Guide To Using The Digital Hall Pass Kiosk *with* Student Name

How To *Create* A Hall Pass

1. Select **Create Pass**
2. Type **First & Last Name** and click **Enter**
3. Confirm Your Information
4. Click **Next Step**
5. **Where Are You Going?** Click the **Location**
6. Click **Next Step**
7. Review your **Pass Summary** and click **Create Pass**
8. Your **Hall Pass** is now **Active**

How To *Complete* A Hall Pass

1. Select **Complete Pass**
2. Type **First & Last Name** and click **Enter**
3. Confirm Your Information
4. Click **Next Step**
5. Review your **Pass Summary** and click **Complete Pass**
6. Your **Hall Pass** is now **Complete**

Guide To Using The Digital Hall Pass Kiosk *with* Pikmykid ID Number

How To *Create* A Hall Pass

1. Select **Create Pass**
2. Type **Pikmykid ID Number** and click **Enter**
3. Confirm Your Information
4. Click **Next Step**
5. **Where Are You Going?** Click the **Location**
6. Click **Next Step**
7. Review your **Pass Summary** and click **Create Pass**
8. Your **Hall Pass** is now **Active**

How To *Complete* A Hall Pass

1. Select **Complete Pass**
2. Type **Pikmykid ID Number** and click **Enter**
3. Confirm Your Information
4. Click **Next Step**
5. Review your **Pass Summary** and click **Complete Pass**
6. Your **Hall Pass** is now **Complete**

Guide To Using The Digital Hall Pass Kiosk *with* Student Number

How To *Create* A Hall Pass

1. Select **Create Pass**
2. Type **# Student Number** and click **Enter**
3. Confirm Your Information
4. Click **Next Step**
5. **Where Are You Going?** Click the **Location**
6. Click **Next Step**
7. Review your **Pass Summary** and click **Create Pass**
8. Your **Hall Pass** is now **Active**

How To *Complete* A Hall Pass

1. Select **Complete Pass**
2. Type **# Student Number** and click **Enter**
3. Confirm Your Information
4. Click **Next Step**
5. Review your **Pass Summary** and click **Complete Pass**
6. Your **Hall Pass** is now **Complete**