OHSU Foundation board material is available on the iPad. The board app provides trustees access to up-to-date information about board and committee meetings as well as OHSU—with the touch of the finger. Foundation iPads can hold 16 GB of information and are Wi-Fi enabled.

**Basic iPad Terms**
- **Passcode**: The passcode is the initial security screen that protects the iPad device from unauthorized users. This four-digit passcode can be customized and should be changed every six months.
- **Username**: A username is unique to each individual and is necessary to access the board app. Your username and initial password will be provided by the foundation. Your password must be changed every six months to maintain security.
- **Wi-Fi**: Wi-Fi allows an electronic device to exchange data wirelessly over a computer network.
- **Home**: The round button with a square in the center (located on “frame” of the iPad) takes the user to the Home Screen, which functions the same as the Desktop on a computer.
- **App**: Each app is a program or application. Each app is identified by an image as well as text. Apps launch from the Home Screen.

**Simple iPad Hints**
- To open an app, tap it once. Tap the “Home” button to close the app and return to the Home Screen.
- Scroll left to right or right to left by swiping your finger across the iPad.
- Turn the page in a multiple page document by tapping the screen at right side of the document.
- To make text/pictures smaller, place two fingers on the screen and pinch.
- To make text/pictures larger, place two fingers on the screen and expand.
- A double-tap on an open webpage or document will make it larger.

**Changing the Passcode**
Open “Settings” > Under General select “Passcode Lock” > enter the current passcode > select “Change Passcode” > Enter the old passcode > Enter the new passcode > re-enter the new passcode.

**Choosing a Wi-Fi Network**
Open “Settings” > select “Wi-Fi” > Under “Choose a Network” select a network to join > If the selected network has a padlock next to it, it will ask for a password > Once a network has been selected and joined successfully the iPad will automatically connect to that network when it is in range.

The OHSUF Wi-Fi network at Salmon Street is OHSU-Guest2. The password for OHSU-Guest2 changes weekly to increase security. Trustees will be given the password for OHSU-Guest2 when on-site.

The Multnomah Athletic Club and the Arlington Club also have Wi-Fi networks that can be accessed when board activities are held at these locations. The guest password will be provided when on-site.

**Accessing the Board App**
The board app is located on the Home screen. Tap it once to enter the portal. Type your username and password. Your password must be changed every six months. The app is also available on the web and can be accessed from any computer. To launch the web-version of the board app, go to [www.ohsufboard.org](http://www.ohsufboard.org). Type your username and password to enter the site.
Best Practice
The OHSU Foundation encourages trustees to follow Best Practice when using the iPad; these items facilitate security and help maintain the confidentiality of OHSUF Foundation materials.

- Trustees should be aware of the limits (including bandwidth, storage capacity, etc.) and privacy concerns (iCloud backup issues) of using the iPad. Foundation-issued iPads hold 16 GB of data.
- Download apps only from trusted sources that screen for viruses and malware, such as Apple iTunes.
- Board Portal passwords must be complex passwords. A complex password: (i) contains a minimum of eight (8) characters; (ii) includes at least one uppercase alphabetic, one lowercase alphabetic and one numeric character or special character (e.g. @#$%^&*()_+=\{}\[]:\';<\>", etc.); and (iii) complex passwords must not include: (a) personal information (examples include birthday, address, start date at firm, spouse’s name, children’s names, automobile license plate, social security number, etc.); (b) common slang or words found in a dictionary; (c) OHSUF, DCHF or any other derivative of each foundation's name; (c) word or number patterns: Aaabb1, qwerty, asdfg, 12345, etc.; (c) any of the above spelled backwards; (d) any of the above followed by a digit or special character (e.g. OHSUF!).
- Do not take screen shots of material in the board app.
- When connecting to a network and there is no padlock next to the selected network, the iPad will not prompt for a password. Public Wi-Fi networks can be used to access the internet on the iPad: however, it is best to use a secure network when possible.
- Delete notes and other annotations related to committee or board activities once formal meeting minutes are published.
- Be aware that certain settings on the iPad will store sent and received e-mail on the Apple iCloud backup, while Apple encrypts e-mail and notes while sent to the iCloud, it does not currently encrypt e-mail and notes while stored on the iCloud, unless a Recipient purchases optional S/MIME encryption.
- “Remember Password” features available on some systems, may not be used. Macros, quick keys, shortcuts or like technology for automated entry of Recipient ID and/or password are prohibited.
- iPads are sensitive to moisture and extreme temperature. Please keep them in a secure location, away from cold, heat and sources of water.

Technical Support
The foundation wants to ensure that all trustees receive basic navigational training on the board application. Karen Hawks can help with issues such as forgotten or lost passwords, accessing documents within the board application, accessing a Wi-Fi network during a foundation meeting. Karen’s contact info: 503-220-8312 (work), 503-740-9678 (cell), and hawksk@ohsu.edu.

The iPad is expandable; that is, trustees can purchase peripheral devices (such as a keyboard), download additional applications, set up email, or sync with a desktop computer. These features, however, may require technical assistance or the creation of individual accounts with iTunes. Please consult the iPad User’s Guide or with your current technological support team to set up these features. The iPad User’s Guide can be accessed at http://manuals.info.apple.com/en/ipad_user_guide.pdf.