

DashPass

Instructional PowerPoint

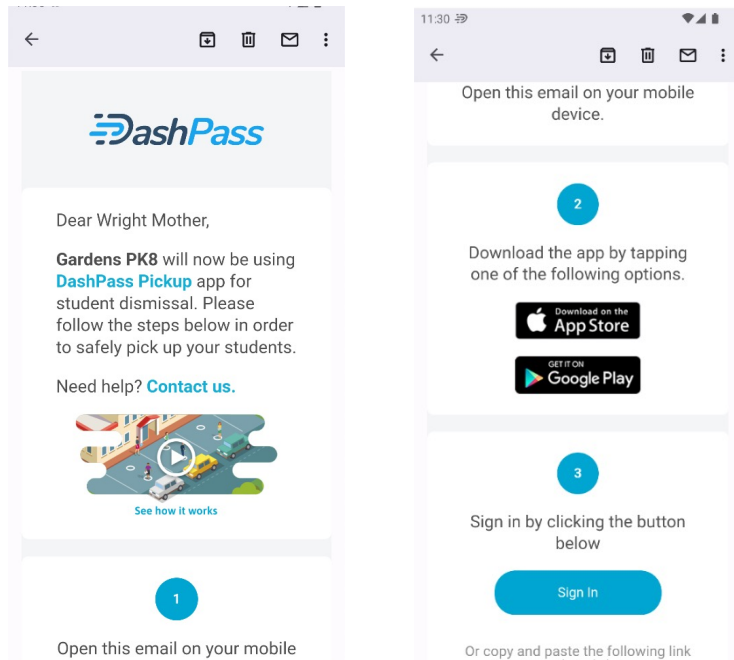
Audience: Guardians/Drivers

A Dash Education Solutions University Production
Applies to versions from May 2023





DashPass Guardian Set Up



Guardians are the parents/legal guardians of the students. They have all the privileges of managing the students in the application.

1. Open your DashPass invitation email
NOTE: Email will be sent to the one you provide the school with.

2. Download the DashPass application on your mobile device.

3. Click the sign in link at the bottom of the email.



DashPass Authorized Driver Set Up

The image displays three sequential screenshots of the DashPass mobile application interface for setting up an Authorized Driver account.

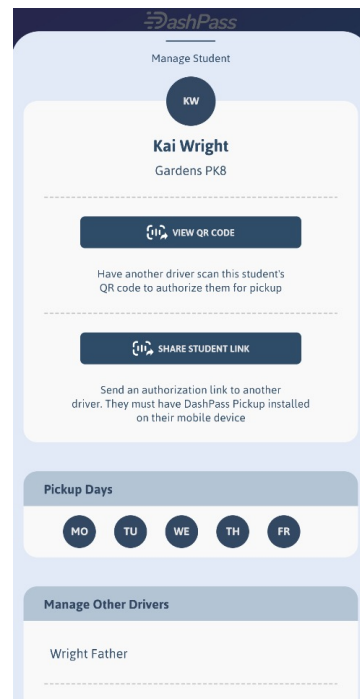
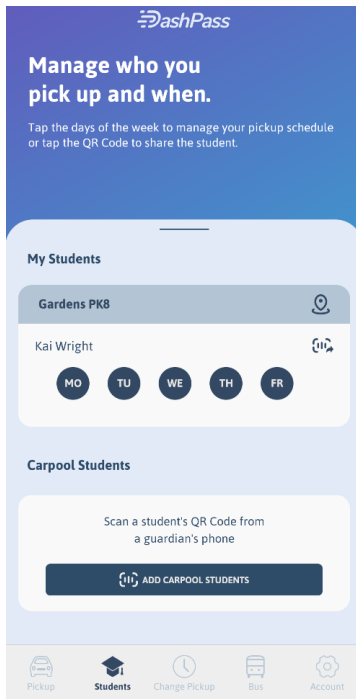
- First Screenshot (Login as: Authorized Driver):** Shows the login screen for an Authorized Driver. It includes the DashPass logo, a "Login as:" header, and a description: "You are not a parent or legal guardian of a student but will be picking up students for a relative or friend". Below this are input fields for "Email" and "Password", a "LOG IN" button, a "Do not have an account? SIGN UP" button, and a "Forgot password?" link. The version number "Version: 3.1.1(43) P" is visible at the bottom right.
- Second Screenshot (Sign up):** Shows the sign-up screen for an Authorized Driver. It includes the DashPass logo, a "Sign up" header, and input fields for "First name", "Last name", "Email", "Password (6 characters min.)", and "Confirm password". There is a checkbox for "Accept Terms and Conditions" and a link for "Already have an account? Sign in". A "SIGN UP" button is at the bottom. The version number "Version: 3.1.1(43) P" is visible at the bottom right.
- Third Screenshot (Login as: Guardian Driver):** Shows the login screen for a Guardian Driver. It includes the DashPass logo, a "Login as:" header, and a description: "You are the parent or legal guardian of a student". Below this is a "GUARDIAN DRIVER" button with a right arrow. Underneath is the "Authorized Driver" section, which includes the same description as the first screenshot and an "AUTHORIZED DRIVER" button with a right arrow. The version number "Version: 3.1.1(43) P" is visible at the bottom right.

Authorized drivers are users who are not listed as guardians for your students, but who need access to pick them up.

1. Download the DashPass application on your mobile device.
2. Open the app and create an account. You will receive a confirmation email to the one you registered with.
3. Sign in to your account. You are now ready to be authorized by a guardian to pick up students!




DashPass Sharing Students for Pickup



Drivers can be managed here. They can be added/deleted at any time by the guardian(s).

On the **Students** page, guardians can manage the students on their roster.

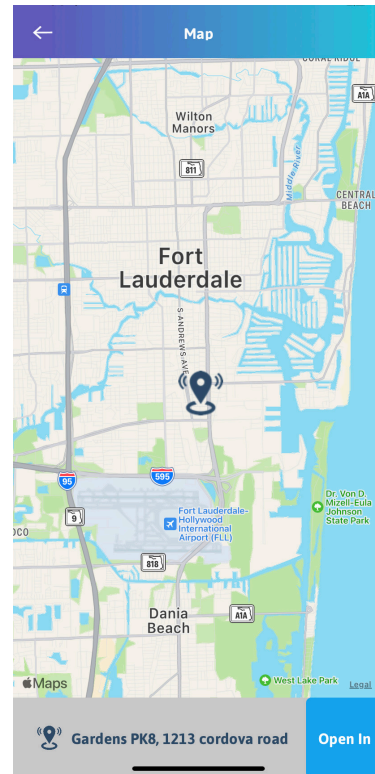
1. To share a student with another user, click  to open **Manage Student**.
2. From here, a guardian can share their student via a QR code or a link, which can be sent through text or email.
3. Once the user scans or clicks the link, you will receive an email to confirm this authorization.
4. After confirming, your authorized driver will be ready to pick up your student!

www.dashpass.net






DashPass Picking Students Up



On the **Pickup** page, you will see your students that need to be picked up that day.

1. Open the application and enter the school campus at the appropriate pickup time.
2. Once the guardian or driver has entered campus, DashPass will automatically release the students. (Or the user can opt to manually release students, using the button.)
3. School staff will queue the students, and you will be on your way!

Users can click  to see the address of the school.



DashPass Changing Pickup

The screenshot shows the 'Change Pickup' page in the DashPass app. At the top, there's a header with the DashPass logo and the title 'Change Pickup'. Below that, there's a section titled 'Select one or more students' with four radio button options: 'CS Carla Stevens', 'AS Aaban Stevens', 'Ella Stevens' (which is selected), and 'ES Ethaniel Stevens'. Below this is a section titled 'Notify the school that the student(s)...' with four radio button options: 'Will be picked up early' (selected), 'Will be absent', 'Will be walking home', and 'Will go to aftercare'. At the bottom, there's a 'Select time' section with a time picker set to '01:25 PM'. A bottom navigation bar shows icons for 'Pickup', 'Students', 'Change Pickup' (active), 'Bus', and 'Account'.

The screenshot shows the 'Change Pickup' page in the DashPass app, now with the 'Ella Stevens' student selected and 'Will be picked up early' chosen as the reason. The 'Notify the school that the student(s)...' section is now filled with the selected reason. Below that, there's a 'Select time' section with a time picker set to '01:25 PM'. At the bottom, there's an 'Enter the reason' section with a text input field containing 'Doctor's Appointment'. Below the text input are two buttons: 'CANCEL' and 'SUBMIT'. A bottom navigation bar shows icons for 'Pickup', 'Students', 'Change Pickup' (active), 'Bus', and 'Account'.

On the **Change Pickup** page, guardians can request early release.

1. Click the Change Pickup button and select a student, and then choose early release.
2. Select the time and enter the reason. (Users can also use this feature for absence, walking students, and aftercare.)
3. Click submit. You will be sent a confirmation email to verify that the request was by the guardian.
4. Once the request is authorized, it will be sent to the school.



DashPass Bus Rostering

The screenshot shows the 'Select Student' screen with three students listed: Carla Stevens (selected), Ella Stevens, and Ethaniel Stevens. Below this is the 'Select one bus' screen with three options: Blue Bus (selected), Daycare, and Art Club. At the bottom, there is a 'Select one or more days' section with a row of days (Mo, Tu, We, Th, Fr, Sa, Su) where 'Sa' and 'Su' are highlighted. A message at the bottom states: 'Blue Bus has no available seats on Saturday, Sunday. If you need...'

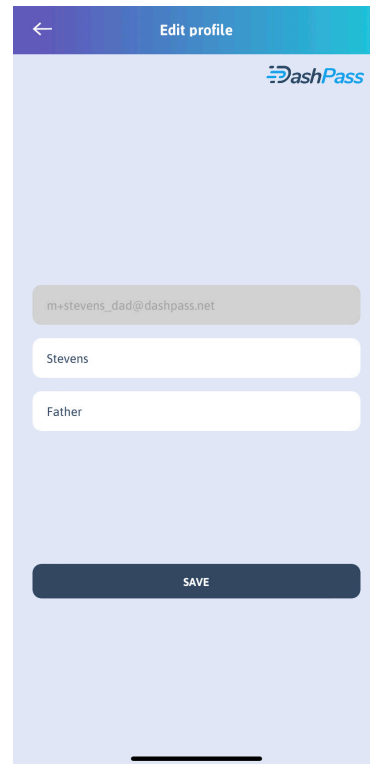
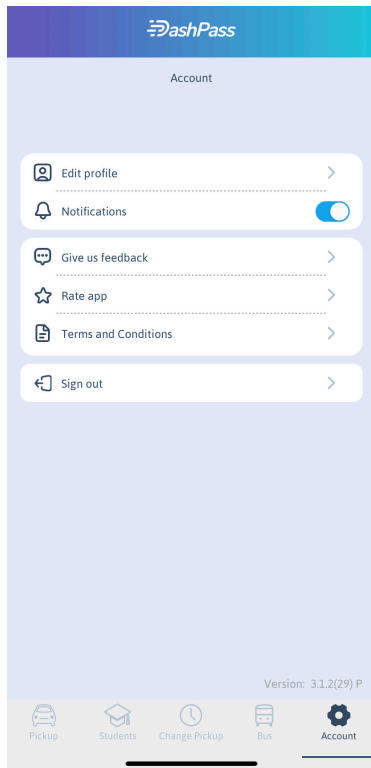
The screenshot shows the 'Select one or more days' screen with a row of days (Mo, Tu, We, Th, Fr, Sa, Su) where 'Mo', 'Tu', 'We', 'Th', and 'Fr' are selected. Below this is the 'Push notifications' section with three options: 'Notify me when the bus enters the queue' (unselected), 'Notify me when my students are released' (selected), and 'Do not notify me' (unselected). At the bottom, there are 'CANCEL' and 'SUBMIT' buttons. A message at the bottom states: 'Blue Bus has no available seats on Saturday, Sunday. If you need Carla Stevens to ride Blue Bus on the selected day(s), Please contact your school administration for help.'

On the **Bus** page, guardians can roster their students to a bus.

1. If your school is using the Bus feature, click the Add Student to Bus button.
2. Select the student and the bus you wish to roster them to.
3. Select the days the student will be riding the bus. You can also select to be notified when the bus enters queue or when the students are released.
4. If enough seats remain, your student will be added to the bus!

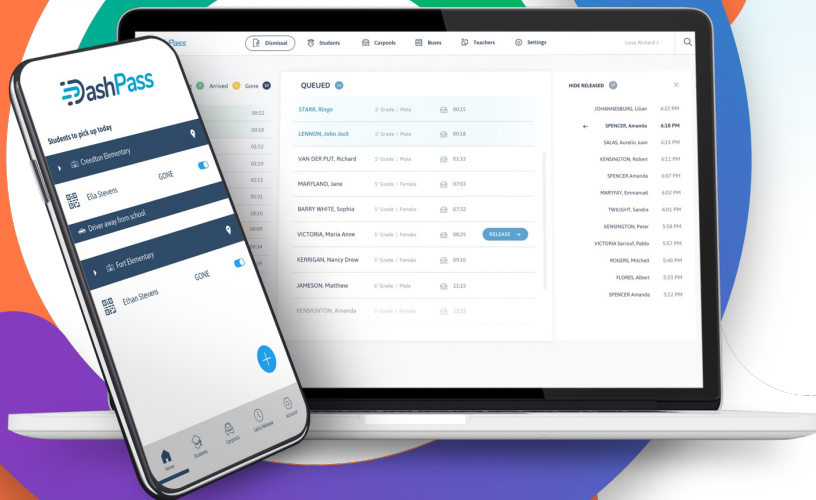


DashPass Settings Guide



On the **Account** page, users can make changes to their settings.

1. Users can edit their profile and change their name at any time. Guardians must contact the school if they wish to change their email.
2. Users can turn notifications on/off.
3. Users can reach the support email with the feedback button.
4. Users can rate the app and read the terms and conditions.



DashPass

Simplification through Innovation.

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