

e-hallpass is an online system that is used to manage all pass situations. e-hallpass replaces old fashioned methods of requesting a hall pass. The system utilizes current browser technology and is easy to use. Students log into their system and make a request for a new pass by selecting the teacher they are with and indicating where they wish to go. Teacher pass approvals (PINs) are then often required when leaving/arriving at your destination.

Logging into e-hallpass

You can access e-hallpass by going to www.e-hallpass.com/login. Select the login option that applies for your school and enter your credentials.

Profile Settings



Click on "Profile" in the top right corner and do the following **IF** desired and your school has enabled text notifications and/or Kiosk functionality:

1. Enter your mobile number.
2. Select "Yes" to receive text notifications about appointment passes.
3. Enter a KIOSK Password - **ONLY if instructed to do so!**
4. Click "Submit".

More About Student1In

Student Student1In
student1@eduspairesolutions.org

Enter your Mobile Number - -

Do you want to receive text message reminders when you have an upcoming pass?
 Yes No

KIOSK Password

These options may or may not be available at your school.

Submit

Creating a Regular Student Pass

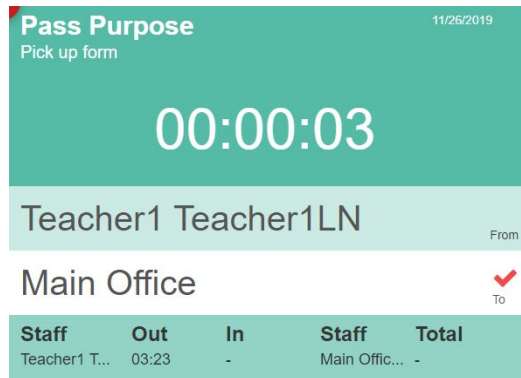
From the main "Create Pass" screen complete the fields as shown below and click "Create Pass".

The pass is created and is red, as shown below. The number in the red circle on the top left, shows the number of passes you've created that day.

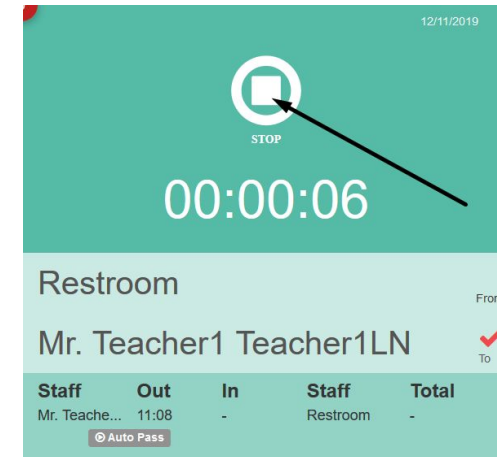
The teacher can approve the pass from their e-hallpass dashboard OR from your device, by clicking on their name / the red checkmark and entering their PIN.

Staff	Out	In	Staff	Total
Teacher1 T...	-	-	Main Offic...	-

Once approved, the pass will turn green, as shown below.



Simply click the “START” button when leaving the room. This will activate your pass and turn it green in the system, as shown below. Upon returning to the classroom, click the “STOP” button to end the pass.

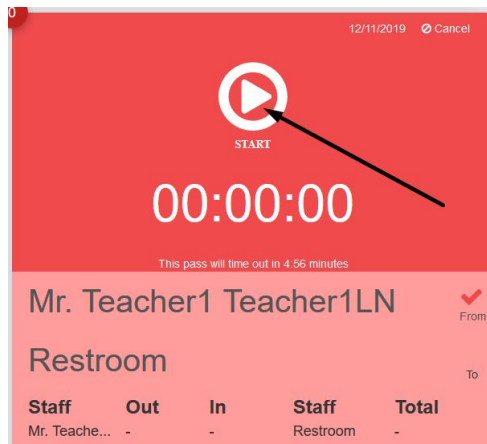


Teachers or staff members at your destination location have the same option to approve/PIN your pass from their e-hallpass dashboard or from your device.

AutoPass Overview

AutoPass is a feature that some schools/teachers may choose to use for passes to certain locations. When enabled, this allows you, the student, to start and stop your pass as you leave and return to the classroom. Please follow the rules at your school for leaving the classroom when using AutoPass.

When creating a pass, if AutoPass is enabled for the selected destination, you will see a “play” or “START” button on your red pass screen, as shown below.

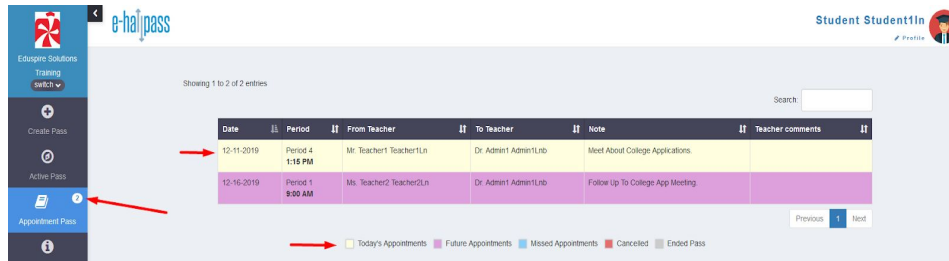


Other e-hallpass Functions

1. [Auto Check-in PIN](#) - Optional functionality that may be used by a specific office/location allowing you to enter a pin/password on the pass to say you have arrived.
2. [Receiving a Proxy Pass](#) - A Proxy Pass is when a teacher creates a pass for the student.
3. [Pass Limit and Pass Blocking](#) - An Admin may set up a pass limit to limit the number of passes you can create in a specified time period. Admins can also ‘block’ any pass creations for designated periods of time.
4. [Receiving an Out of Office \(from a Teacher\)](#) - Teachers may turn on their “Out of Office” in the system, which means you will not be able to create a pass to that teacher while they are out.
5. [Kiosk Mode \(Regular Pass\)](#) - Kiosk Mode is a form of ‘self-service’ for students to create passes at a shared device. Follow your school’s guidelines IF this is being utilized.
6. [Kiosk Mode \(AutoPass\)](#) - Please see above Kiosk and AutoPass information.
7. **Student Mobile App** - There is an Android/iOS e-hallpass app available **for students** to use, if permitted at your school.

Appointment Pass Overview & Notifications

Appointment Pass may be used by Teachers and Staff members at your school to set up future passes in order to schedule an appointment with you. You can see your appointments on the “Appointment Pass” menu option. The color legend describes what each listed appointment means. Yellow is an appointment for the current day.

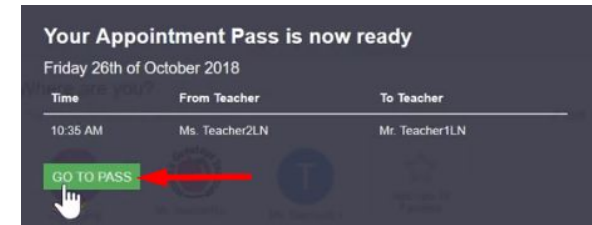


The system will send you an in-app notification at approximately 20 minutes and 5 minutes prior to the appointment time. The in-app notification looks similar to this:



Simply click “ACKNOWLEDGE” on the 20 minute notification shown above.

On the 5 minute in-app notification, click “GO TO PASS” as shown on the right.



The pass will then be created, but needs to be approved by your teacher, just like any other pass.



You may also receive email and/or text notifications regarding your Appointment Passes in e-hallpass, **IF** your school has enabled these types of notifications.

If you have any e-hallpass related questions, please follow your school's guidelines for submitting these questions.