



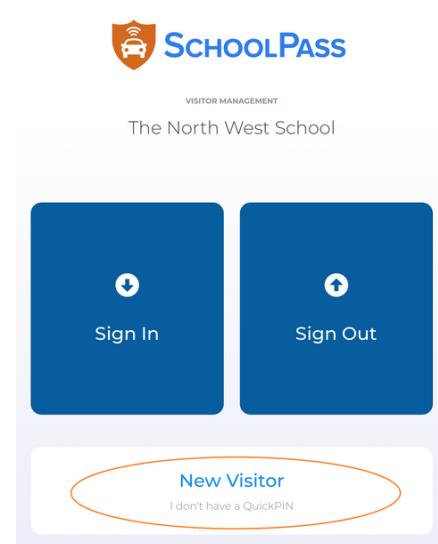
SCHOOLPASS

HOW TO SIGN IN TO VISITOR MANAGEMENT

SIGNING IN AS A NEW VISITOR

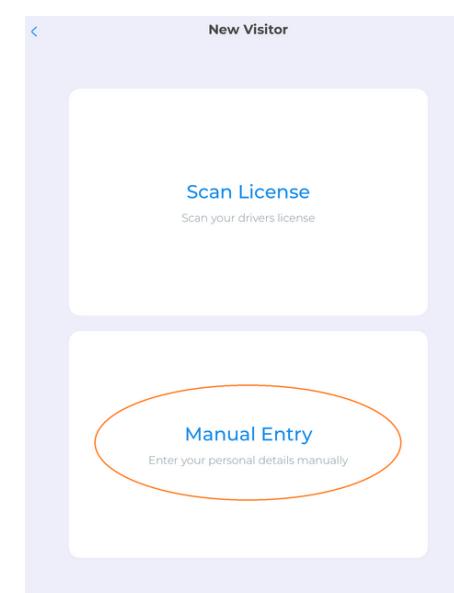
1

CLICK ON NEW VISITOR



2

SCAN LICENSE OR
MANUAL ENTRY



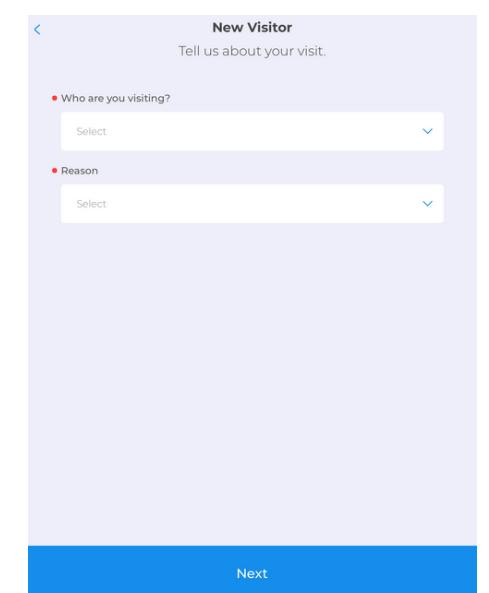
3

USE THE BACK
CAMERA OF THE iPAD
AND SCAN ONLY THE
FRONT OF THE
LICENSE



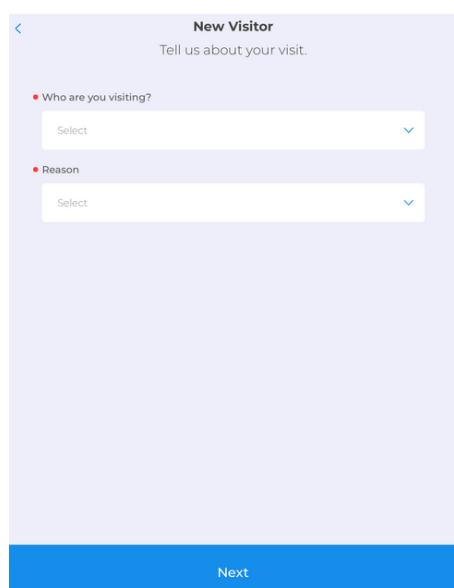
4

FOR MANUAL ENTRY,
FILL OUT FORM AND
TAKE PICTURE



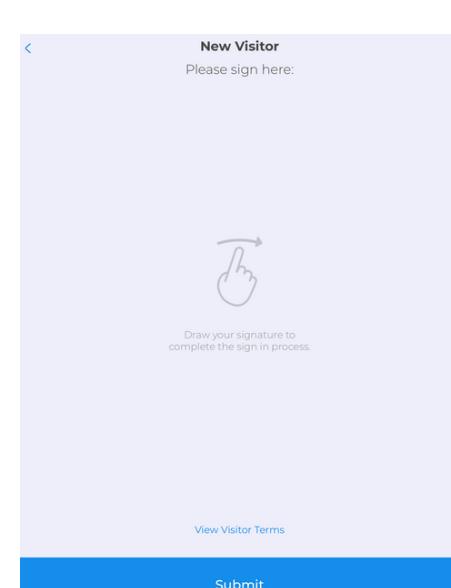
5

SELECT WHO AND
REASON FOR YOUR
VISIT



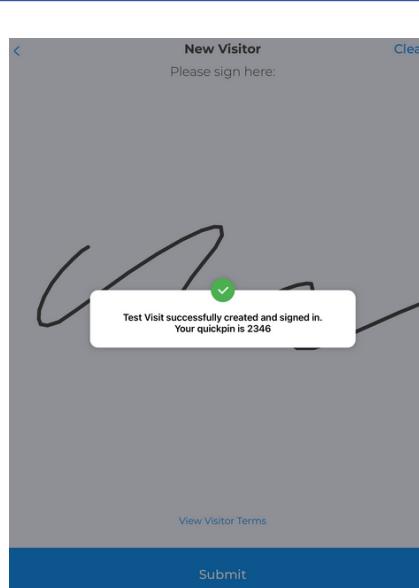
6

SIGNATURE REQUIRED



7

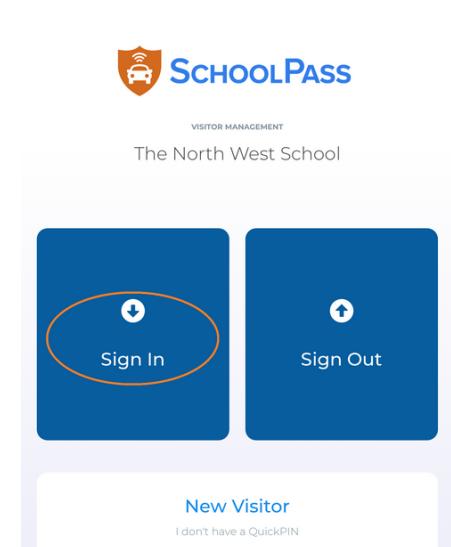
SIGN IN COMPLETED
AND QUICK PIN ISSUED



SIGNING IN AS STAFF

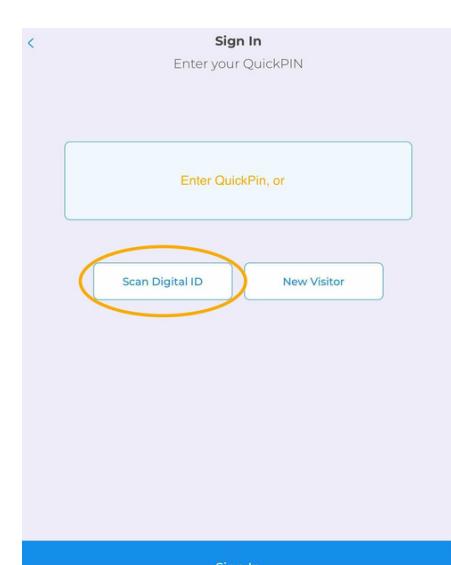
1

SIGN IN



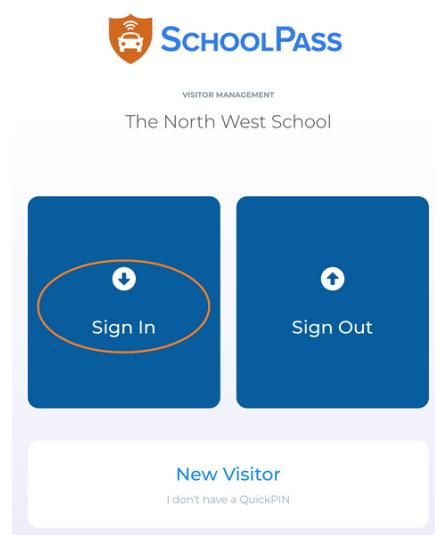
2

ENTER YOUR QUICKPIN
OR SCAN DIGITAL ID

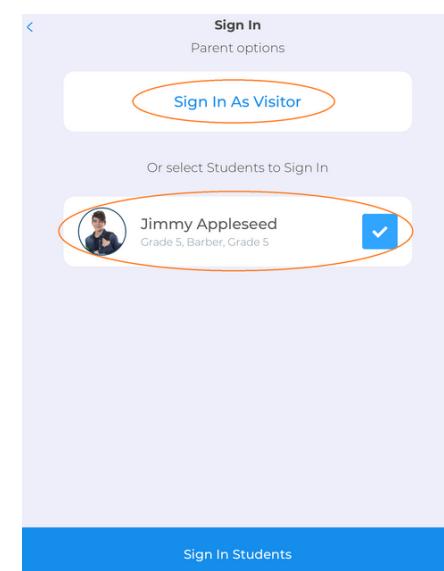


SIGNING IN AS A PARENT

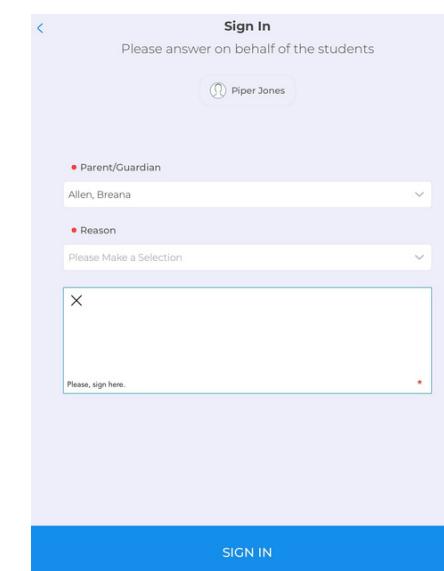
1
CLICK SIGN IN



2
PARENTS TO SIGN IN AS VISITOR OR STUDENT

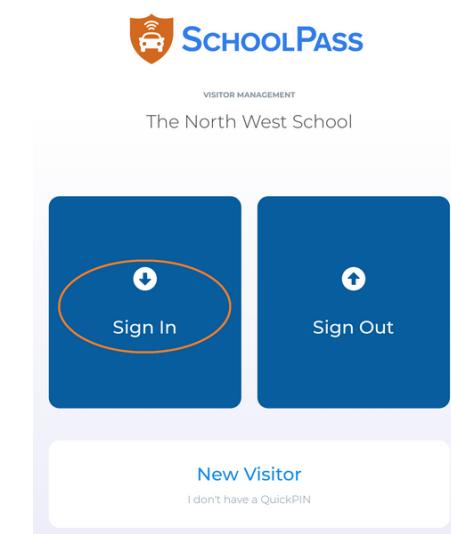


3
SELECT REASON FROM LIST AND SIGN

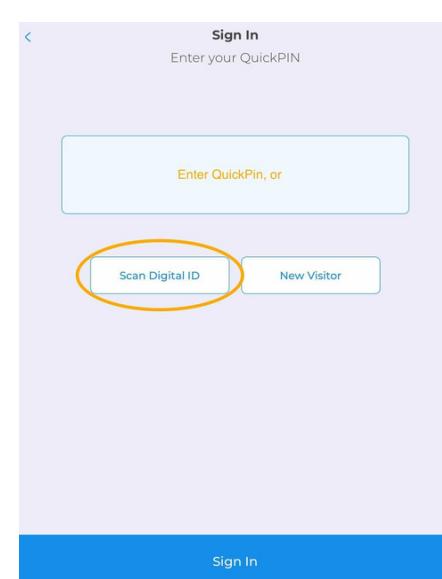


SIGNING IN AS A STUDENT

1
CLICK ON SIGN IN



2
ENTER YOUR
QUICKPIN OR SCAN
DIGITAL ID



3
SELECT REASON FROM
LIST AND SIGN

