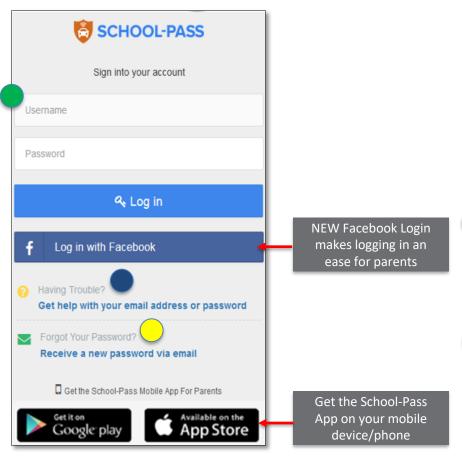


The Harker School

Logging In





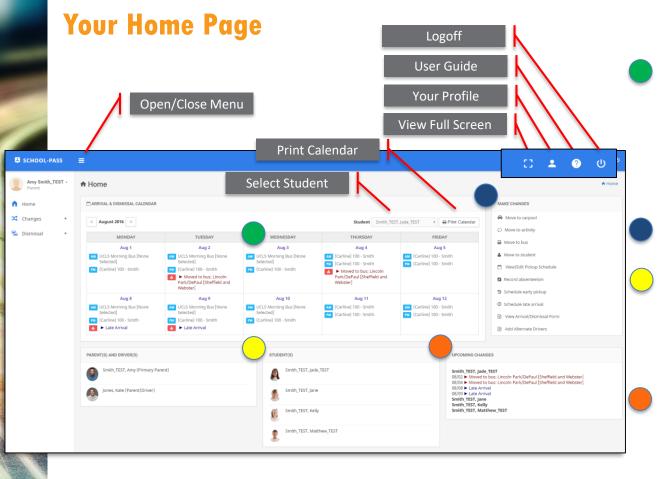
- Enter your email address (the primary email the school has on file for you)
- Enter your password (you should have received your password in the School-Pass Welcome Email).
- You can now login in using Facebook by clicking the Facebook box and following the prompts.
- Click Continue
- If you are logging in for the first time, you will be prompted to setup your security question & answer, and enter a permanent password

Need help?

- Opens email client
- Email us with general questions that will be sent straight to your child's division
- Primary parents can request new accounts

Forgot your password?

- Click on "Receive a new password via email"
- Enter your email address and enter your security question
- A new temporary password will be emailed to you SCHOOL-PASS



Arrival & Dismissal Calendar:

- Displays your child's default arrival and dismissal instructions
- Displays arrival/dismissal changes
- You can view prior/next 2 week window
- Click to view any change

Feature Quick Links:

Click on your required feature

Parents & Drivers in your carpool:

 List of primary parents and alternate drivers in your carpool

Students in your family/carpool:

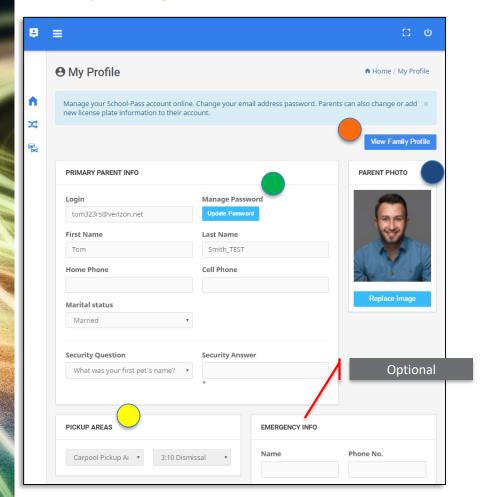
List of students in your carpool

Upcoming changes:

 List of upcoming changes for students in your carpool

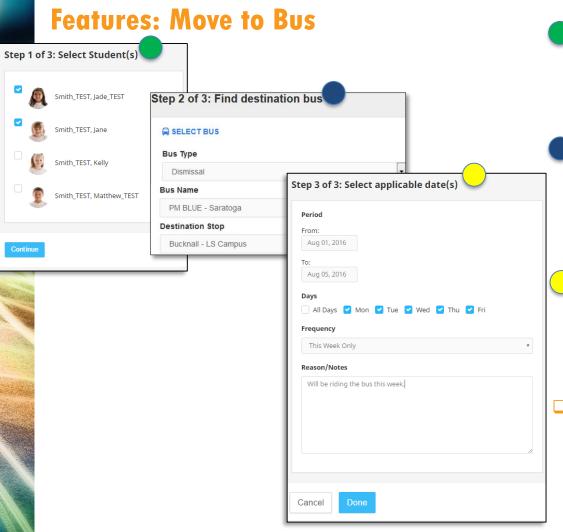


View/Edit your Profile



- Manage Password:
 - Click *Update Password* if you would like to change your password
 - You will need to enter your existing password, and enter a new password.
- Profile Picture:
 - Upload your photo
 - Photos will we used for easier verification during dismissal/pickup
- Carline Pickup Area(s):
 - Designated pickup areas and dismissal sessions you will be picking students up from
- View Family Profile:
 - Primary parents can view alternate drivers in the family





Step 1: Select student(s):

- From Quick Links (right toolbar) click "Move to Bus"
- Select the student(s) you would like to move
- Click Continue

Step 2: Find the bus/stop:

- Select bus type (Arrival or Dismissal)
- Select the bus (view bus info/schedule by clicking the link under Bus Name)
- Select the destination stop
- Click Continue

Step 3: Select date(s):

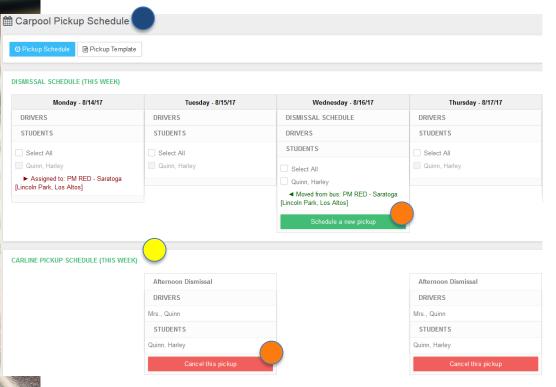
- Select from/to dates (default is this week)
- Select days of week and frequency
- Enter Reason/Notes
- Click Done

Notification:

 Both the individual division office overseeing School-Pass and you will receive an email confirming the move.



Features: View/Edit Pickup Schedule



- Dismissal Schedule (this week):
 - Displays drivers and students, and shows changes (by day for this week)
- Carline Pickup Schedule (this week):
 - Displays which drivers are scheduled to pickup which students in carline this week
- Matching drivers to students:
 - You can cancel the system-generated carline pickup (from the carline pickup schedule section) by clicking *Cancel this pickup*.
 This action will make the students available to create a new pickup instruction
 - You can then select the available student(s) and driver(s), and click the Schedule a new pickup button to schedule the new carline pickup instruction.

