# 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.

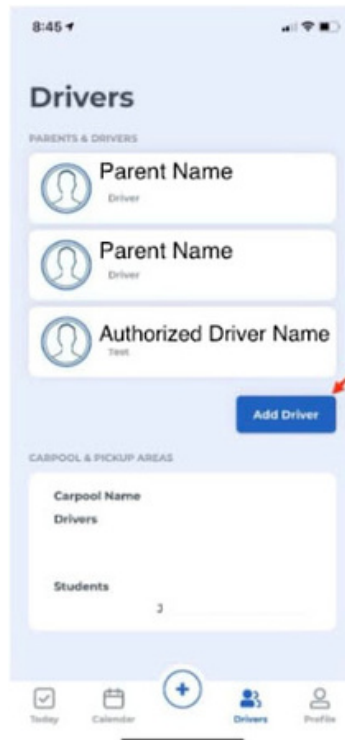To add non–OLPS parent drivers (i.e. nanny, babysitter, grandparent, etc.) to your account:

1. Click on Drivers on the bottom right–hand side of the SchoolPass app.
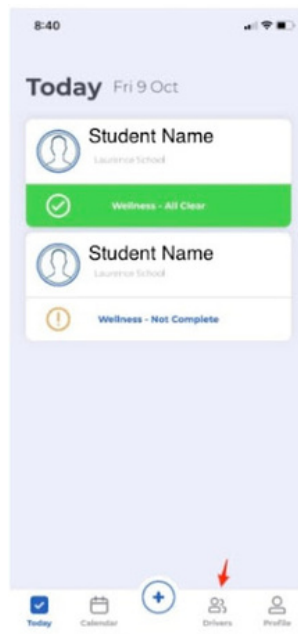
2. All drivers included on your account will display.

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

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.

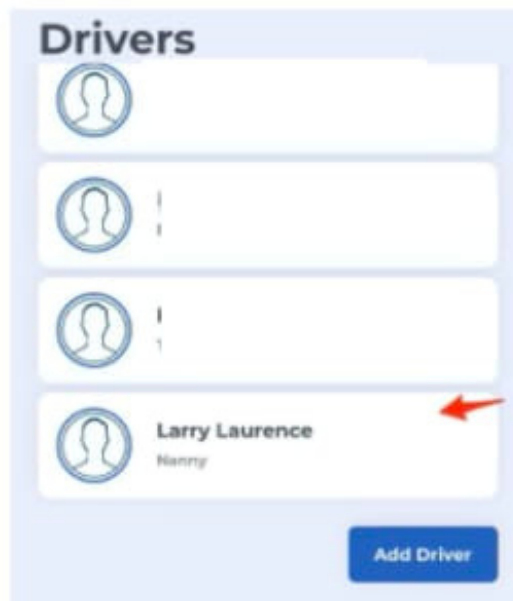4. Added drivers will now show on your driver screen.

To delete non-OLPS parent drivers on your account:

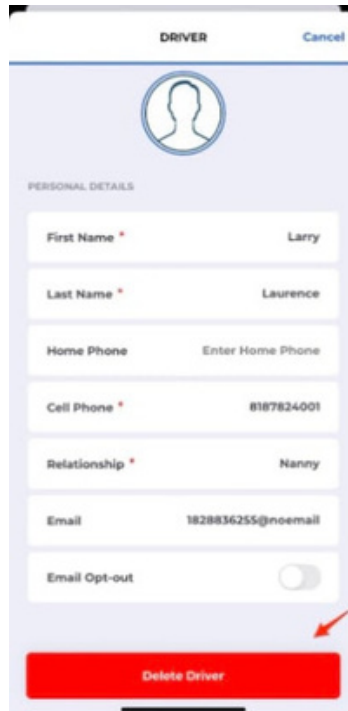1. Click on Drivers on the bottom right-hand side of the SchoolPass app.
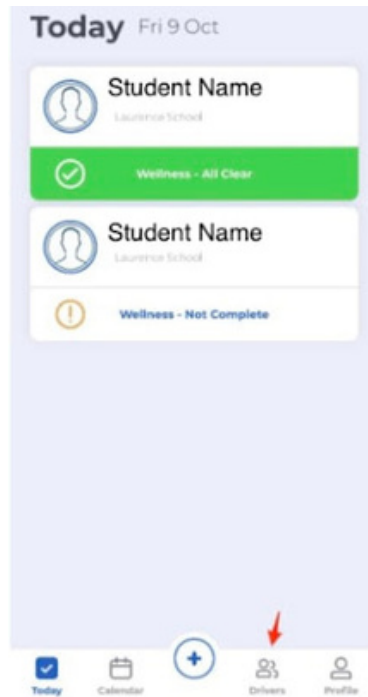
2. Click on the name of the driver you wish to delete.

3. Click on the red Delete Driver button.

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

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