**Quick Start Guide for Inside 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
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 [REVIEW AND UPDATE WITH SCHOOL SPECIFIC INSTRUCTIONS AS NEEDED]**

1. Before dismissal begins, you’ll see this message at the top of your screen: “The Release Process has not started yet.” This message disappears when one of your Entry Admin users begins the release process in CurbSmart.
2. Depending on your school’s setup, students may appear immediately on your screen once dismissal starts. [Insert school specific instructions on when teachers should release these students. For example, students who are walking home should be released at [insert time]].
3. Once dismissal begins, you’ll see students appear on your screen as they are entered into CurbSmart. Depending on your school’s setup, you may see information about their release location. Take note of this information and communicate these details to each student before you release them.
4. Press the ‘Release’ button as students leave the room. Tell the students to “walk with purpose” to their designated release area.

**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.

**ADDITIONAL TIPS**

* If you see **a red flashing MOVE button** next to the student’s name, it means the student’s pickup type is changing. Click the MOVE button and you’ll see a message to inform you of the change. Then, you can click RELEASE to release the student to their dismissal location.
* **All Calls** appear as a red banner at the top of the screen and can be used to share important announcements regarding a student or dismissal.
* You can swipe left on a student’s name, then click the **Mark Student Absent** (Person Icon) if a student appears on your screen that is absent or already checked out.

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