

## Using the Paxton10 App for School Access

### For Students

Paxton10 allows you to use your smartphone instead of a physical card or fob to access doors and gates around school.

### Getting Started

1. Download the app 'Paxton Key' from the App Store (iOS) or Google Play (Android).
2. Log in using your school email address and the activation code provided by IT.
3. Make sure Bluetooth and (if available) NFC are switched on.
4. Copy and paste the code from your email into the "Paxton Key" app
5. Click activated (green banner) on the top of your phones screen

### How to Use

1. Open the Paxton Key app and hold your phone near the reader.
2. Some doors may allow hands-free access if your phone is nearby.
3. Keep your phone charged and with you at all times.

### Important Reminders

1. Never share your login details with others.
2. Report issues immediately to the IT Helpdesk or Sixth Form office.
3. Treat your phone as you would a physical key – keep it secure.

### Change of Phone

If you have changed your phone follow the below steps

1. Make sure you have logged out of Paxton10 on your old phone
2. Delete the application on your old phone
3. Work through the getting started above