

About Self Service Apps

Students and staff in the ECASD have access to all the supported apps available for download in a native app called Self Service. Depending on their role, the user may see different apps for download than another user. Staff, conversely, have the ability and are encouraged to create an ECASD-related Apple ID to download any apps from the Apple App Store that they want to try before requesting for District-wide use.

Accessing Self Service App

To find and download a new app:

- Find and tap the **Self Service app** icon
 - When prompted, tap **Allow** to Allow Notifications
- Tap **Continue**

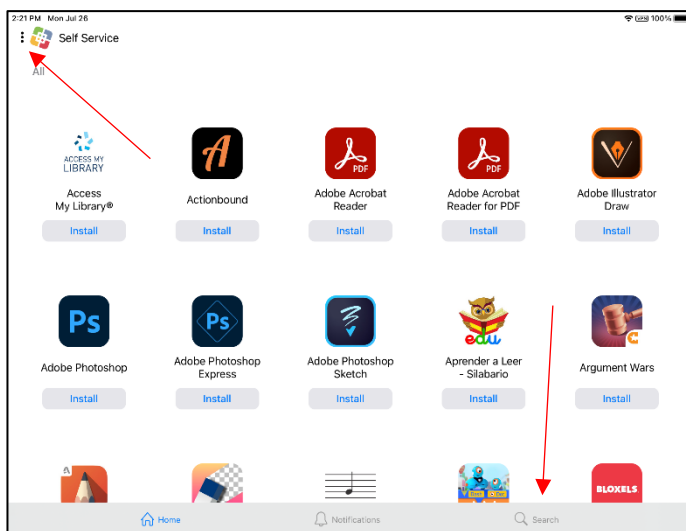


Self Service Icon

Searching for Apps

To find an app you want to download, consider the following options:

- Use your finger to scroll up the list. By default, the apps are listed in alphabetic order.
- Tap **Search** (bottom-right) and type the name of an app you're looking for.
- Tap the 3-dots (top-right) and sort the apps by category.



Downloading Apps

To download an app, tap the **Install** button underneath the app icon and title.

- Press the home-button on the iPad to return to the home screen to access your app after install.



Removing Apps

To remove an app from your iPad:

1. Tap and hold your finger down on the app icon.
2. When the apps begin to “shake” tap the **X** icon in the upper-right side of the app icon.
3. Press the home button on the iPad when you're finished removing apps.

