**Quick Start Guide for Entry Admins**

**LOGIN INSTRUCTIONS**

There are two ways to login to CurbSmart:

1. **CurbSmart Mobile App:** Download the CurbSmart App from the Apple App or Google Play Stores on your mobile device or tablet. Enter your login details (below)
2. **Web browser:** Go to <https://curbsmart.net> on any internet-connected device (phone, tablet, computer, etc.). Enter your login details (below).

**LOGIN CREDENTIALS**

1. Username: your school email address (or generic entry admin account)
2. Password:

*\*Note: You can change your password after you login from the menu. Click Settings, then Change Password. Passwords must be at least 8 characters and include one capital letter, one lowercase letter, and one number.*

**DISMISSAL PROCEDURES**

1. Press the BEGIN RELEASE button at the top of the screen to start the dismissal process.
2. Enter the arriving parent’s placard number in the field, either in the QUICK ENTRY or VERIFY ENTRY tabs.
	1. QUICK ENTRY – Enter a placard into the field, and it will appear immediately in the list.
	2. VERIFY ENTRY – Enter the placard into the field, confirm the students and approved adults, then confirm entry to put the student(s) in the list.

**QUICK TIPS**

* **Search by Name:** If you need to look up a student by name, click the magnifying glass to search for the student by name.
* **All-Calls:** Use the All-Call feature to make an announcement regarding a student or change in dismissal. Swipe left on a student’s name, then press the bull horn icon, or click the Menu, then select All-Calls.
* **Undo Entry:** If you entered the wrong placard, swipe left on the student’s name, then click the trash can icon to remove the student from the list. You can re-enter the student placard later.

**BEST PRACTICES**

* Login to CurbSmart a few minutes before dismissal begins. Confirm that you see a green label at the top-center of your screen that says ‘az-connected’. If this label turns red or shows disconnected at any time, refresh your screen, or close/re-launch the mobile app.
* Keep CurbSmart open and in front throughout dismissal. Turn off any screensavers so that CurbSmart is open and available throughout dismissal.
* Logout of CurbSmart at the end of dismissal by clicking the menu (top-right), then Logout at the bottom.
* Stay updated on the latest version: To check for updates, if using the CurbSmart mobile app, visit the App Store or Google Play Store. If using the web browser, simply refresh your screen.

[Insert procedures on who teachers should contact at the school for assistance with CurbSmart.]