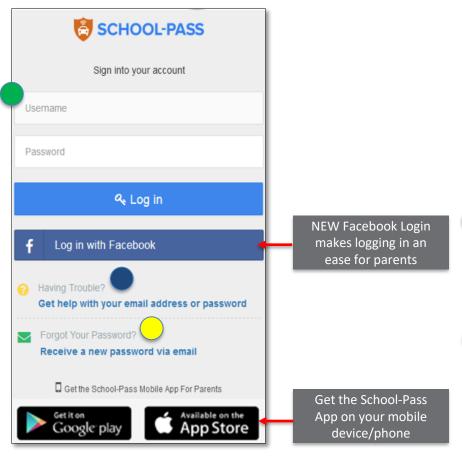


The Harker School

Logging In





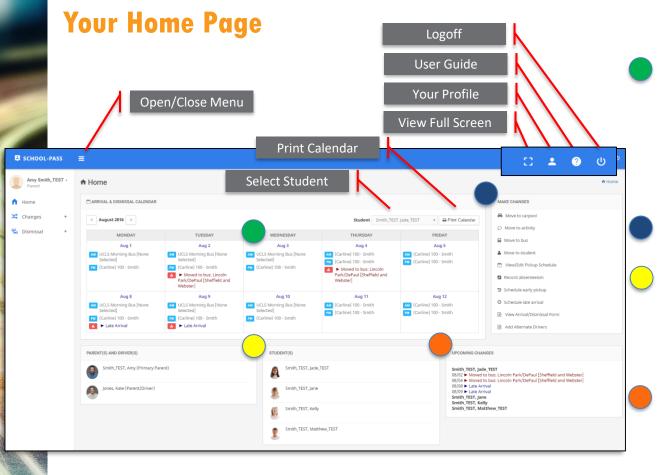
- Enter your email address (the primary email the school has on file for you)
- Enter your password (you should have received your password in the School-Pass Welcome Email).
- You can now login in using Facebook by clicking the Facebook box and following the prompts.
- Click Continue
- If you are logging 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:

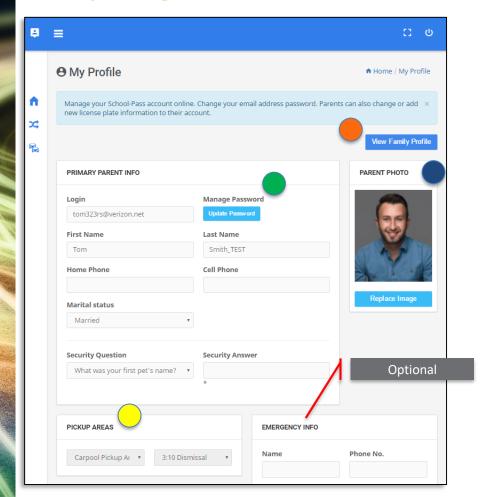
List of students in your carpool

Upcoming changes:

 List of upcoming changes for students in your carpool



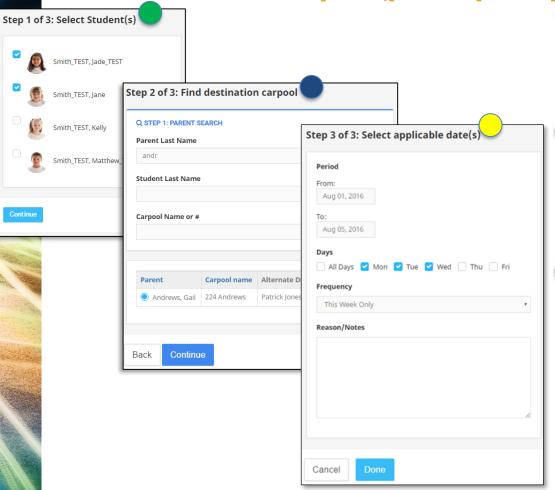
View/Edit your Profile



- 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



Features: Move to Carpool (parent pick-up)



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

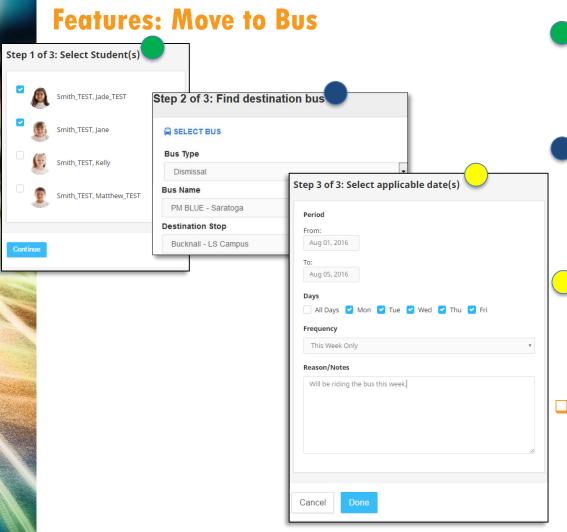
Step 3: Select date(s):

- 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.





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):

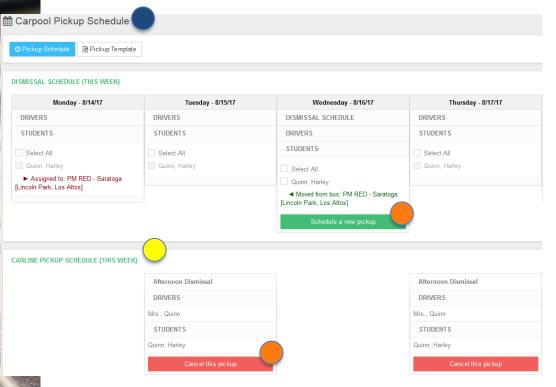
- Select from/to dates (default is this week)
- Select days of week and frequency
- Enter Reason/Notes
- Click Done

Notification:

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



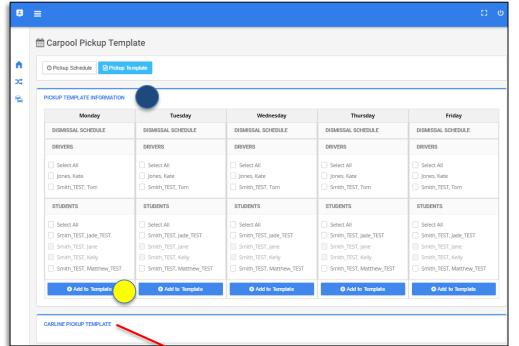
Features: View/Edit Pickup Schedule



- Dismissal Schedule (this week):
 - Displays drivers and students, and shows changes (by day for this week)
- <u>Carline Pickup Schedule (this week):</u>
 - 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





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	

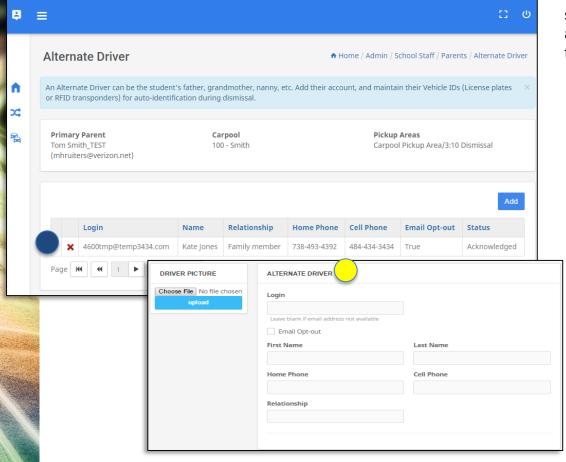
		Monday	Tueday	Wednesday	Thursday	Friday
	Default Arrival	UCLS Morning Bus	UCLS Morning Bus	UCLS Morning Bus	100 - Smith	100 - Smith
	Default Dismissal	100 - Smith	100 - Smith	100 - Smith	100 - Smith	100 - Smith

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



Note: Feature available to <u>Primary</u> 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



 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 Middle School (Blackford)- Lorena Martinez at Lorena.Martinez@Harker.org Upper School (Saratoga)- Tyeshia Brown at Tyeshia.Brown@Harker.org

For agreement or billing questions:

All campuses- Tyeshia Brown at Tyeshia.Brown@Harker.org



