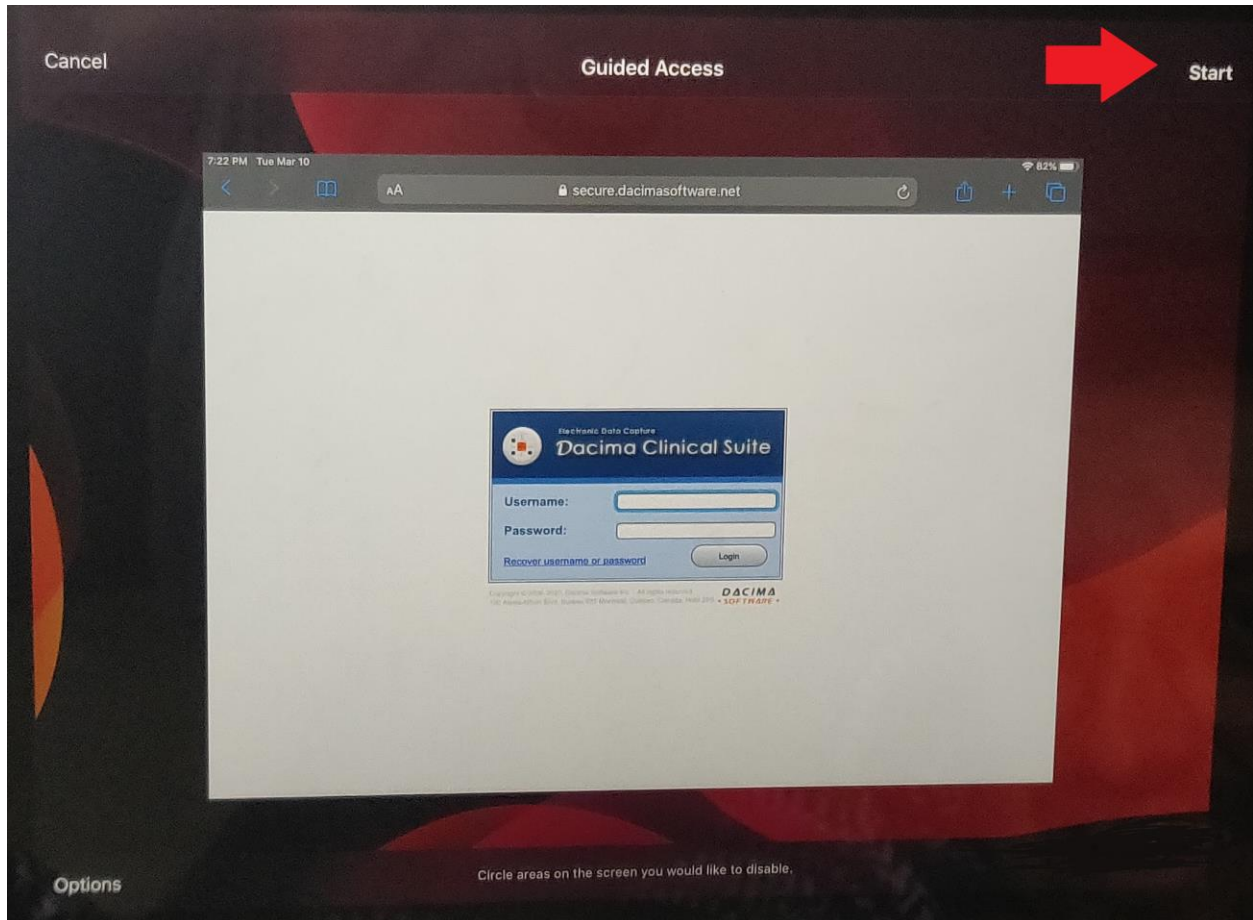
You will want to set a passcode for the guided access function to prevent users from accessing other apps. To do this, click “Passcode Settings” button, then click on the “Set Guided Access Passcode” button. You will be prompted to provide a passcode to enable/disable this function.





## Step 5: Activate Guided Access

1. Open the Safari Browser on the Dacima page
2. Triple-click on the Home button to start a “Guided Access” session
3. If you want parts of your screen to stop responding to touch, use one finger to circle those areas. You can move or resize the circle, or tap the X to remove it.
4. Tap “Guided Access” then tap “Start”



If you require any additional support with locking your iPads, please send an email to [dacima@youthhubs.ca](mailto:dacima@youthhubs.ca) and someone will connect with you shortly.