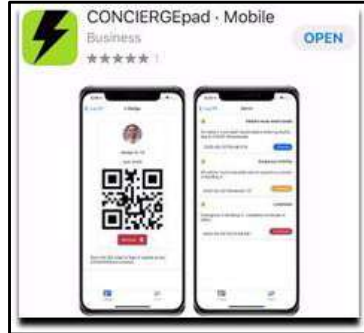# Quick Reference Card   ConciergePad Mobile APP – Account Set up
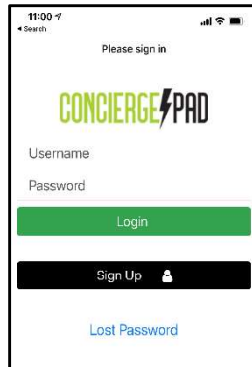
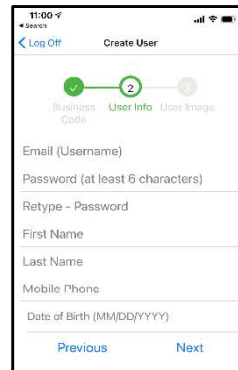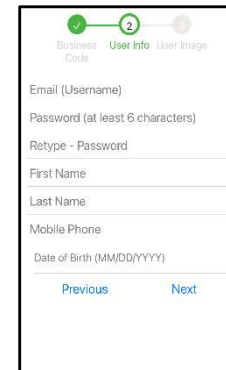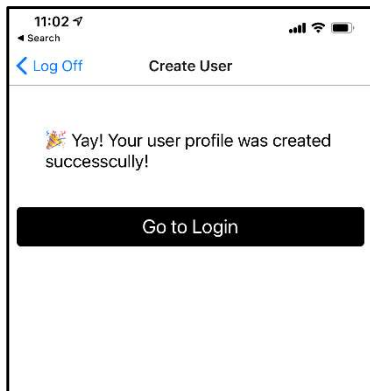| 1.Download ConciergePad Mobile APP	2. Register for an Account. Register on APP	3. Take a picture. Turn camera permissions and notifications on. Click Submit.
DOWNLOAD APP	**SIGN UP ON THE APP** **ENTER BUSINESS CODE: OLO** **ENTER PARENT INFORMATION**	
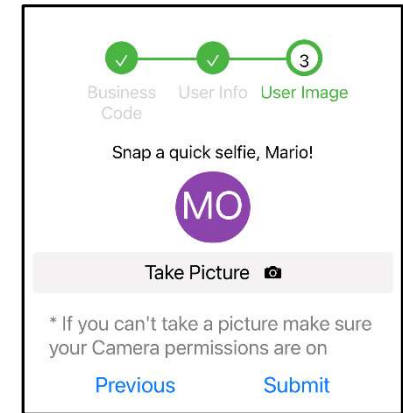
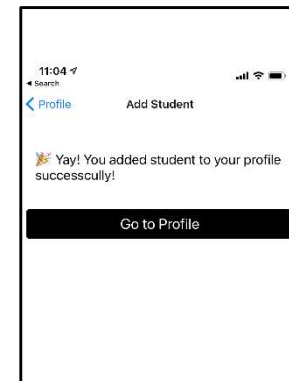## 4. Manage Your Account

LOG IN WITH USER NAME AND PASSWORD

ADD STUDENT

ENTER STUDENT ID (can be found in PlusPortals under demographics) ENTER DATE OF BIRTH and CLICK SUBMIT
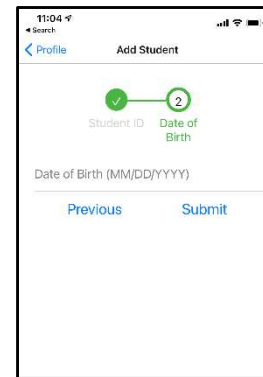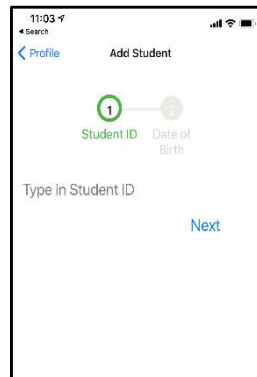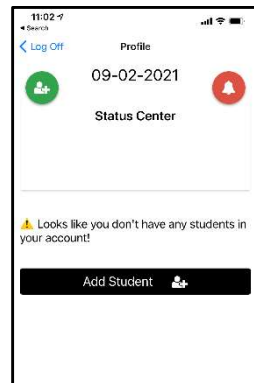
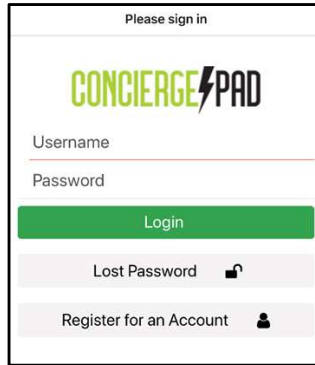**STUDENT HAS BEEN ADDED TO PROFILE**

Quick Reference Card   ConciergePad Mobile APP – Early Release - Student Pick UP

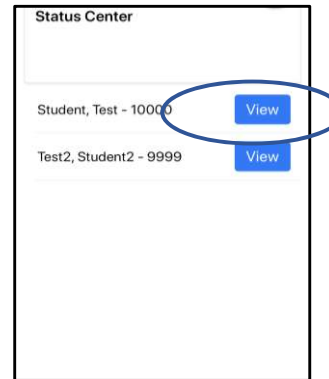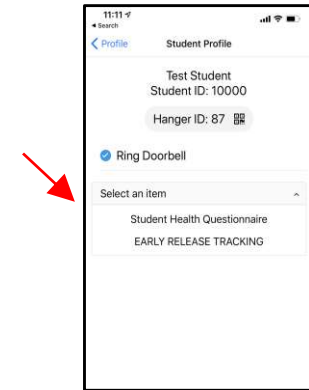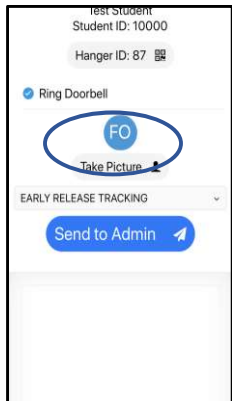|		
Upon arriving on campus, remain in your car. Access the ConciergePad - Mobile APP 	**Log In** **LOG IN TO APP** **CLICK VIEW FOR THE STUDENT THAT YOU ARE PICKING UP** 	**SELECT EARLY RELEASE TRACKING FROM THE DROP DOWN**

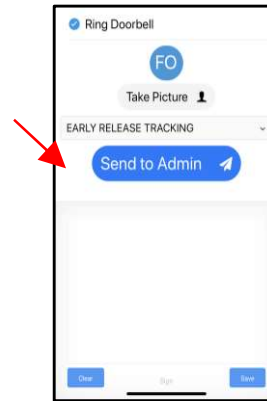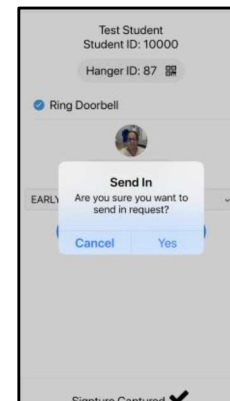|			
TAKE YOUR PICTURE 	**INPUT SIGNATURE IN GREY BOX AND CLICK SAVE** 	**CLICK SEND TO ADMIN** 	**CONFIRM YOUR RESPONSE**
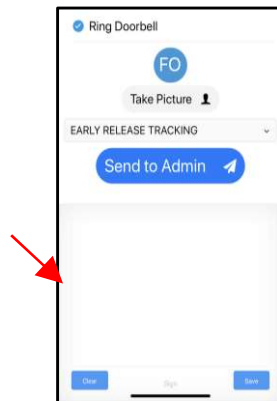
- After completing the steps, the school office will be notified.

- Wait in the car until you receive notification from school staff. ==Notifications must be enabled on the app for you to receive notifications.==

- At which time, proceed to school office doors to meet your child.