



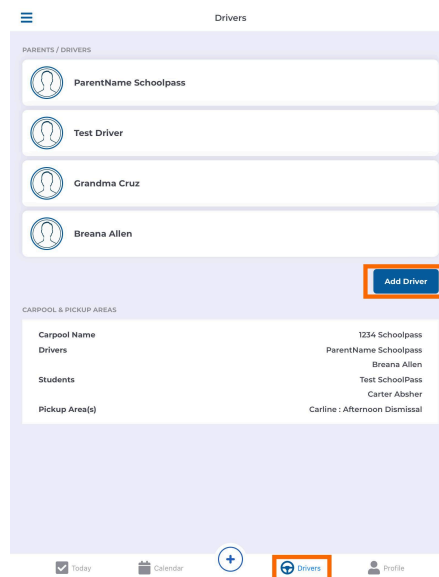
Add or Remove Parent/Drivers

Authorized Drivers are individuals who are allowed to pick up your students from school. Examples of Authorized Drivers include caregivers, relatives, and spouses. If you would like another family at your school to pick up your students, you should use the Carpool option. Please do not list your own students as Authorized Drivers.

Please note: if you do not see the option to add or remove authorized drivers as depicted below, your account is not designated as the primary account holder. Please contact your school's administration if this needs to be adjusted.

Add an Authorized Driver

To Add or Remove drivers, click on the Drivers tab in the bottom of the app.



Click the Add Driver button and populate the details of the new driver you want to add.

Fill in all required fields on the Add Driver screen, and any optional fields you may like to include. Should you want this authorized driver to be able to log into SchoolPass, please include an email address. If your school collects license plates, fill in relevant license plate information.

Click the Add Driver button at the bottom of the screen.

Note: License Plates cannot be duplicates. If you already have a license plate on your account, you do not need to add it again to an authorized driver.



ADD DRIVER Cancel

First Name * Enter First Name

Last Name * Enter Last Name

Home Phone Enter Home Phone

Cell Phone * Enter Cell Phone

Email Optional

Email Opt-out

LICENSE PLATES & TAGS

Plate Or Tag Enter Plate or Tag

Plate Or Tag Enter Plate or Tag

Plate Or Tag Enter Plate or Tag

Plate Or Tag Enter Plate or Tag

Plate Or Tag Enter Plate or Tag

Add Driver

Today Calendar Drivers Profile

Remove an Authorized Driver

To Remove drivers, click on the driver you want to remove, scroll down and click delete driver.

Scroll to the bottom of the profile and press Delete Driver. This will fully remove this driver's access to SchoolPass. Any license plates associated with this driver's profile will also be deleted.

DRIVER Cancel

Last Name * Driver

Home Phone Enter Home Phone

Cell Phone * 410-555-8888

Email parent99@noreply.com.x

Email Opt-out

LICENSE PLATES & TAGS

Plate Or Tag Enter Plate or Tag

Plate Or Tag Enter Plate or Tag

Plate Or Tag Enter Plate or Tag

Plate Or Tag Enter Plate or Tag

Plate Or Tag Enter Plate or Tag

Save Changes

Delete Driver

Today Calendar Drivers Profile