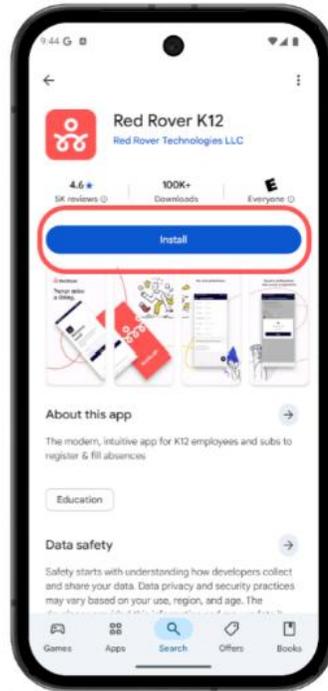


## Mobile App Instructions – Android Users

### Downloading the Red Rover Mobile App and Signing In



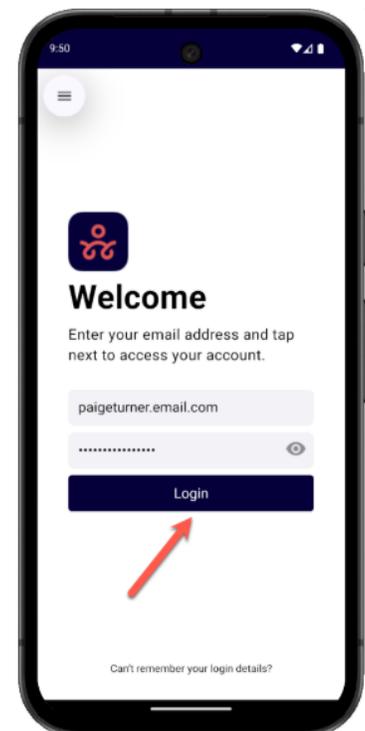
1. Go to the [Play Store](#) on your Android device and search for "Red Rover K12" OR scan the QR code to the left.

2. Tap the **INSTALL** button. This will download Red Rover into the list of mobile apps. To open the app on your phone, find Red Rover in your mobile app list and click the Red Rover Icon.



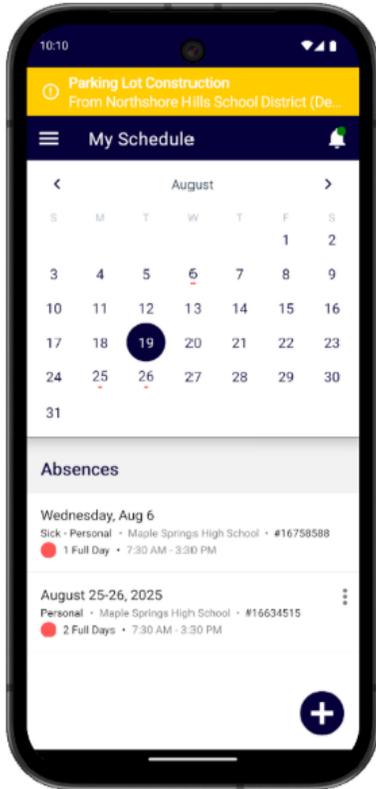
3. Sign in using your email address and Red Rover password. If you have not set up your account yet, contact [payroll@dieringer.wednet.edu](mailto:payroll@dieringer.wednet.edu) and request to have us resend you the Red Rover invitation email.

If you don't remember your password, tap "[Can't remember your login details?](#)" at the bottom to receive a "reset password" email.



## My Schedule and Editing/Deleting Absences

After logging in, you'll see the My Schedule page. Here, you can see and edit your upcoming and past absences.



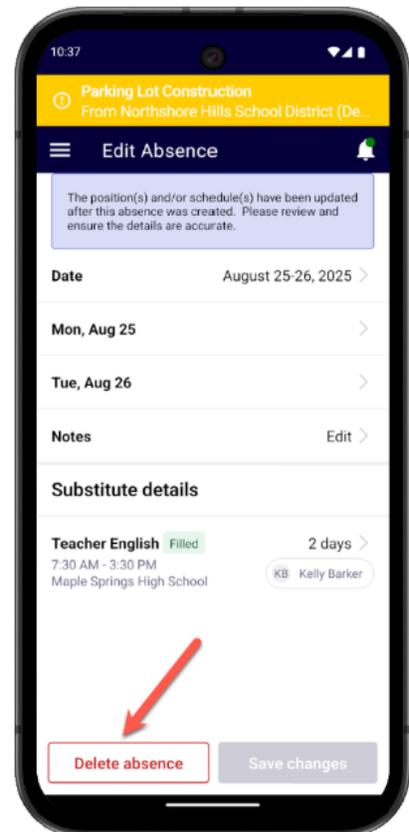
1. To get to My Schedule from another screen, tap the Menu Icon  and choose MY SCHEDULE.

2. Navigate between months by tapping the left (<) and right (>) arrows in the calendar.

3. Scroll through your absences by swiping up or down in the "Absences" list.

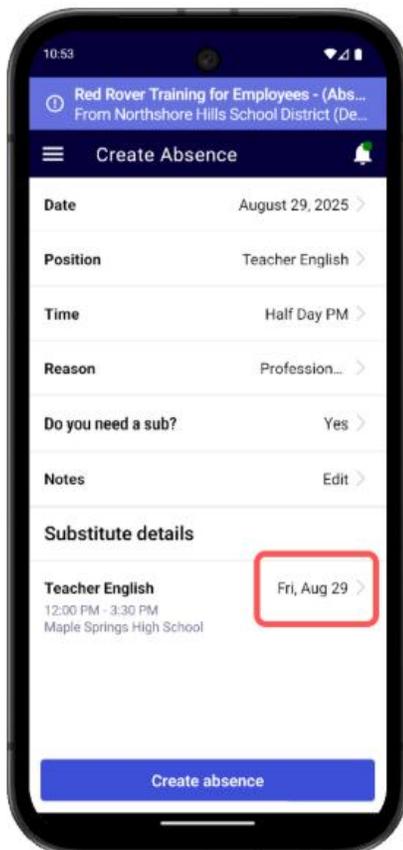
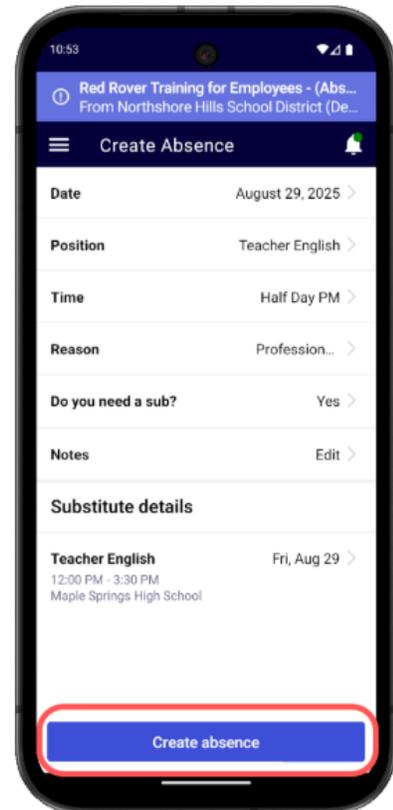
4. To Edit or Delete an absence, tap the absence from the list, change the details, then tap SAVE.

- To delete the absence, tap the red DELETE ABSENCE button and confirm you wish to delete the absence.

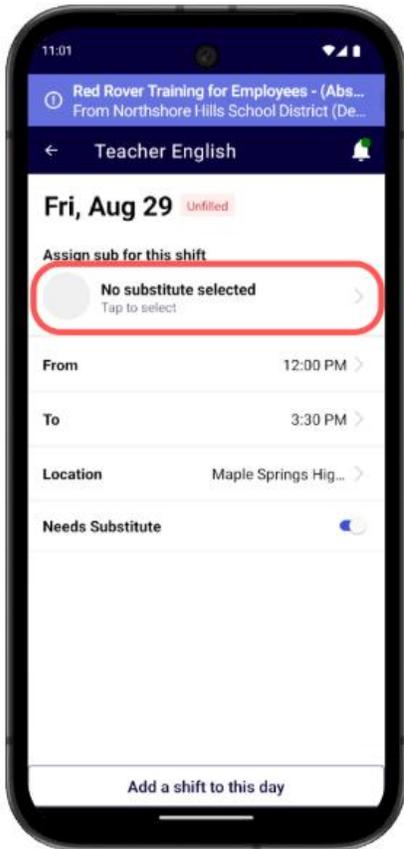


## Creating an Absence

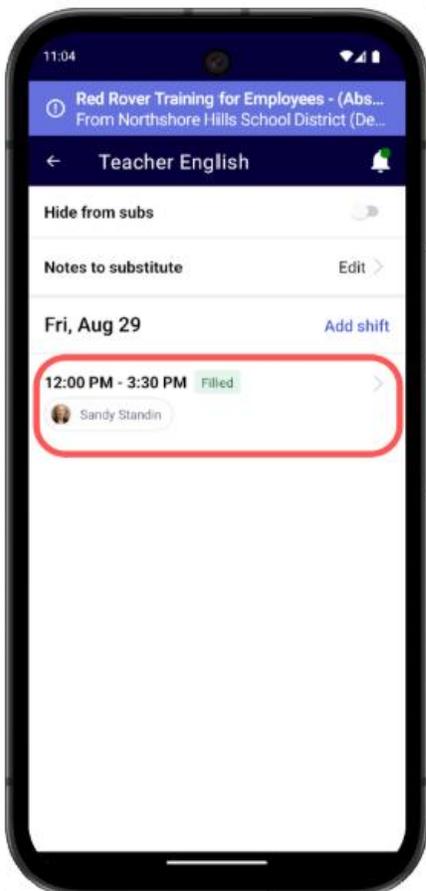
1. Tap the menu button in the upper left corner  and choose **CREATE ABSENCE**.
2. Select your date(s), time, reason, if you require a sub (if applicable), and any notes you need to share with your administrator or sub. Then click the **CREATE ABSENCE** button at the bottom of the screen.



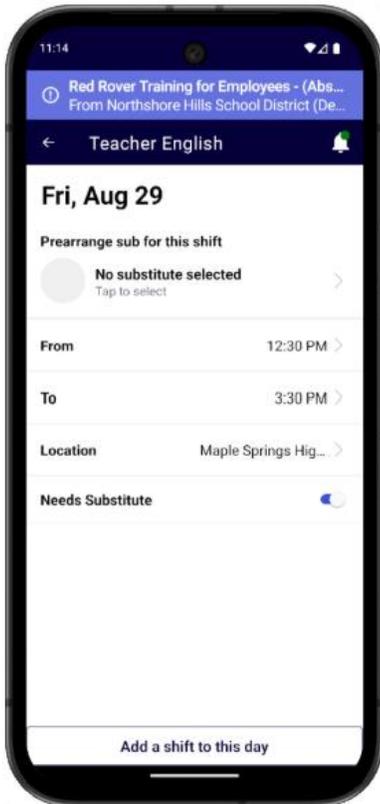
3. You can then prearrange a sub of your. To do so, tap the date underneath the Substitute Details heading and then tap the absence under the specific date.



4. Next, tap the arrow by **No Substitute Selected** to bring up a list of substitutes that are qualified and available to cover the absence.

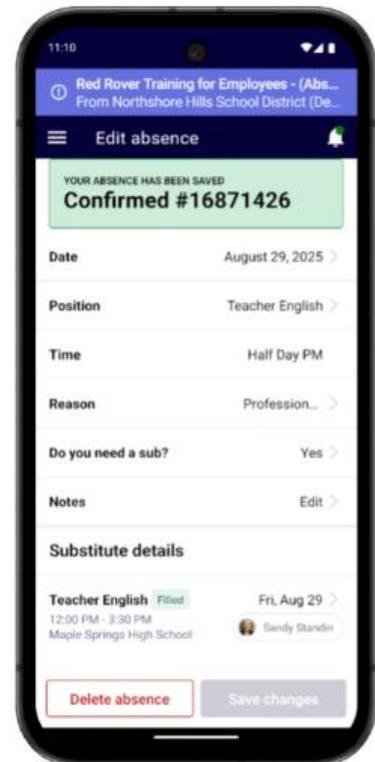
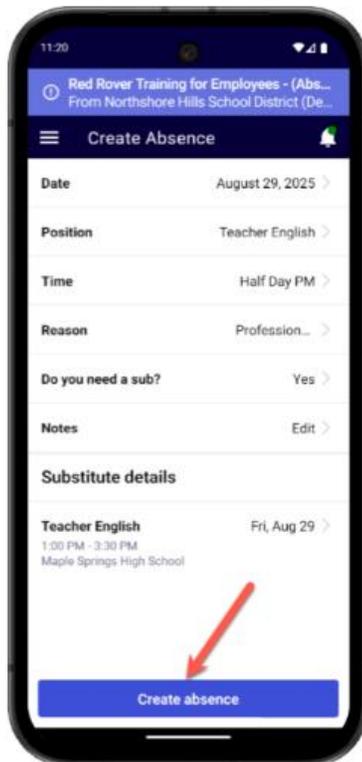


5. To adjust the sub times, (if they differ from your absence times), tap on the times listed under the date of the absence.

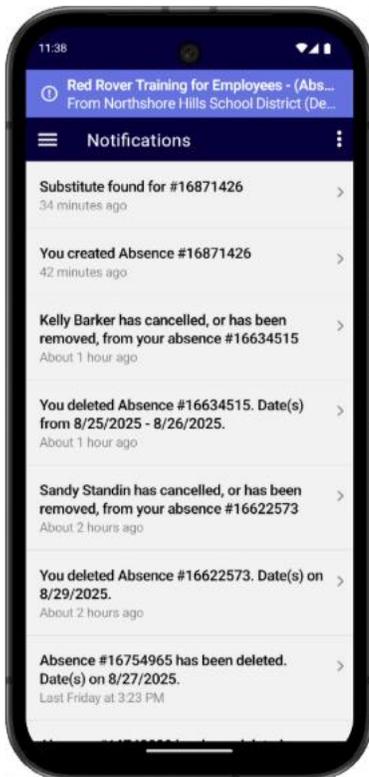


6. From here, you can adjust times for the absence by indicating whether the entire absence needs coverage, or only certain periods. You can also add additional shifts, if necessary.

7. Finally, click the back arrow in the top left to go back to the Create Absence screen and click the **CREATE ABSENCE** button at the bottom to submit the request. The absence is officially created once you see a confirmation number on the screen.



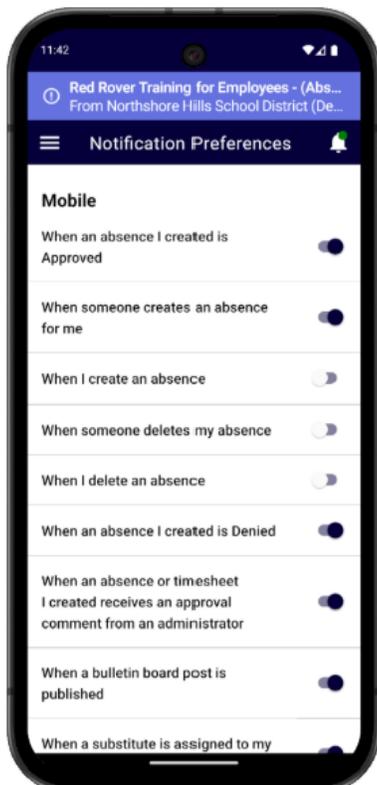
## Notifications



1. To see your notifications, tap the bell icon  in the upper right or tap the menu button  in the upper left corner and choose **NOTIFICATIONS**.

2. Acknowledge a notification by tapping on a notification or by tapping the vertical ellipsis  in the upper right corner and choose **MARK ALL AS READ**.

## Set Your Notification Preferences



1. Tap the menu button in the upper left  and choose **MY PROFILE**.

2. Select **NOTIFICATION PREFERENCES**. Then use the toggle buttons to select which notifications you'd like to receive.