Mobile Device Security

Creating a Passcode

This document provides instructions for how to maintain your mobile device security by creating a passcode (also known as a PIN). After the passcode is enabled, it will be required to unlock or make any significant changes to the device.

Android

To create a passcode for your Android 5 device, please follow these steps.

1. Open Settings and select **Security**.

2. Press **Screen Lock**, then select **PIN** as the type of passcode you would like.

3. Enter a 4-digit passcode that complies with the following recommendations:

    - Avoid using the same number four times (i.e. 1111).

    - Avoid using common number patterns (i.e. 2468 or 1234).

4. Press **Continue**.

5. Confirm the passcode by entering it a second time and press **OK**.

6. Another page may appear asking how you want notifications to show when your device is locked. Select your preferred option and press **Done**.

7. The passcode will be applied immediately.
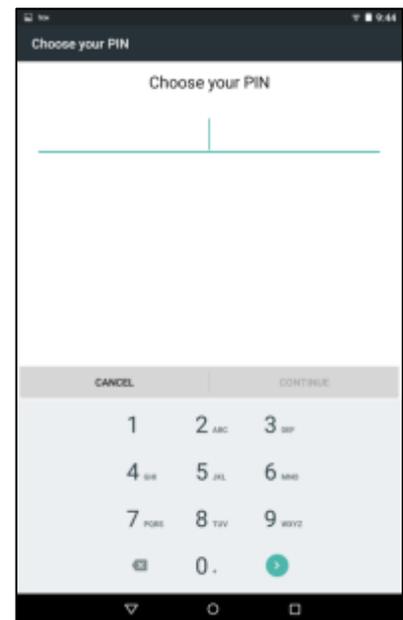
iOS

To create a passcode for your iOS device, please follow these steps.

1. Open Settings and select **Passcode**.

2. The "Passcode Lock" screen will appear – select **Turn Passcode On**.

3. A small window will appear and ask you to enter a passcode. Enter a 4-digit passcode that complies with the following recommendations:

    -   Avoid using the same number four times (i.e. 1111).

    -   Avoid using common number patterns (i.e. 2468 or 1234).

4. Another window will appear and ask you to verify the passcode by entering it a second time.

5. The passcode will be applied immediately.