



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**



Screen 1: "Hello, please tell us who you are"

Search field: Benny Latorja

Student: Benny Latorja (325)

Grade: 1st

Class: Swanson

Buttons: Cancel, Next Step

Screen 2: "In Benny, where are you going?"

Search Destinations: Benny

2nd Floor Boys Bathroom

2nd Floor Girls Bathroom

Clinic

Library

Buttons: Back, Next Step

Screen 3: "Here is your hall pass summary, Benny"

STUDENT: Benny Latorja

DESTINATION: 2nd Floor Boys Bathroom

DURATION: 5 minutes

EXPECTED RETURN TIME: 3:22 PM

Buttons: Back, Create Pass



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**



Screen 1: "Hello, please tell us who you are"

Search field: Benny Latorja

Student: Benny Latorja (325)

Grade: 1st

Class: Swanson

Buttons: Cancel, Next Step

Screen 2: "Here is your hall pass summary, Benny"

STUDENT: Benny Latorja

DESTINATION: 2nd Floor Boys Bathroom

DURATION: 5 minutes

EXPECTED RETURN TIME: 3:22 PM

Buttons: Back, Complete Pass





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**



Hello, please tell us who you are

1321

To filter by selected ID number, the ID needs to be 10' length.

Student	Grade	Class
Berry Location (132)	1st	Swanson

Cancel Next Step

It Berry, where are you going?

Search Destinations

2nd Floor Boys Bathroom	Room
2nd Floor Girls Bathroom	Room
Clinic	Room
Library	Room

Back Next Step

Here is your hall pass summary, Berry

STUDENT
Berry Location

DEPARTING FROM	TYPE	DESTINATION
Jane Loden	Return	2nd Floor Boys Bathroom

DURATION
5 minutes

EXPECTED RETURN TIME
3:22 PM

Back Create Pass



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**



Hello, please tell us who you are

1321

To filter by selected ID number, the ID needs to be 10' length.

Student	Grade	Class
Berry Location (132)	1st	Swanson

Cancel Next Step

Here is your hall pass summary, Berry

STUDENT
Berry Location

DEPARTING FROM	TYPE	DESTINATION
Jane Loden	Return	2nd Floor Boys Bathroom

DURATION
5 minutes

EXPECTED RETURN TIME
3:22 PM

Back Complete Pass





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**



Hello, please tell us who you are

#7936

To filter by selected ID grade the ID with the 'F' symbol.

Student	Grade	Class
Berry Lotion (327)	1st	Swanson

Cancel Next Step

Hi Berry, where are you going?

Search Destinations

Location	Type
2nd Floor Boys Bathroom	Room
2nd Floor Girls Bathroom	Room
Clinic	Room
Library	Room

Back Next Step

Here is your hall pass summary, Berry.

STUDENT
Berry Lotion

DEPARTING FROM	TYPE	DESTINATION
Jane Lotion	Return	2nd Floor Boys Bathroom

DURATION
5 minutes

EXPECTED RETURN TIME
3:22 PM

Back Create Pass



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**



Hello, please tell us who you are

#7936

To filter by selected ID grade the ID with the 'F' symbol.

Student	Grade	Class
Berry Lotion (327)	1st	Swanson

Cancel Next Step

Here is your hall pass summary, Berry.

STUDENT
Berry Lotion

DEPARTING FROM	TYPE	DESTINATION
Jane Lotion	Return	2nd Floor Boys Bathroom

DURATION
5 minutes

EXPECTED RETURN TIME
3:22 PM

Back Complete Pass

