STEP-BY-STEP: EMPOWERING STUDENTS TO MAKE E-PASSES

Save instructional time by setting the expectation that students create their own ePasses.

Student Steps

- Log in to ClassLink.
- Click on the PASS app.
- Click NOW or APPOINTMENT pass.
- Select the DEPARTING FROM staff member.
- Select the DESTINATION.
- Click SUBMIT.
- Wait for staff member approval.

Staff Steps

- Click APPROVE from your laptop.

OR

- Enter your FOUR-DIGIT code to approve on the student's device. Click your name on the pass screen to bring up the PIN entry screen.
- Your code is available under SETTINGS, located on the left side of your monitor.



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