



# SCHOOL-PASS

**USER GUIDE – FOR PARENTS**

*SP 2.0.1*

**The Harker School**

# Logging In

SCHOOL-PASS

Sign into your account

Username

Password

Log in

Log in with Facebook

Having Trouble?  
Get help with your email address or password

Forgot Your Password?  
Receive a new password via email

Get the School-Pass Mobile App For Parents

Get it on Google play

Available on the App Store

NEW Facebook Login makes logging in an ease for parents

Get the School-Pass App on your mobile device/phone

## Using any browser, go to your school's URL:

- 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

# Your Home Page

The screenshot shows the SCHOOL-PASS Home page for a parent. The interface includes a top navigation bar with a hamburger menu, a 'Print Calendar' button, and a user profile section with 'Logoff', 'User Guide', 'Your Profile', and 'View Full Screen' options. The main content area features an 'ARRIVAL & DISMISSAL CALENDAR' for August 2016, a 'Select Student' dropdown, and a 'MAKE CHANGES' sidebar. The calendar shows a grid of days with bus routes and arrival/dismissal times. Below the calendar are sections for 'PARENT(S) AND DRIVER(S)', 'STUDENT(S)', and 'UPCOMING CHANGES'.

Callouts in the image point to the following features:

- Open/Close Menu (hamburger menu icon)
- Print Calendar (button)
- Select Student (dropdown menu)
- Logoff (button)
- User Guide (button)
- Your Profile (button)
- View Full Screen (button)

## 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 be 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

# Features: Move to Carpool (parent pick-up)

**Step 1 of 3: Select Student(s)**

-  Smith\_TEST, Jade\_TEST
-  Smith\_TEST, Jane
-  Smith\_TEST, Kelly
-  Smith\_TEST, Matthew

[Continue](#)

**Step 2 of 3: Find destination carpool**

Q STEP 1: PARENT SEARCH

Parent Last Name

Student Last Name

Carpool Name or #

Parent	Carpool name	Alternate D
<input checked="" type="radio"/> Andrews, Gail	224 Andrews	Patrick Jones

[Back](#) [Continue](#)

**Step 3 of 3: Select applicable date(s)**

Period

From:

To:

Days  
 All Days  Mon  Tue  Wed  Thu  Fri

Frequency

Reason/Notes

[Cancel](#) [Done](#)

## Step 1: Select student(s):

- From Quick Links (right toolbar) click “Move to Carpool”
- Select the student(s) you would like to move
- Click **Continue**

## Step 2: Find destination carpool:

- Search for the destination family or carpool by searching using your (parent) last name, student last name, or carpool number/name
- Select your name from the search result
- Click **Continue**

## Step 3: Select date(s):

- Select from/to dates (default is this week)
- Select days of week and Frequency
- Enter Reason/Notes (i.e. “mom picking up”)
- Click **Done**







## Notification:

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


# Features: Move to Bus

**Step 1 of 3: Select Student(s)**

-  Smith\_TEST, Jade\_TEST
-  Smith\_TEST, Jane
-  Smith\_TEST, Kelly
-  Smith\_TEST, Matthew\_TEST

[Continue](#)

**Step 2 of 3: Find destination bus**

 **SELECT BUS**

**Bus Type**  
Dismissal

**Bus Name**  
PM BLUE - Saratoga

**Destination Stop**  
Bucknall - LS Campus

**Step 3 of 3: Select applicable date(s)**

**Period**  
From: Aug 01, 2016  
To: Aug 05, 2016

**Days**  
 All Days  Mon  Tue  Wed  Thu  Fri

**Frequency**  
This Week Only

**Reason/Notes**  
Will be riding the bus this week

[Cancel](#) [Done](#)

## 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

Carpool Pickup Schedule

[Pickup Schedule](#) [Pickup Template](#)

### DISMISSAL SCHEDULE (THIS WEEK)

Monday - 8/14/17	Tuesday - 8/15/17	Wednesday - 8/16/17	Thursday - 8/17/17
DRIVERS	DRIVERS	DISMISSAL SCHEDULE	DRIVERS
STUDENTS	STUDENTS	DRIVERS	STUDENTS
<input type="checkbox"/> Select All <input type="checkbox"/> Quinn, Harley ▶ Assigned to: PM RED - Saratoga [Lincoln Park, Los Altos]	<input type="checkbox"/> Select All <input type="checkbox"/> Quinn, Harley	<input type="checkbox"/> Select All <input type="checkbox"/> Quinn, Harley ◀ Moved from bus: PM RED - Saratoga [Lincoln Park, Los Altos] <a href="#">Schedule a new pickup</a>	<input type="checkbox"/> Select All <input type="checkbox"/> Quinn, Harley

### CARLINE PICKUP SCHEDULE (THIS WEEK)

Afternoon Dismissal	Afternoon Dismissal
DRIVERS	DRIVERS
Mrs., Quinn	Mrs., Quinn
STUDENTS	STUDENTS
Quinn, Harley	Quinn, Harley
<a href="#">Cancel this pickup</a>	<a href="#">Cancel this pickup</a>

## 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.



# Features: View/Edit Pickup Template

Carpool Pickup Template

Pickup Schedule | Pickup Template

**PICKUP TEMPLATE INFORMATION**

Monday	Tuesday	Wednesday	Thursday	Friday
DISMISSAL SCHEDULE	DISMISSAL SCHEDULE	DISMISSAL SCHEDULE	DISMISSAL SCHEDULE	DISMISSAL SCHEDULE
<b>DRIVERS</b>	<b>DRIVERS</b>	<b>DRIVERS</b>	<b>DRIVERS</b>	<b>DRIVERS</b>
<input type="checkbox"/> Select All <input type="checkbox"/> Jones, Kate <input type="checkbox"/> Smith_TEST, Tom	<input type="checkbox"/> Select All <input type="checkbox"/> Jones, Kate <input type="checkbox"/> Smith_TEST, Tom	<input type="checkbox"/> Select All <input type="checkbox"/> Jones, Kate <input type="checkbox"/> Smith_TEST, Tom	<input type="checkbox"/> Select All <input type="checkbox"/> Jones, Kate <input type="checkbox"/> Smith_TEST, Tom	<input type="checkbox"/> Select All <input type="checkbox"/> Jones, Kate <input type="checkbox"/> Smith_TEST, Tom
<b>STUDENTS</b>	<b>STUDENTS</b>	<b>STUDENTS</b>	<b>STUDENTS</b>	<b>STUDENTS</b>
<input type="checkbox"/> Select All <input type="checkbox"/> Smith_TEST, Jade_TEST <input type="checkbox"/> Smith_TEST, Jane <input type="checkbox"/> Smith_TEST, Kelly <input type="checkbox"/> Smith_TEST, Matthew_TEST	<input type="checkbox"/> Select All <input type="checkbox"/> Smith_TEST, Jade_TEST <input type="checkbox"/> Smith_TEST, Jane <input type="checkbox"/> Smith_TEST, Kelly <input type="checkbox"/> Smith_TEST, Matthew_TEST	<input type="checkbox"/> Select All <input type="checkbox"/> Smith_TEST, Jade_TEST <input type="checkbox"/> Smith_TEST, Jane <input type="checkbox"/> Smith_TEST, Kelly <input type="checkbox"/> Smith_TEST, Matthew_TEST	<input type="checkbox"/> Select All <input type="checkbox"/> Smith_TEST, Jade_TEST <input type="checkbox"/> Smith_TEST, Jane <input type="checkbox"/> Smith_TEST, Kelly <input type="checkbox"/> Smith_TEST, Matthew_TEST	<input type="checkbox"/> Select All <input type="checkbox"/> Smith_TEST, Jade_TEST <input type="checkbox"/> Smith_TEST, Jane <input type="checkbox"/> Smith_TEST, Kelly <input type="checkbox"/> Smith_TEST, Matthew_TEST
<input type="button" value="Add to Template"/>	<input type="button" value="Add to Template"/>	<input type="button" value="Add to Template"/>	<input type="button" value="Add to Template"/>	<input type="button" value="Add to Template"/>

**CARLINE PICKUP TEMPLATE**

## Pickup Template Information:

- Displays drivers
- Click on **DRIVERS** to display/hide list of drivers
- Click on **STUDENTS** to display/hide the list of your students

## Building the Template:

- Select the driver(s) and student(s) for that day
- Click the **Add to Template** button
- The driver+student instruction will be added to the CARLINE PICKUP TEMPLATE section
- Note: a student can only be scheduled once per day.

Carline Pickup schedules are system generated on Sundays. If you don't have a custom Carpool Template built, the system generates the Pickup Schedule for you – and assumes that all/any driver can pickup all/any students (based on dismissal session/time).



# Features: Student Arrival & Dismissal Form

STUDENT ARRIVAL & DISMISSAL FORM - 7/31/2016

Student	Smith_TEST, Jade_TEST
Primary Parent	Tom Smith_TEST
Authorized Drivers	Jones, Kate
Dismissal Location	TEST CLASS
Carpool Name	100 - Smith
Carpool Families	

	Monday	Tuesday	Wednesday	Thursday	Friday
Default Arrival	UCLS Morning Bus	UCLS Morning Bus	UCLS Morning Bus	100 - Smith	100 - Smith
Default Dismissal	100 - Smith	100 - Smith	100 - Smith	100 - Smith	100 - Smith

## ☐ Select student:

- Make sure you selected the correct student from the calendar
- This form is used to show you how your student will arrive and leave school – called the student’s “**default arrival and dismissal instructions**”. Contact the school if these defaults need to change.


# Features: Adding Alternate Drivers

Alternate Driver [Home](#) / [Admin](#) / [School Staff](#) / [Parents](#) / [Alternate Driver](#)

An Alternate Driver can be the student's father, grandmother, nanny, etc. Add their account, and maintain their Vehicle IDs (License plates or RFID transponders) for auto-identification during dismissal.

<b>Primary Parent</b> Tom Smith_TEST (mhruiters@verizon.net)	<b>Carpool</b> 100 - Smith	<b>Pickup Areas</b> Carpool Pickup Area/3:10 Dismissal
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[Add](#)

Login	Name	Relationship	Home Phone	Cell Phone	Email Opt-out	Status
 4600tmp@temp3434.com	Kate Jones	Family member	738-493-4392	484-434-3434	True	Acknowledged

**DRIVER PICTURE**

[Choose File](#) No file chosen  
[upload](#)

**ALTERNATE DRIVER**

Login

Leave blank if email address not available

Email Opt-out

First Name  Last Name

Home Phone  Cell Phone

Relationship

*Note:* Feature available to Primary parents only  
Alternate Drivers are persons you are authorizing to pickup students in your carpool. If the new driver had a valid email address, an alternate driver School-Pass account is created for that driver.

## Current Drivers:

- A list of your current authorized drivers are displayed
- You can delete drivers by clicking the **red X**
- You will receive an email confirming the delete

## Adding Drivers:

- Click on the **Add** button
- Enter the driver's email
- Enter driver's name
- Enter contact info
- Add driver picture (optional)
- Click **Add** button

## Notification:

- A designated school staff member and you will receive an email confirming the new driver

# Contacts:

For general questions contact your division:

Lower School (Bucknall)- Amira Townzen at [Amira.Townzen@Harker.org](mailto:Amira.Townzen@Harker.org)

Middle School (Blackford)- Lorena Martinez at [Lorena.Martinez@Harker.org](mailto:Lorena.Martinez@Harker.org)

Upper School (Saratoga)- Tyeshia Brown at [Tyeshia.Brown@Harker.org](mailto:Tyeshia.Brown@Harker.org)

For agreement or billing questions:

All campuses- Tyeshia Brown at [Tyeshia.Brown@Harker.org](mailto:Tyeshia.Brown@Harker.org)

