



Mobile App Companion  
For Parents & Guardians

Version 1.2

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## Overview

DashPass is the only automated classroom-to-car student release management system to offer patented, customizable technology for a streamlined dismissal. With a contact-free, social distancing approach, the platform provides schools with the tools needed to minimize risk and protect students and staff.

Please watch [this video](#) to see DashPass in action during a normal end of day pickup.

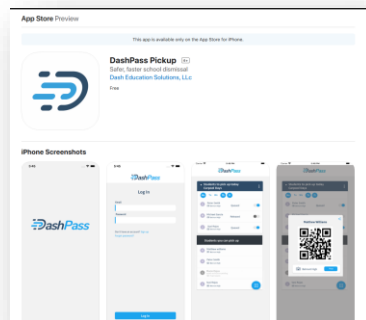
## Mobile App

DashPass runs on both Android and iOS platforms.



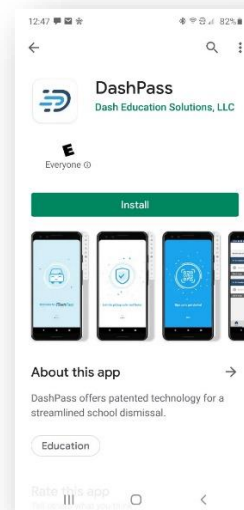
If you have an iPhone, you can find the “DashPass Pickup” app in the Apple Store.

<https://apps.apple.com/us/app/id1520321958>



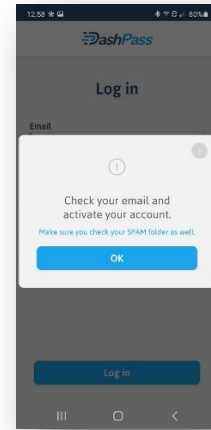
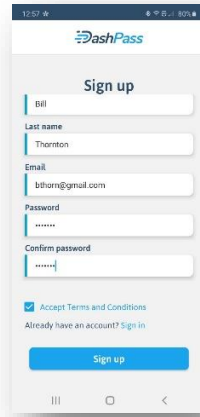
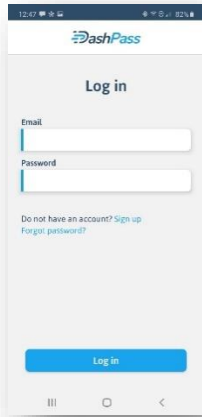
If you have an Android phone, you can find the “DashPass Pickup” app in the Google Play Store.

<https://play.google.com/store/apps/details?id=com.dashpass.mobileapp>

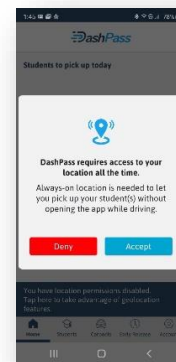
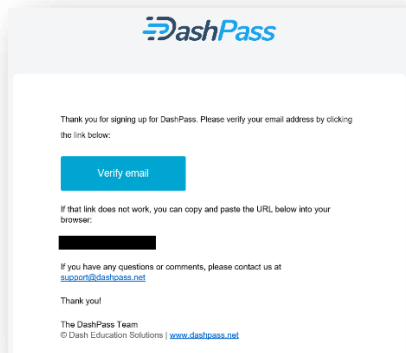


# Account Setup

1	2	3	4
<p>Launch the app and click the “Sign Up” link.</p>	<p>Enter your first name, last name, email address and select a password. You will need to enter your password a second time.</p>	<p>Once your information is entered, click the “Sign up” button.</p>	<p>Once you submit your information, you will receive an email that will allow you to activate your account.</p>



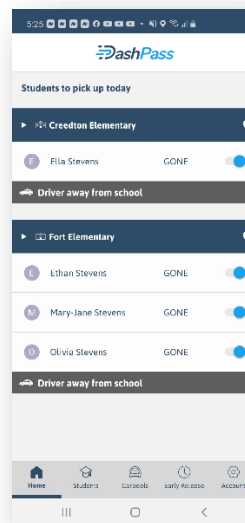
5	6
<p>Check your email, including your spam inbox, and verify your account.</p>	<p>Once your account is activated, you will be prompted to authorize DashPass to access your location.</p>



## Confirmed Parents/Guardians

If you are the parent/guardian who is listed in the school's Student Information System (SIS), you will see your children on the home screen automatically for pickup every day. The "Home" screen will display all the students that you setup to pick up that day.

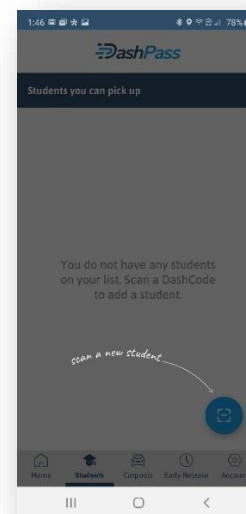
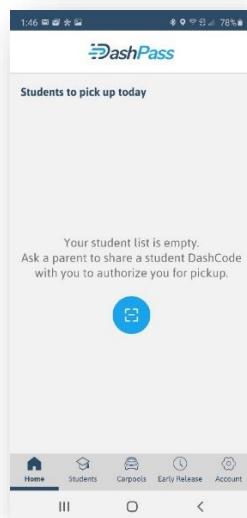
As the listed parent/guardian, each of your students will have a QR DashCode that you can share with anyone you want to pick up your children. The process of scanning the DashCode can be done directly inside the DashPass App.



## Add Students

If downloaded and registered with DashPass and you are NOT still associated with a school, you will see that you have nobody to pick up. You will need to add students to your account.

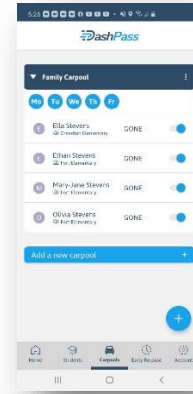
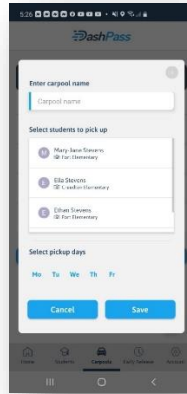
The listed parent/guardian will need to share the DashCode of one or more students with you, and once you scan it from inside your DashPass App, you will see those students on your home screen.



## Carpools

Want to create a carpool with another family? Carpools reduce the number of times you have to drive to school and DashPass provides an easy method for you to create them and even control the days the carpool should be "activated."

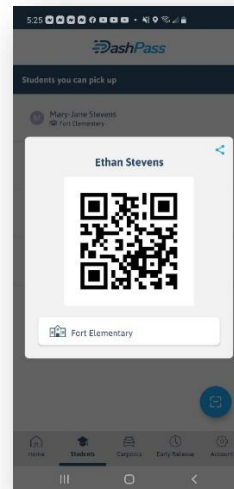
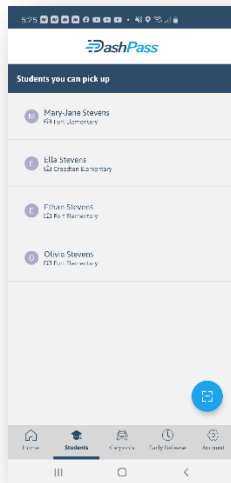
- |   |   |  |
|---|---|--|
| <b>1</b>  | <b>2</b>                                    | <b>3</b>                                 |
| Click the “carpool” icon at the bottom of your screen | Click the “plus” sign to add a new student. | Select or deselect the days of the week. |



## Sharing the Pickup with Others

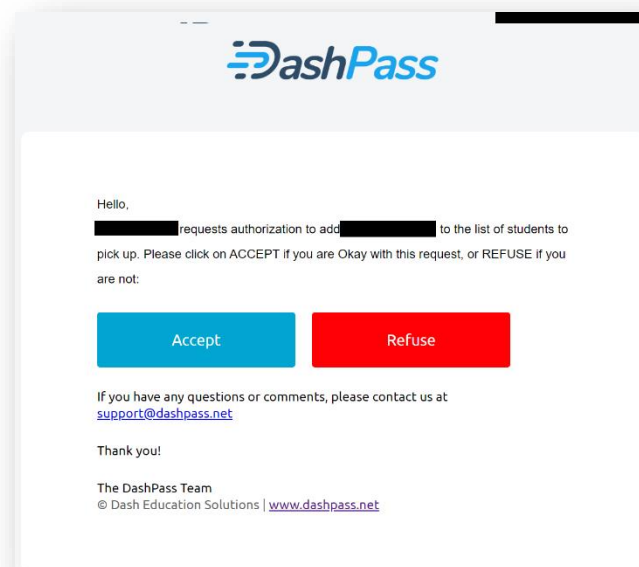
If you would like to share your child’s DashCode with another driver:

- |  |  |
|--|--|
| <b>1</b>   | <b>2</b>   |
| Go to the Students screen in your DashPass App and then click on the student’s name. | Once the DashCode has generated, click the “share icon” to use your phone’s capability to email or text the image to the intended individual. If that individual is with you, they can use their DashPass App to scan the image directly from your device. |



## Confirming the request

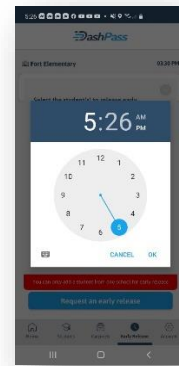
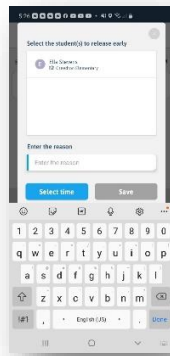
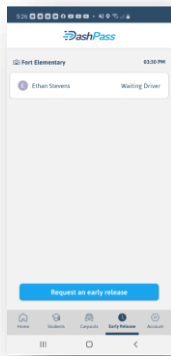
Once the DashCode is scanned, you will receive email to confirm the request. This prevents people from picking up students through the system without the authorization of the guardian.



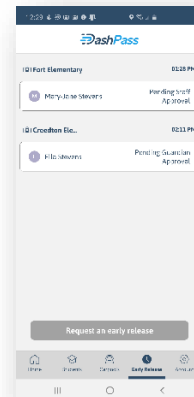
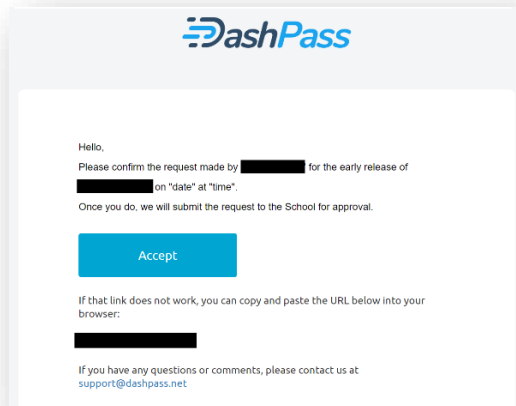
## Early Release

If you need to pick up your child early from school, you can now enter the request via the app. This will allow your child to be ready and waiting for you upon your arrival.

1	2	3
<p>Go to the “Early Release” screen and click the “Request an early release” button.</p>	<p>Enter a brief reason for the early release.</p>	<p>Select the time that you will arrive on campus. Then click the “Save” button to send your request to the school.</p>



4
<p>When you submit the request, the guardian will receive a confirmation email. Once confirmed, the school staff will be alerted of the request, and they will accept it or rejected, depending on their school policy.</p>

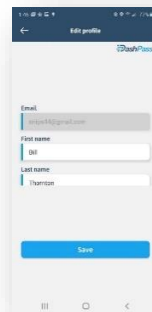




## Account Settings

### Edit Profile

- 1) You can click “Edit Profile” to change your display name. Please note that your email address is synchronized with the school’s student information system and cannot be changed from the mobile app.
  - a. Please speak with the school if you need to change your associated email address.

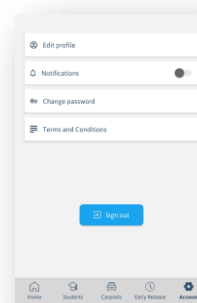
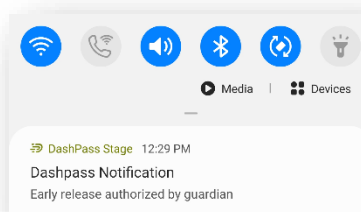


### Notifications

DashPass will notify you of changes in status of requests (approval/denials), changes in the student dismissal request (Released from the classroom, departure from school, etc.) in 2 ways:

- Native phone notifications: Notifications show when you swipe down from the top of your screen. Some notifications can also show on your lock screen and home screen, depending on your preferences.
- DashPass App status changes on the appropriate screens.

You can silence notifications by switching them off in Account settings.



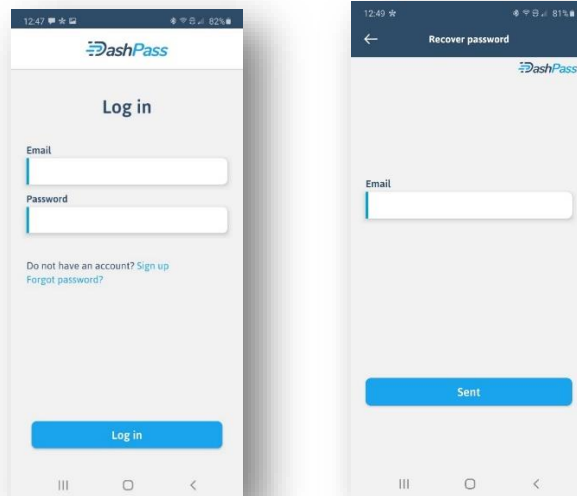
### Change Password

To change your password, enter your old password and then enter your new password once and then enter it again to confirm it. Then click the “Save” button to update your password.



## Lost Password

If you have forgotten your DashPass password, click the “Forgot password” link. On the next screen, enter your email address and if your email address matches an existing DashPass account, a reset password email will be sent. Please be patient as the email may take up to 5 minutes to arrive.



## Signing Out

The system will keep you logged in for ease of use. If you need to sign out, go to the Account screen and click Sign Out.