

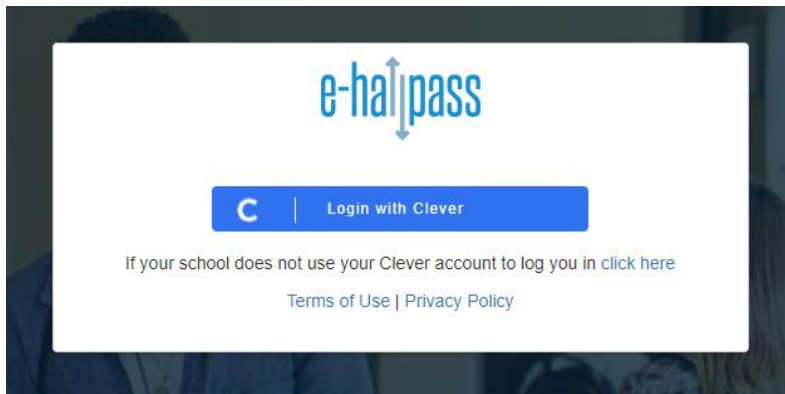
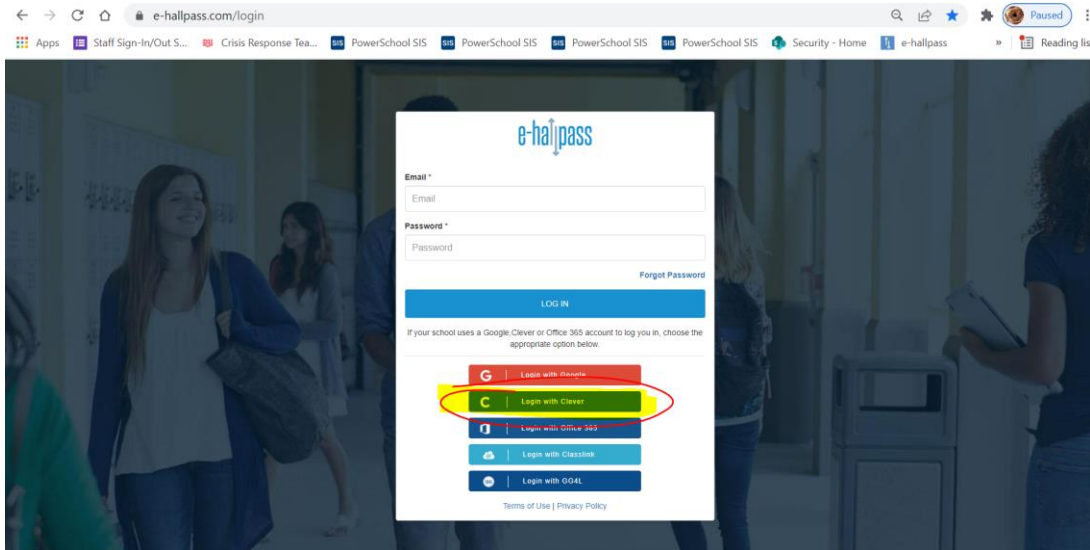
E-Hallpass Student Tutorial

Overview of E-Hallpass System (5-minutes)

<https://www.youtube.com/watch?v=UMTMgVceRa4&feature=youtu.be>

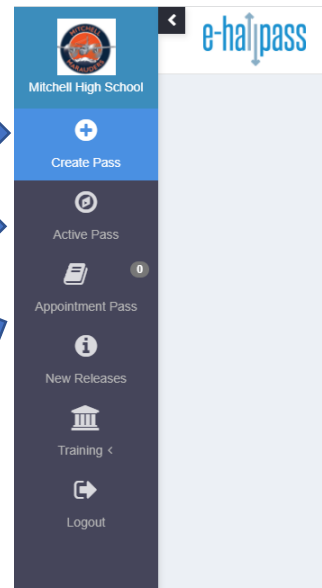
Step 1: Access Website: <https://www.e-hallpass.com/login> (Bookmark for easy access as you will need daily)

- **Select** Login with CLEVER option



Step 2: Student Pass Menu:

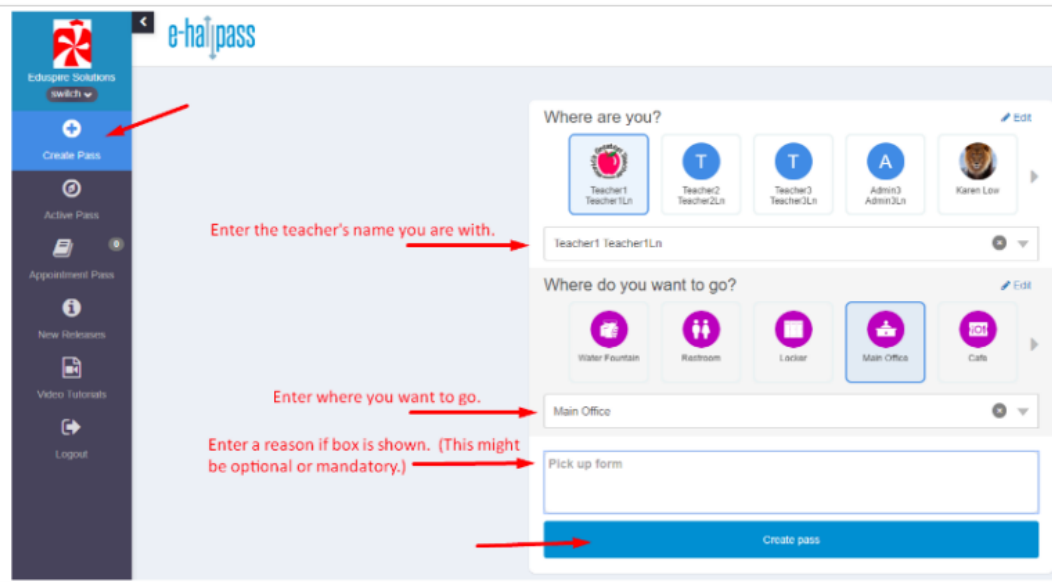
- Click to create a new hallpass. Select where you are at and where you are going.
- Current active passes.
- Where you will find any upcoming appointment passes. Counseling, attendance office, early release etc.



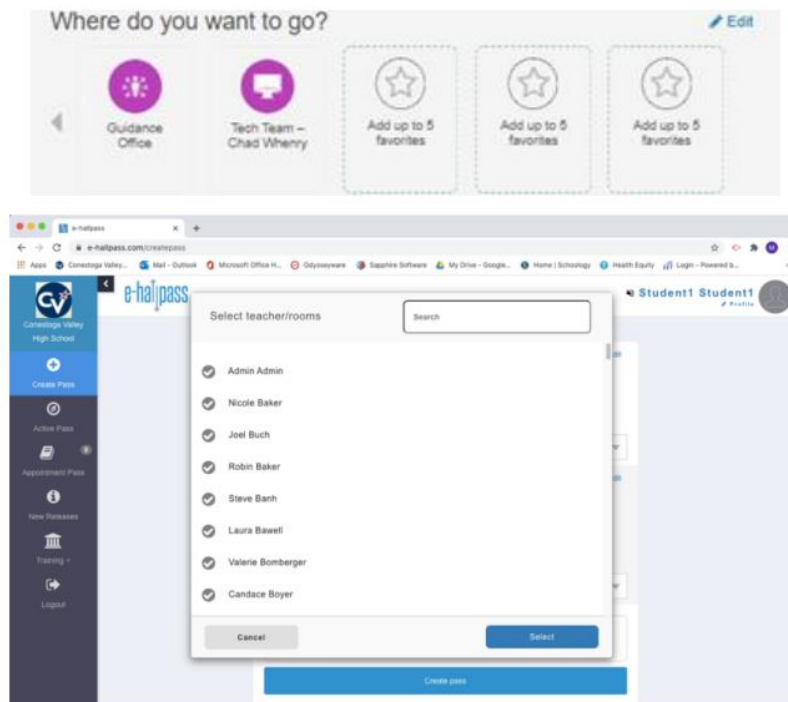
Step 3: Creating a Pass and Setting up Favorites:

- Video (5 minutes): <https://www.youtube.com/watch?v=aS3YJDu-fUE>

Select the location you are starting at and where you are going. **Some locations may require you to enter a reason of why you are going to that location.** Click Create pass.

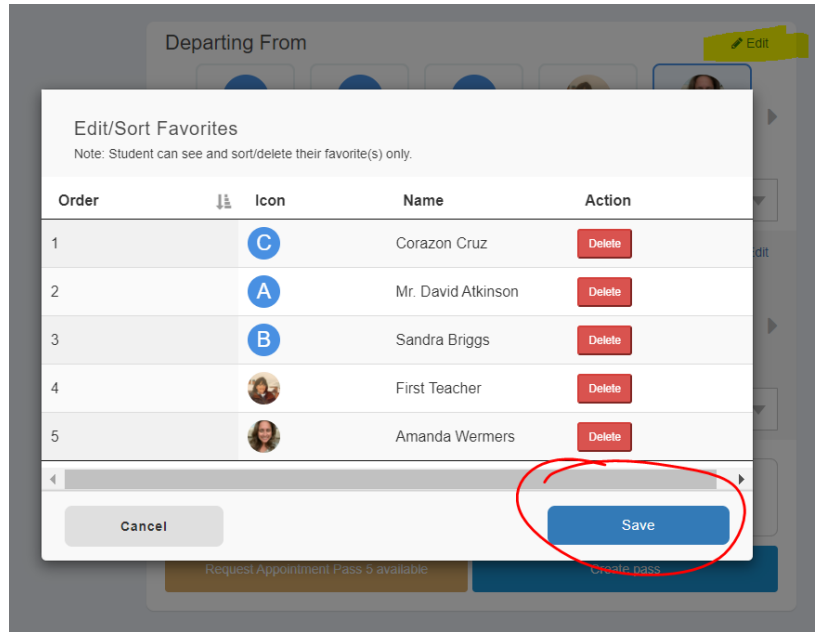


To select favorites, click the far-right arrow until you see **Add up to 10 favorites** option. Once box is clicked on, you will just have to select the location from a dropdown/search list.



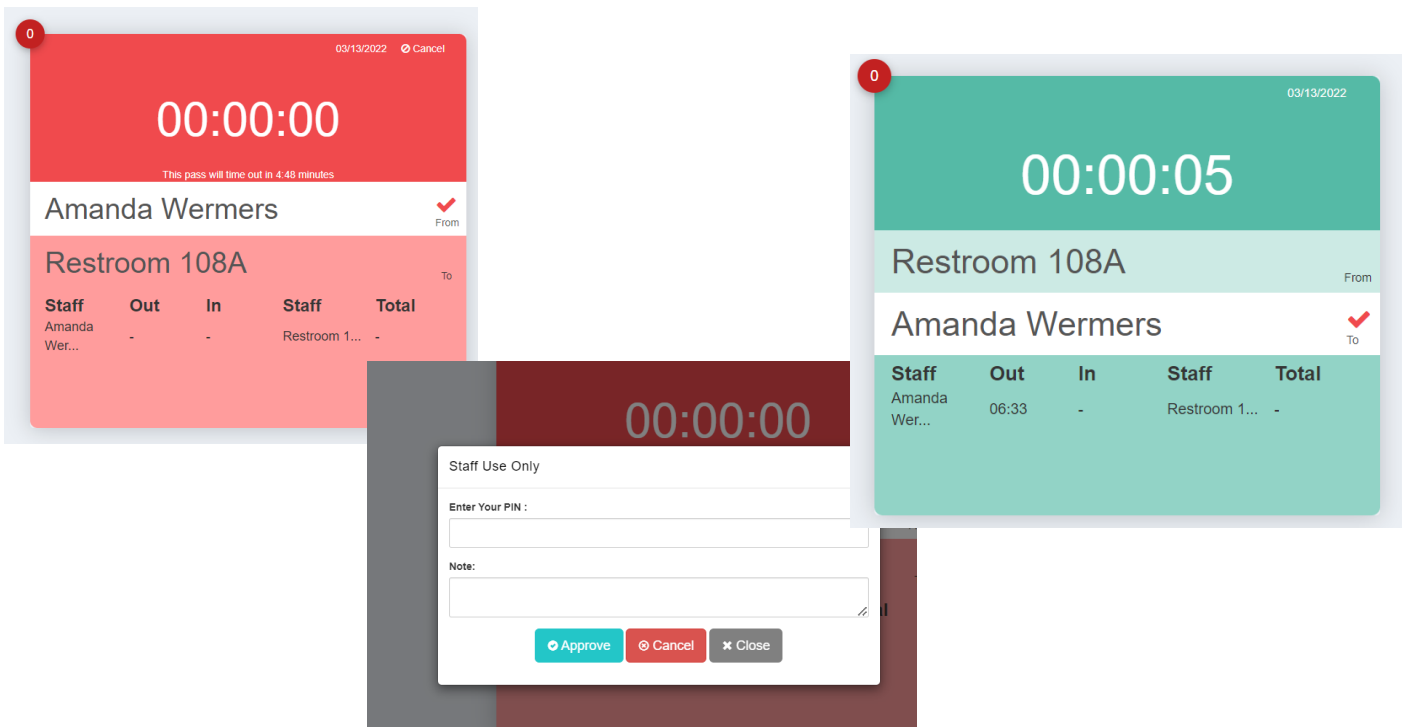
Step 4: Update/Organize Favorites:

Click on the Edit icon to edit/sort favorites. Be sure to SAVE when done.



Step 5: Traditional Hall Pass:

- The pass is created and is red, as shown below.
- Teacher can approve the pass from their e-hallpass dashboard OR from your device, by clicking on their name/red checkmark and entering their personal PIN.
- Green indicates an active pass. Number in the red circle keeps track of how many passes have been used per day.



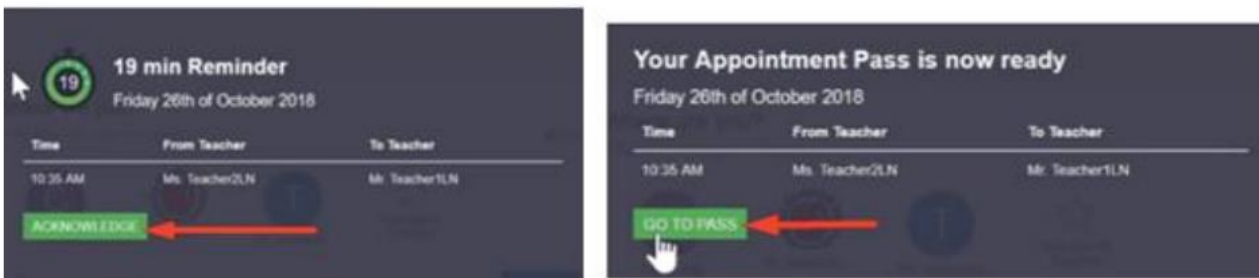
Step 6: Appointment Passes:

Appointment Pass may be used by Teachers and Staff members at your school to set up future passes in order to schedule an appointment with you. You can see your appointments on the “Appointment Pass” menu option. The color legend describe what each listed appointment means. Yellow is an appointment for the current day.

- **Video (3 minutes):** <https://www.youtube.com/watch?v=iZKgA76FOOY>



The system will send you an in-app notification at approximately 20 minutes and 5 minutes prior to the appointment time. The in-app notification looks similar to this:



Simply click “ACKNOWLEDGE” on the 20-minute notification shown above.

On the 5 minute in-app notification, click “GO TO PASS” as shown on the right.