

SCHOOL DISMISSAL MANAGER Registration

1. Check your inbox or junk mail for the Welcome Letter.

 Tue 10/6/2020 10:00 AM
North Heights Elementary <info@schooldismissalmanager.com>
North Heights Elementary Parent Instructions & Details for School Dismissal Manager

To Rivas, Melissa

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[Outlook Meeting Organizer](#) [Unsubscribe](#) [+ Get more](#)

[View this message in your browser](#)



Get Started Today! [Click here](#) to log in and set up your password.
Username: melissa.rivas@sfd-r-cisd.org / Password: 28XXXX

You will enter your username and password on the website.

North Heights Elementary

Dear Parent,

Welcome to School Dismissal Manager! Using School Dismissal Manager with your desktop or smartphone browser, you can quickly and easily update instructions when your child's dismissal needs to be changed. School Dismissal Manager notifies the school of your updates so that, effective Tuesday, September 29th, 2020, it is no longer necessary for you to phone the school, send notes, or send an email to

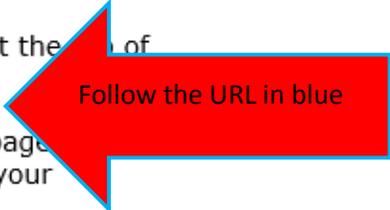
2. Read and review the email. Then scroll to the website URL.

When creating an exception for the current day, please note that the cut-off time is 2:00 PM. After the cut-off time you will need to call the school office to make any changes for the current day.

We will be utilizing FastLane for our Carline (K-2) & Carline (3-5) dismissals. Please know there will be a series of questions asked when setting up your student's FastLane dismissal. It is best to select Any Parent of <student's name> for your family's pick person so that all members will have their Parent PIN number accessible on the day of pickup should that pickup person change last minute. Click [here](#) for more information.

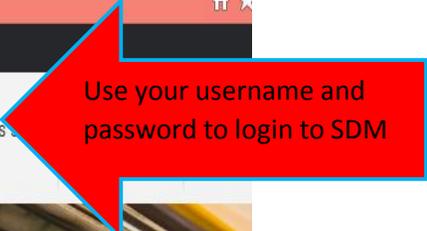
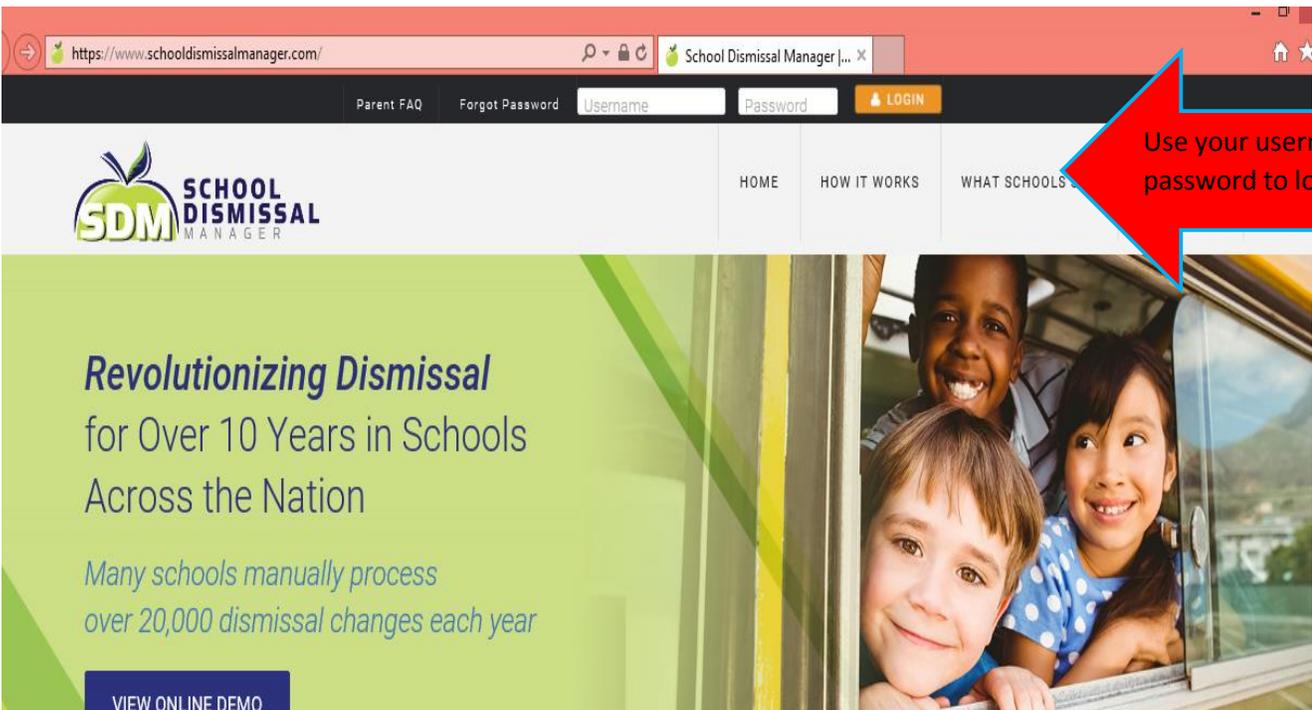
Here are a few Fast Facts that you will need to know for getting started:

1. Parents have been issued a username and temporary password at the end of this email. Please use these to login to SDM at www.schooldismissalmanager.com.
2. The Parent Login area is found at the top right of the SDM homepage.
3. When you login for the first time, you will be required to change your password immediately.
4. Please refer to the [Parent Guide for Creating Exceptions](#) for details on how to use the system.
5. As you begin to use School Dismissal Manager, if you have questions, please



Follow the URL in blue

3. Login to SDM using your username and password.



Use your username and password to login to SDM

4. Create a new password.



Password Reset

Please enter a new password for your new account. This is only required on your first login to School Dismissal Manager.

New Password:

Re-enter Password:

Passwords must contain at least one numeral or one of the extended characters !@#%*&*()

Set Password



5. Choose a default option under Set/View Defaults; to add a parent choose Add View Only Parent

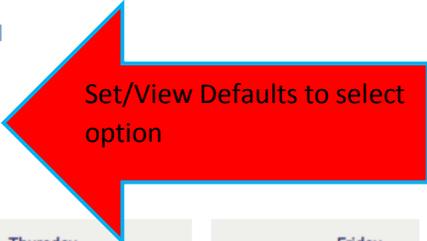


Home Preferences Default Dismissals Recurring Dismissal Instructions Help Get Started Logout

MELISSA O RIVAS – Dismissal Calendar

Click on a calendar day to set dismissal exception(s) for that day
Changes for Today's Dismissal Allowed Until 2:00:00 PM

SET/VIEW DEFAULTS ADD VIEW ONLY PARENT



Monday 5 Default Unassigned	Tuesday 6 Default Unassigned	Wednesday 7 Default Unassigned	Thursday 8 Default Unassigned	Friday 9 Unassigned
Monday 12	Tuesday 13	Wednesday 14	Thursday 15	Friday 16

6. Choose the default option that suits your family's needs.

SCHOOL dismissal MANAGER

Student Name: Melissa Rivas

Default Dismissals: **UNASSIGNED**

Dismissal Options:

- Update Default Dismissal
- Update Weekday Default Dismissals

Back to Calendar

Monday 5

Friday 9

Select update **default dismissal** or use the **Weekday Default calendar** if it changes daily.

SCHOOL dismissal MANAGER

Default Dismissal Instructions (Melissa Rivas)

Current Default Instruction: Unassigned

Update Default Dismissal

Dismissal Instruction: Car Line (K-2)

Who is picking up your child?

- Yourself / Another parent in your family that is registered with SDM
- Someone Else

Update Default Dismissal

Cancel

Back to Calendar

Monday 5

Friday 9

Monday 12

Friday 16

Once you select the default and person picking up your child, click Update Default Dismissal.



Home Preferences De

Weekday Default Dismissals (Melissa Rivas)

Day of Week	Default Dismissal	Note
Monday	Unassigned	EDIT
Tuesday	Unassigned	EDIT
Wednesday	Unassigned	EDIT
Thursday	Unassigned	EDIT
Friday	Unassigned	EDIT

Cancel

Back to Calendar

North Heights Elementary

Monday
5
Default
Melissa Unassigned

Friday
9
Default
Melissa Unassigned

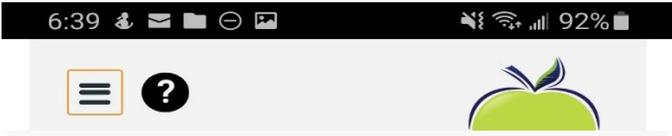
Monday
12
Default
Melissa Unassigned

Friday
16
Default
Melissa Unassigned

Accessing your FastLane Security Code on the APP:

***Only if your kids are assigned to Car Line (K-2) or Car Line (3-5)**

Use your email and password to Login.



Default Dismissal Settings (Melissa Rivas)

Current Default Instruction
Walker

Dismissal Instruction:

Car Line (K-2) ▼

This student's parent(s) are not in the FastLane database. Please contact school for assignment.

Select the parent that is picking up your child:

▼

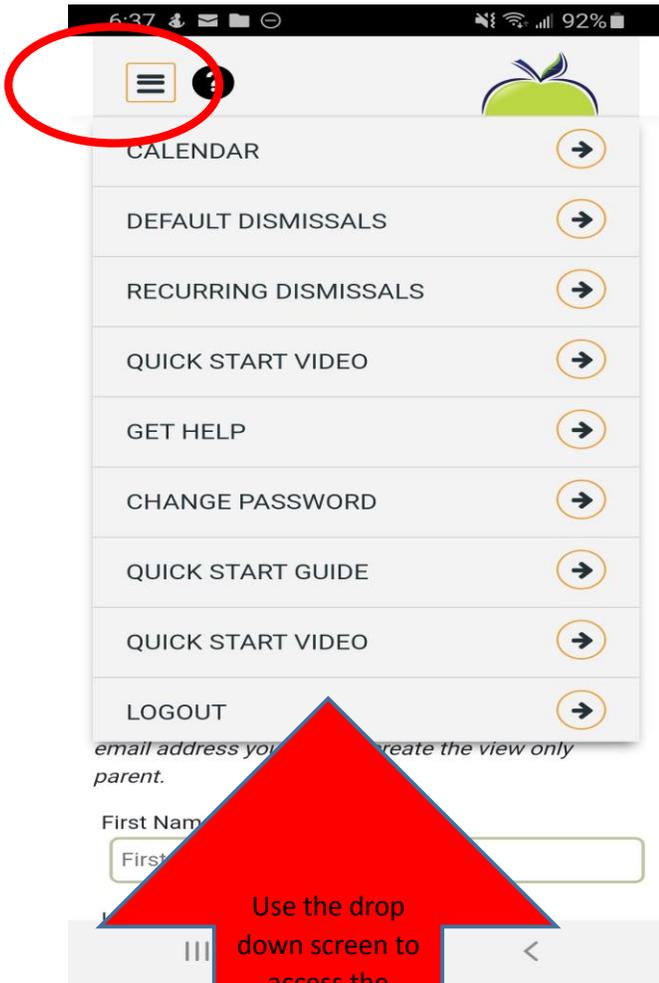
« Back

Update Default Dismissal

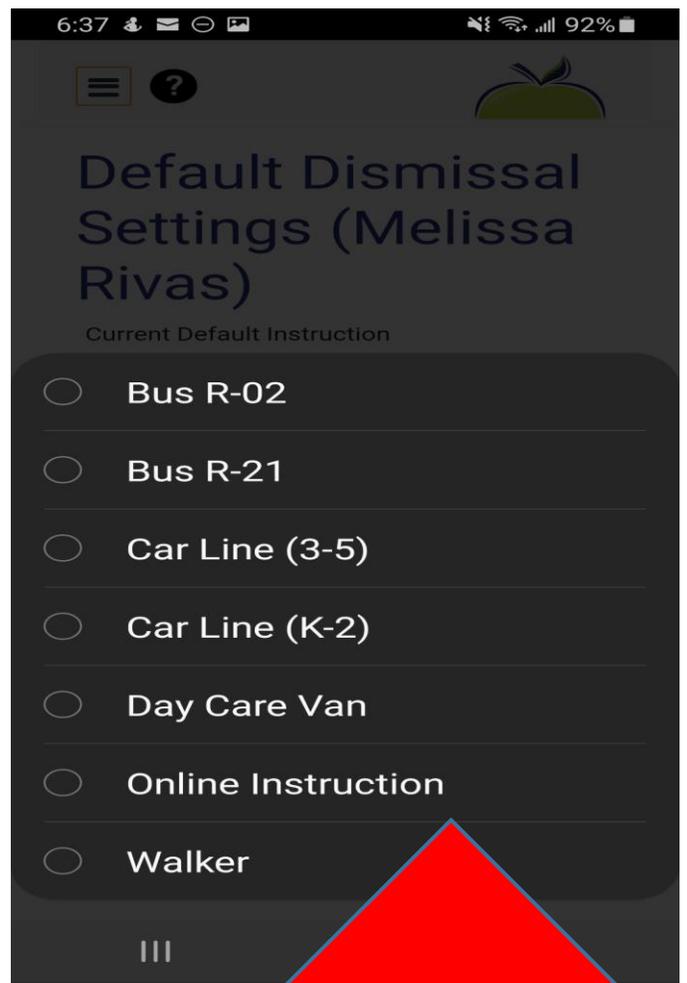
Cancel

Back to Calendar





Use the drop down screen to access the features. Information videos are available here.d



After clicking on Default Dismissals, choose how your child will be getting home.



Default Dismissal Settings

Melissa Rivas Walker

Update Default Dismissal

Update Weekday Default Dismissals

Back to Calendar

Choose Update Default Dismissal if the method of dismissal is the same every day. Choose Update Weekday Default Dismissal if it changes.



Default Dismissal Settings (Melissa Rivas)

Current Default Instruction Walker

Dismissal Instruction:

Car Line (K-2)

Who is picking up your child?

- Yourself / Another parent in your family that is registered with SDM
- Someone Else

Update Default Dismissal

Cancel

Back to Calendar

Next, choose the dismissal instruction and select who is picking up your child. Then press the blue button to UPDATE the information.

IMPORTANT!!! If your child is in 3rd-5th but has a younger sibling, you would choose Car Line (K-2).



MELISSA O RIVAS - Dismissal Calendar

MON 5 Default	TUE 6 Default	WED 7 Default	THU 8 Default	FRI 9 Default
MON 12 Default	TUE 13 Default	WED 14 Default	THU 15 Default	FRI 16 Default

Parent #: 12 ~~XXXXXX~~

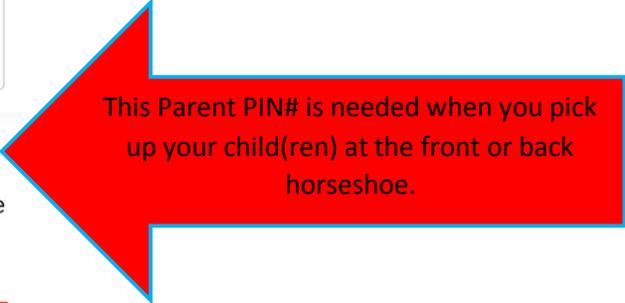
Protect this number like a PIN; it identifies you as the person picking up.

Changes for Today's Dismissal Allowed Until 2:00 PM

Choose a day above or [choose a future date](#).
[View all upcoming exceptions](#)

Today's Dismissals Thursday, October 8th

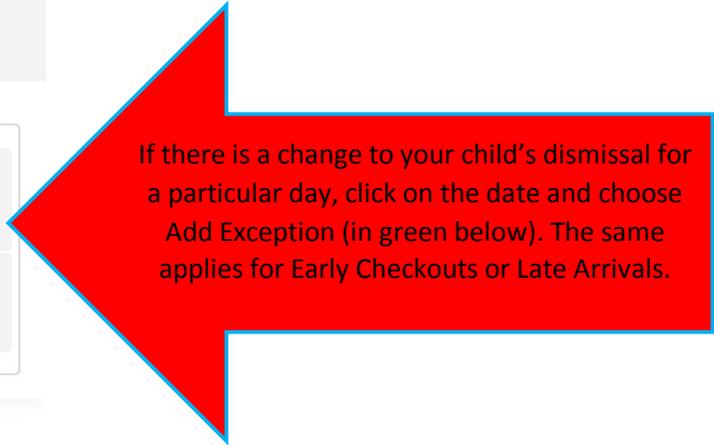
Melissa Rivas - Walker





MELISSA O RIVAS - Dismissal Calendar

MON 5 Default	TUE 6 Default	WED 7 Default	THU 8 Default	FRI 9 Default
MON 12 Default	TUE 13 Default	WED 14 Default	THU 15 Default	FRI 16 Default



Parent #: 1 [redacted]

Protect this number like a PIN; it identifies you as the person picking up.

[« Back to Calendar Summary](#)

Thursday, October 8th

Melissa Rivas Add Exception

Walker -

Add Late Arrival

Add Leaving Early, Coming Back

Back to Calendar