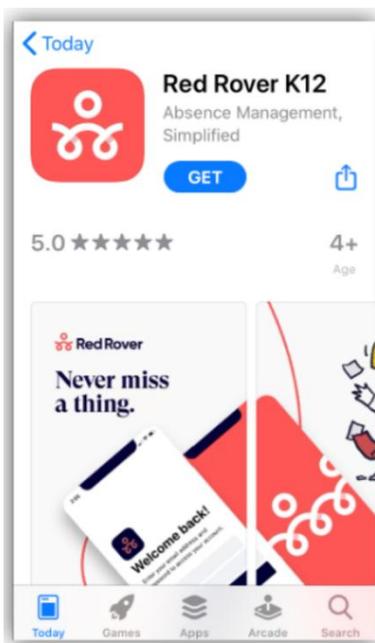


## Mobile App Instructions – iOS (Apple) Users

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



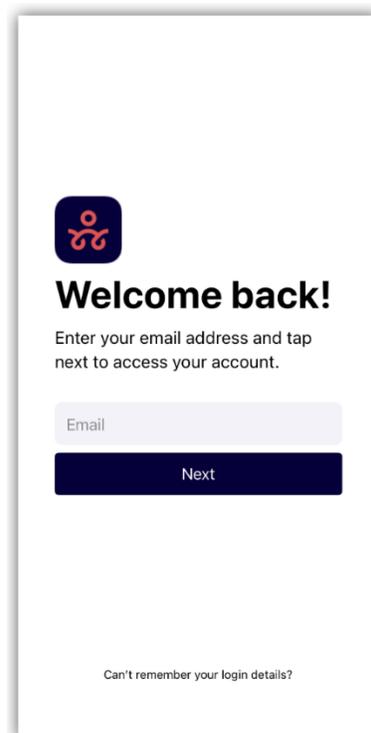
1. Go to the App Store on your Apple device and search for "Red Rover K12" and tap the **GET** button.

2. Once downloaded, find Red Rover in your list of apps and tap the Red Rover icon to open.

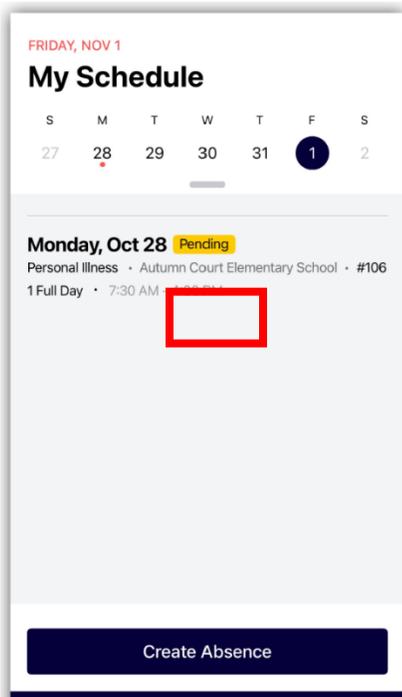


3. Sign in using your email address and your Red Rover password. If you have not set up your account yet, email [payroll@dieringer.wednet.edu](mailto:payroll@dieringer.wednet.edu) and request to have us resend you the Red Rover invitation.

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

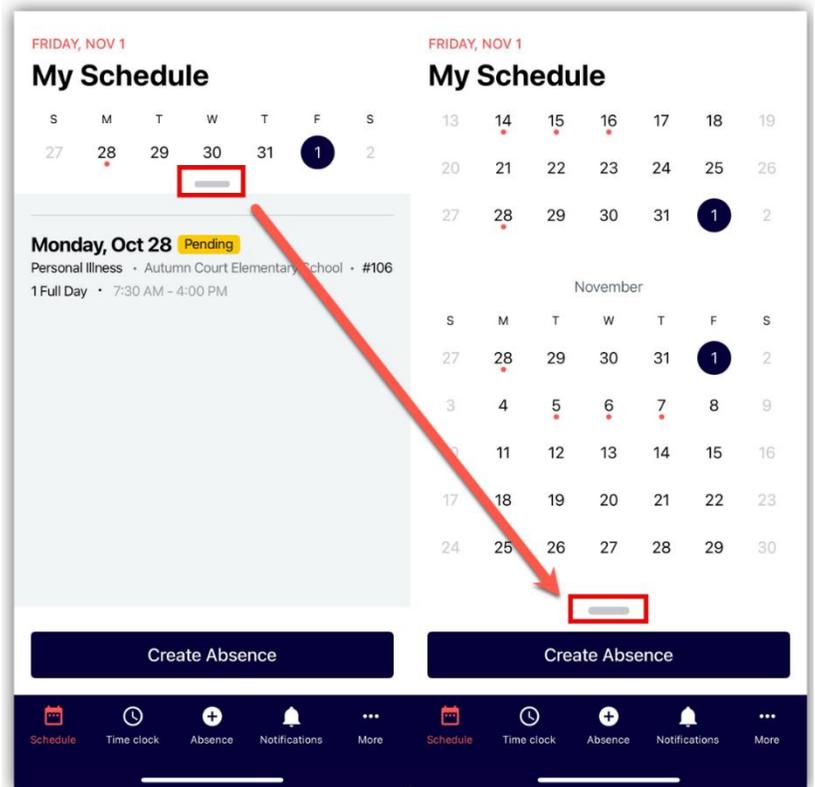


# Schedule



- After logging in, you'll see the **My Schedule** page. By default, the Red Rover app will show your absences for the current week.

- To view the full calendar, press and drag down the  icon. The red dot below a date indicates that there is an absence on that day. Tap on the day to view your absences for the whole week.



## Creating an Absence

**Create Absence**

Date Select... >

Time Select...

Reason Select...

Do you need a sub? Select...

Notes Edit >

Create absence

Schedule Time clock **Absence** Notifications More

1. Tap the **Absence** tab to begin creating your absence.

2. Select your date(s), time, reason, if you require a sub (if applicable), and enter any notes you need to share with your administrator.

3. You can then prearrange a sub of your choice if desired. To do so, tap on **Substitute Details**.

**Create Absence**

Date November 12, 2024 >

Time Full Day >

Reason PTO >

Do you need a sub? Varies by period >

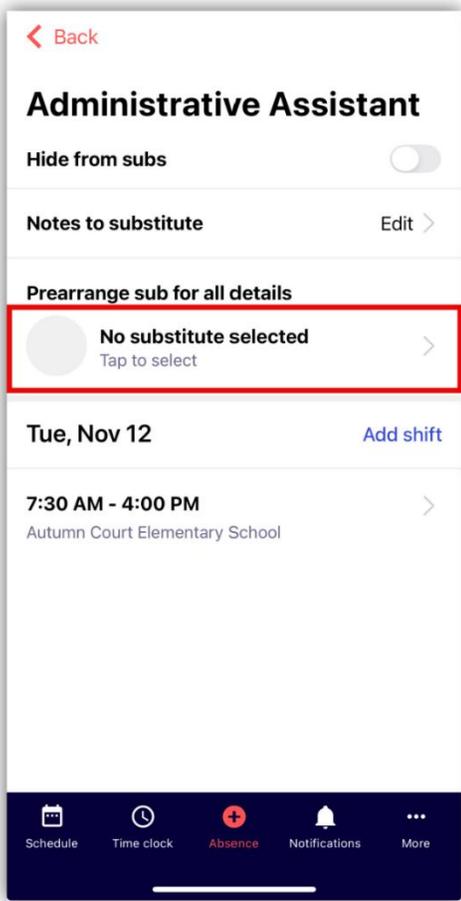
Notes Edit >

**Substitute details**

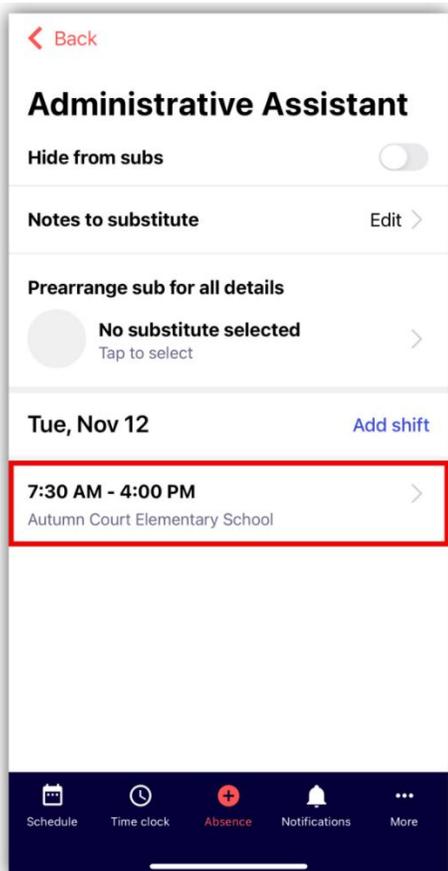
**Administrative Assistant** Tue, Nov 12 >  
7:30 AM - 4:00 PM  
Autumn Court Elementar...

Create absence

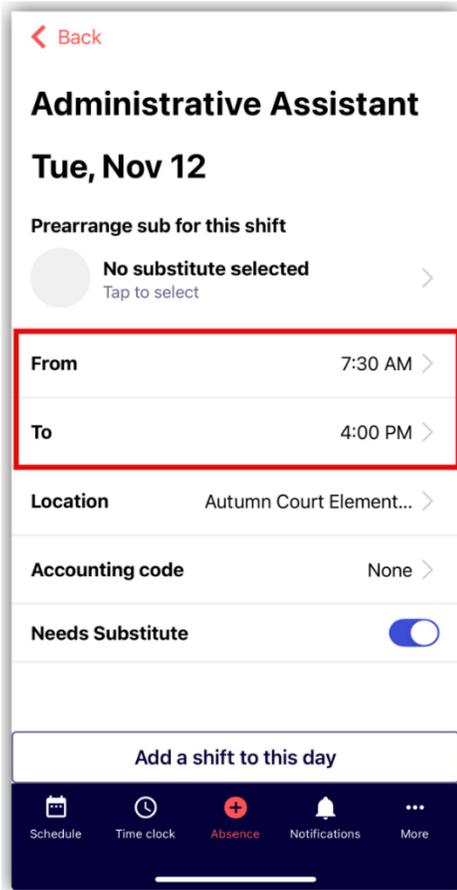
Schedule Time clock **Absence** Notifications More



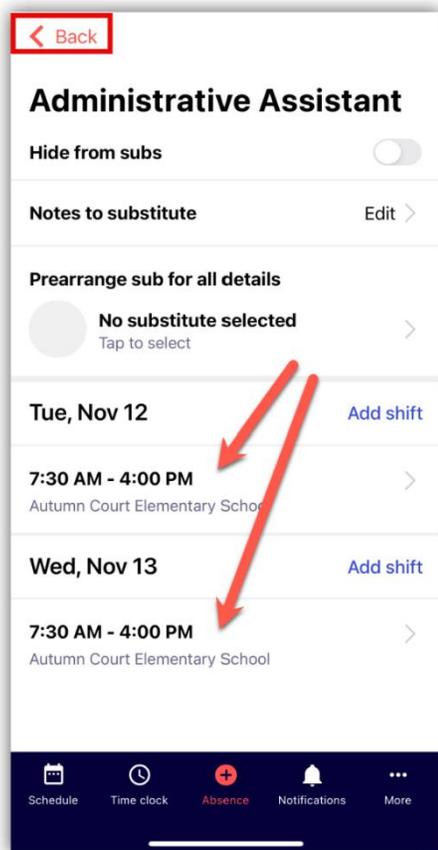
4. On the next screen, tap **No substitute selected** to see a list of subs. Then, choose the name of the sub you'd like to assign.



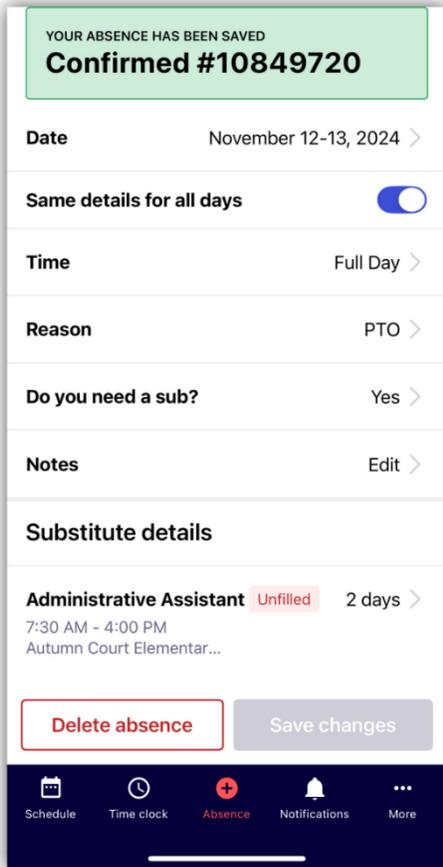
5. To adjust the sub times, (if they differ from your absence times), tap on the Details under your absence date.



6. Here, you can edit the sub times, school location, and accounting code (if applicable). Adjust for each date as needed.



If you have a multi-day absence and only one day needs to be changed, select the details you need to change on the Details page. After selecting the correct times, tap the Back button in the top left.

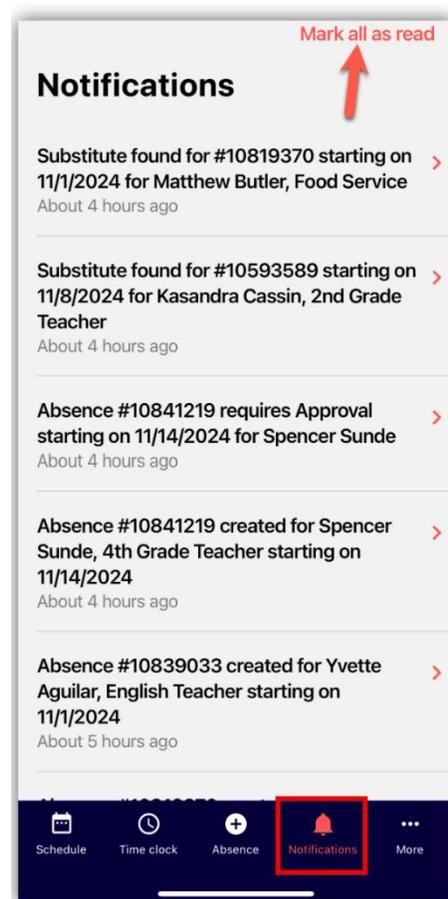


7. Finally, tap **Create Absence**. The absence is officially created once you see a green banner with a confirmation number on the screen.

## Notifications

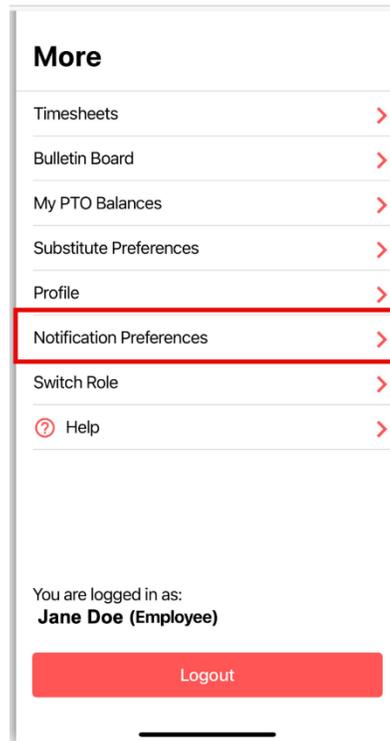
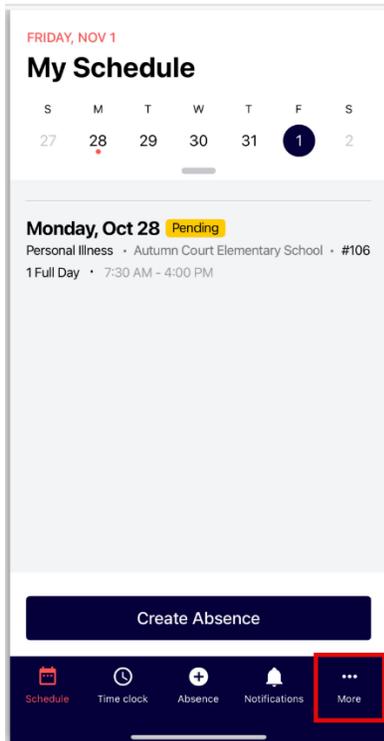
To you see your notifications:

1. Tap the **Bell** icon on the menu bar at the bottom of the screen to see your notifications.
2. Tap a notification to view all the details and mark it as read. Tap **Mark all as Read** in the upper right to acknowledge all.



## Setting your notification preferences:

1. Tap the **More** tab, and choose Notification Preferences.



2. Choose the notifications you want to receive by moving the toggle to the right. The **Mobile** notifications are received via push notification.
3. You can also set a unique sound when receiving Red Rover notifications. Scroll down and tap **Other Notification Sound** to choose your custom sound.

