

#### Adding/Deleting Authorized Drivers

If anyone other than a child's parent/legal guardian is going to pick them up at school, that information needs to be entered in SchoolPass.

IMPORTANT- If another OLPS parent will be picking up your child(ren), please DO NOT enter them as a driver on your account. (Use the Moving to Another Carpool procedure instead.)

Note: Only one parent has access to the Add Driver button. If you log in and don't have access on your account, you can ask the other parent/guardian on your account to add this information, or you can email cole\_j@promptsuccor.org and we will happily add the driver in for you manually.

To add non-OLPS parent drivers (i.e. nanny, babysitter, grandparent, etc.) to your account:

1. Click on Drivers on the bottom right-hand side of the SchoolPass app.



2. All drivers included on your account will display.

#### Our Lady of Prompt Succor Catholic School 318.487.1862 420 21st Street Alexandria, LA 71301 www.promptsuccor.org



To add a new driver, click the blue Add Driver button.

8:45 1	-( <b>†</b>
Drivers	
PARENTS & DRIVERS	
Parent Name	
Parent Name	
Authorized Drive	er Name
	Add Driver
CARPOOL & PICKUP AREAS	
Carpool Name Drivers	
Students J	
V Calendar	Profile

3. Fill in all required contact fields (\*) and click Add Driver.

Important: DO NOT enter an email address for a driver, unless you want this person to have access to submit the Wellness Check for your child(ren).

a) In order to log into SchoolPass, the driver would need to follow the reset password instructions.

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b ) If you enter the email address for a driver and move the slider to Opt-In for email, this driver will receive an email notification any time a change is made to your child(ren)'s SchoolPass account.

RSONAL DETAILS	
First Name *	Larry
Last Name *	Laurence
Home Phone	Enter Home Phone
Cell Phone *	8187824001
Relationship *	Nanny
Email	Optional
Email Opt-out	

4. Added drivers will now show on your driver screen.

Drivers	
0	
Larry Laurence Hanny	*
	Add Driver
Carpool Name Drivers	
Students	Larry Laurence 🛩

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To delete non-OLPS parent drivers on your account:

1. Click on Drivers on the bottom right-hand side of the SchoolPass app.



2. Click on the name of the driver you wish to delete.

Drivers	
Larry Laurence	*
	Add Driver

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3. Click on the red Delete Driver button.

4	DRIVER	Cance
(	$\mathcal{G}$	
PERSONAL DETAILS		
First Name *		Larry
Last Name *		Laurence
Home Phone	Enter He	ome Phone
Cell Phone *		8187824001
Relationship *		Nanny
Email	182883625	S@noemail
Email Opt-out		
		*
	ulate Driver	

4. Click the red Yes button to confirm you want this driver deleted from your account.



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