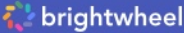KA HANA PONO

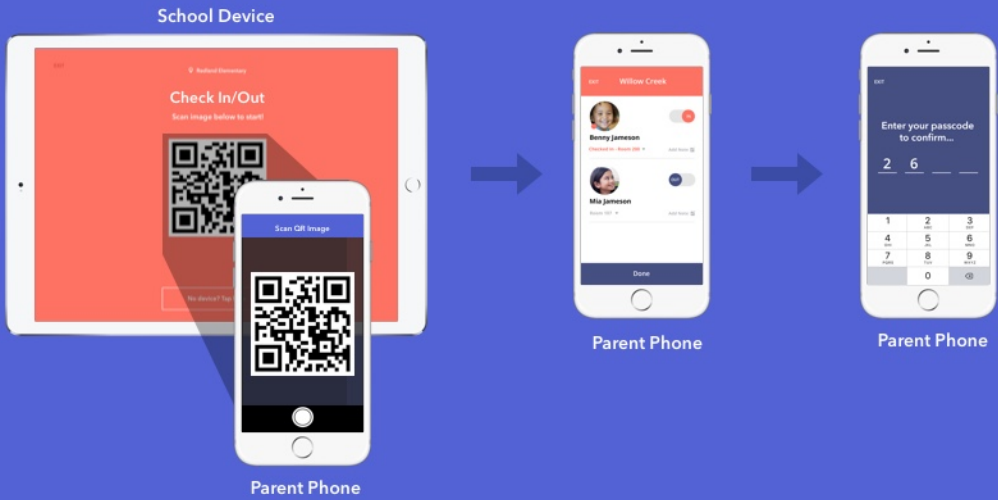## NEW CHECK-IN / CHECK-OUT PROCESS USING BRIGHTWHEEL

Starting on Monday Feb 8th parents, guardians and pre-authorized persons can use quick scan to check-their children in quickly using their cellular phone and by scanning a a printed QR code at the front door of the school.

- **How does it work?** Each school is assigned with a unique QR Image. Parents/Guardians will select Check-In/Out from their app on their phone and scan the image. They will then be prompted for their Check-In Code to complete the in/out.
- Your checkin/out code is in your Brightwheel Account (you should be able to see the code for all authorized persons on your childs account).   Every user with a Brightwheel account has a check-in code assigned to them upon the account's creation.   These codes can be modified by the user and should not be shared.

- **What if a parent forgets or doesn't have a smartphone?** No problem, we will always be able to switch over to traditional check-in on paper.

Here is where you find your checkin/out code:

1. Log into the brightwheel mobile app
2. Choose the three horizontal lines in the top-left hand corner
3. Choose **Edit Profile** under your profile picture
4. Then scroll to the bottom to see your **Check-in Code**

Customize Your Check-in Code

It is vital that you use your own check-in code to ensure proper record keeping. In the attempt to make this easier, brightwheel allows you to customize your check-in code at any time. Here's how to do this from your profile in the app

1. Tap the **Edit** icon next your check-in code
2. You will see a red-orange screen with your current code displayed
3. Enter a new 4-digit code
4. If your code matches that of another staff or parent, a warning message will be shown, you can still save and use that code but it is not recommended becuase if your check-in code is not unique, you will be required to enter the last four digits of your phone number to verify your account every time before completing a check-in or check-out
5. Once you enter a unique code, tap the **Save** button

Can a parent use their check-in code if they have not activated their brightwheel account?
Yes! If a parent has not activated their account, a staff member can look up their check-in code online and it will work the same.

Additional Approved Pickup Persons
If you have additional people you would like to authorize to pickup and/or dropoff your child - please add them as "Approved Pickup Persons" in your Brightwheel Account - each person will need to create a unique checkin/out code.