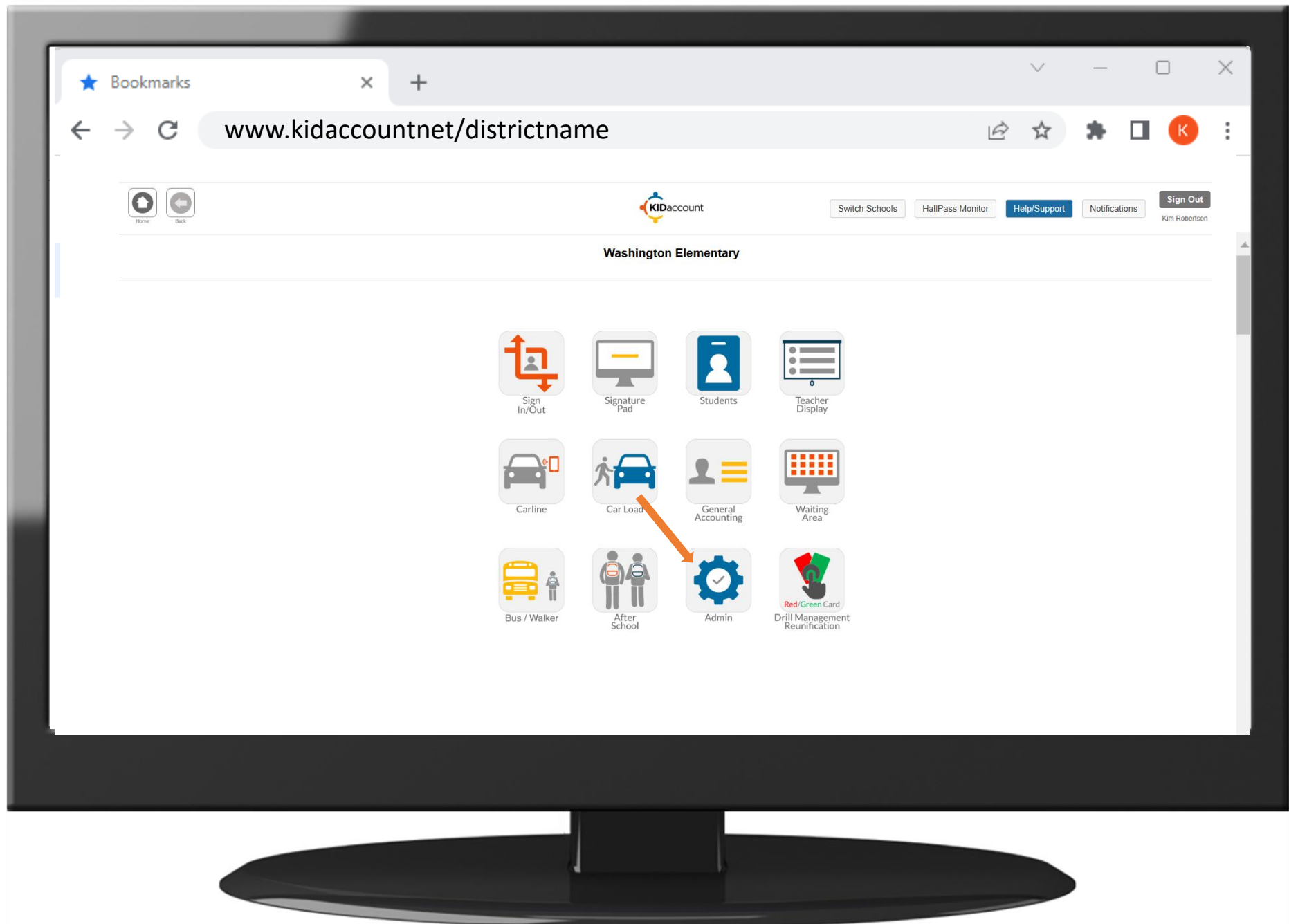


# User Guide

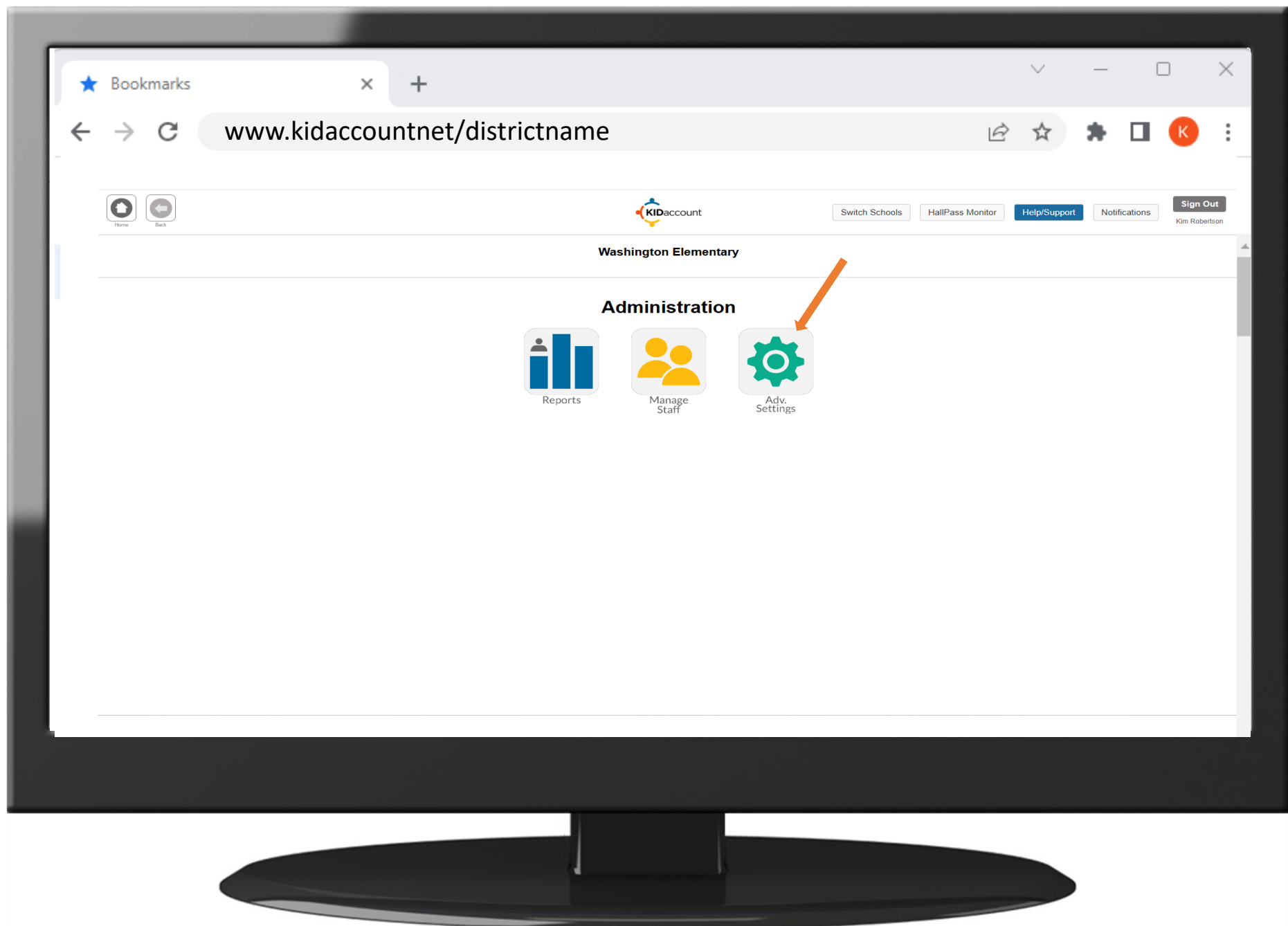


## Setting Up Text Notifications

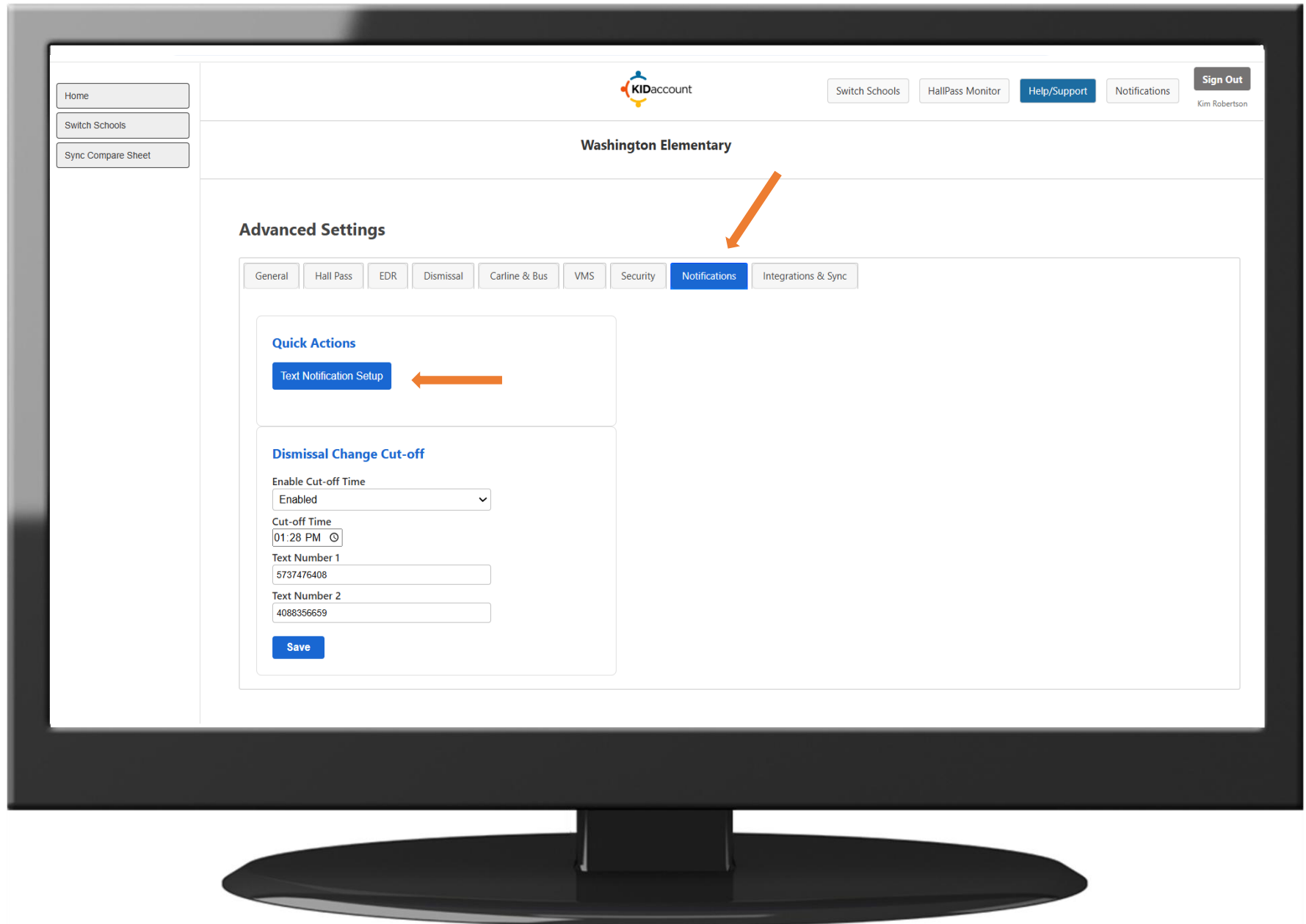
From the Homepage, click on the Admin Tab



Next, click on the Advanced Settings button.



Select the Notifications Tab and click the “Text Notification Setup” button



Text notifications for HallPass, Visitor Management Sex Offense Screening Alerts, and Carline Banned Contact Alerts are all managed from this area.

The screenshot shows the KIDaccount interface for Washington Elementary. The top navigation bar includes the KIDaccount logo, a 'Switch Schools' button, a 'Help/Support' button, and a 'Sign Out' button for user Kim Robertson. The main content area is titled 'Washington Elementary' and features a 'Text Notifications' section on the left and an 'Add New User' form on the right. The 'Text Notifications' section explains that users in the list receive text messages based on notification types (Car, VMS, HP) and provides examples: a banned parent trying to pick up a student and a hall pass issued to a student needing supervision. Below this is a table with columns for Name, Number, Types, Hall Pass Overdue, Grades, and Actions. The 'Add New User' form on the right includes fields for Name and Phone Number (111-222-3333), a checkbox for 'Receives Overdue Text Alerts', a 'Notification Type' dropdown menu set to 'Hall Pass', and an 'Add User' button. Three blue arrows point from the 'Add New User' form fields to the 'Text Notifications' section.

**KIDaccount**

Switch Schools Help/Support Sign Out  
Kim Robertson

**Washington Elementary**

### Text Notifications

The users located in the list below receive text messages when certain conditions are met based on the notification type they are signed up for. A new user will need to be created for each notification type (Car, VMS, HP).

**Examples:**

- A banned parent is trying to pick up a student.
- A hall pass has been issued to a student who needs supervision.

Name	Number	Types	Hall Pass Overdue	Grades	Actions
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### Add New User

Name:

Phone Number:

☐ **Receives Overdue Text Alerts**  
Check this box if the user should receive text notifications when a hall pass is overdue.

Notification Type:

**Add User**

**THANK YOU**

