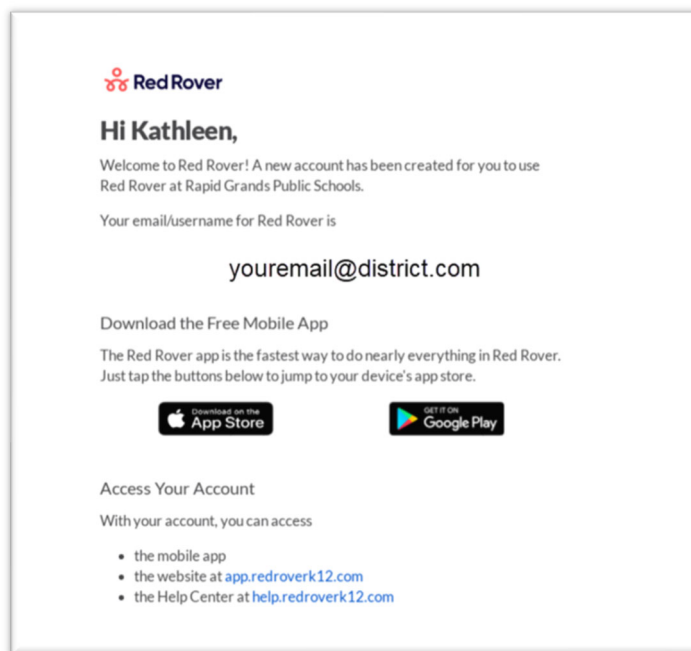


Welcome to Hampton County School District! Below is a guide for the Red Rover system which you will use for your Time, Attendance & Absence Management. Please review this information, follow the steps to set up your information. You will need your district email address. Therefore, if you do not have that information, please contact the IT Director at (803)903-1042 or ahinkson@hcsdsc.org.

1. In the coming days, **you will receive an email from Red Rover directly**. This email is your “account setup email”. Do NOT ignore this email. The email notification will look like this:



2. Once you receive the email, go to app.redroverk12.com and login using your provided email/username. Once logged in, bookmark the URL app.redroverk12.com for easy access in the future.
3. Upon logging in, click on the **blue banner** post at the top titled “**Red Rover Training**”. Watch the **Basic Training Video** to get a high-level view of the system and how to use it. A link to the video is provided here: <https://www.redroverk12.com/emp-training>
4. Below the training video in Red Rover, complete the “To Do” list, and review the linked help articles. You can also check out the **Red Rover Help Center** to learn more about the system on your own.
5. **Make sure to download the free Red Rover Mobile App for Android and iOS (Apple).** Go to the Apple App Store or the Google Play Store from your smartphone, and search “**Red Rover K12**” and download. Use the same login credentials to access the app.

As always, if you need assistance or have any questions, please contact **HCSDRedRover** at hcsdredrover@hcsdsc.org. We believe this will be a positive change for all of us here at **Hampton County School District**.