

# Curb Smart™

## Parent Account Setup Guide

Welcome to CurbSmart – we’re excited for your school to begin using this tool to manage the dismissal process. This guide includes the information you’ll need to set up an account, add authorized family members and guardians, make ride changes, and view your student’s dismissal history.



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**CREATING YOUR CURBSMART ACCOUNT**

- 1) In your browser enter the URL [www.curbsmart.net](http://www.curbsmart.net) and click on **CREATE AN ACCOUNT**.
- 2) Enter your **First Name**, **Last Name**, **Email**, **Username** (your email address will automatically fill the username field, but can be changed if desired) and **Password** (your password must be at least 8 characters and contain 1 upper case letter, 1 lower case letter and 1 number). You may also enter your **Relation** to your student and **Contact Number** if desired.
- 3) Next, enter the School Code (####) and Placard Number (provided by the school).

Great Hearts Northern Oaks  
**School Code = 4783**

\* First Name: Jane  
\* Last Name: Doe  
\* Email: jdoe@curbsmart.net  
\* Username: jdoe@curbsmart.net  
\* Password: .....  
Relation: |  
Contact Number: (999) 999-9999  
\* School Code [Where can I find this?](#)  
\* Placard Number [Where can I find this?](#)  
By clicking **Create Account** below you agree to the [Terms of Use](#)  
**Create Account**  
Have an Account? [Log In](#)

- 4) After entering the necessary information click **Create Account** and you should receive a 'Success' message. Note: If you're the first parent to create an account for this placard number, you're considered to be the Account Admin.
- 5) Login to your account using the username and password you created.

\*CurbSmart is available through your phone's browser (such as Google Chrome or Safari) or can you download the APP through the App Store or Google Play Store.



**MANAGING YOUR CURBSMART ACCOUNT**

Once you create your account, your students are linked to your account through the placard number that the school provided, and you will be designated as the Account Admin on that placard.

**Basic Information**

Complete the details of your account on this screen. This information is helpful for school administrators to use to confirm your account in the event you don't have your placard number when you pull up in the car line. You can also add vehicle information for each authorized adult on your account.

**Curb Smart PARENT SETTINGS** Tina Support Contact

Basic Information | My Students | Parents/Guardians | Other Adults | History

**Account Information** [Change Password](#)

\* First Name: Tina | \* Last Name: Johnson  
 \* Email: tinajohnson@curbsmartdemo.com | \* Username: tinajohnson@curbsmartdemo.com  
 Contact Number: (565) 664-5545 | \* Relation: Mom  
 Street Address: 15 Sutherland Ave  
 City: Douglasville | State: Georgia | Zip: 30012

**My Vehicles**  
 All vehicles that will be used to pick up your children should be added here.

- Tina Johnson, mom  
2016 Dodge Caravan, Blue
- Tina Johnson, mom  
2014 Toyota Camry, Red

[+ Add a Vehicle](#)

**Notification Settings**  
 You can choose to be notified by email message when your children are picked up from school.  
 Notify me by email message when my students are picked up.

**Placard Information**  
 Your placard should be visibly hung from your rear-view mirror when your student is picked up from school.  
 #101

**My Students**

You'll see your students listed on this page. You can upload a picture of your students to easily identify them, and you can also adjust their 'pickup type', or their way home from school.

**Curb Smart PARENT SETTINGS** Tina Support Contact

Basic Information | My Students | Parents/Guardians | Other Adults | History

**My Students**

- Tammy Johnson 122504  
8 years old, 07/01/2012, 3 grade  
[Change Pickup Type](#)
- Tallie Johnson 122554  
7 years old, 03/01/2015, 2 grade  
[Change Pickup Type](#)

**Search & Add a Student to Your Account**

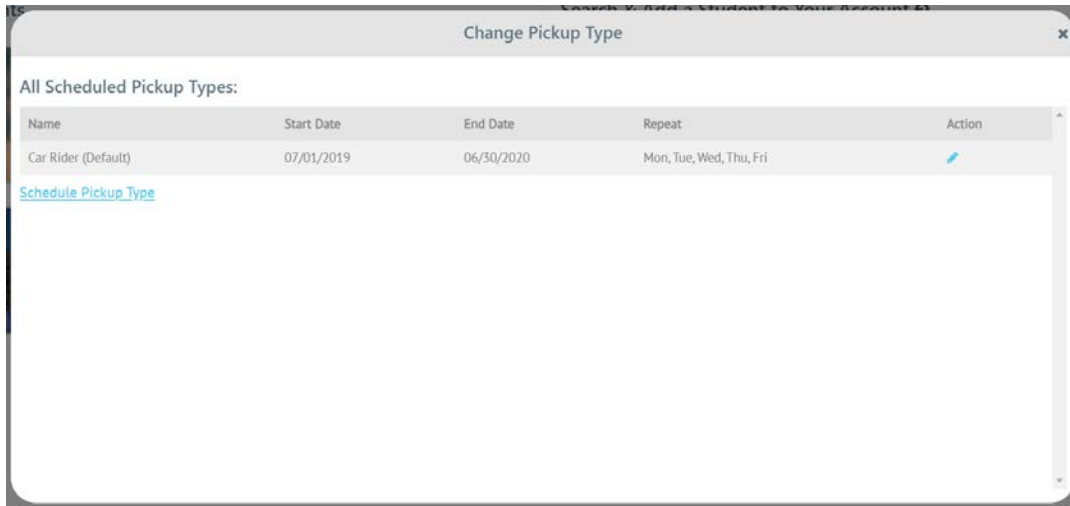
Enter student's ID

--no data found--

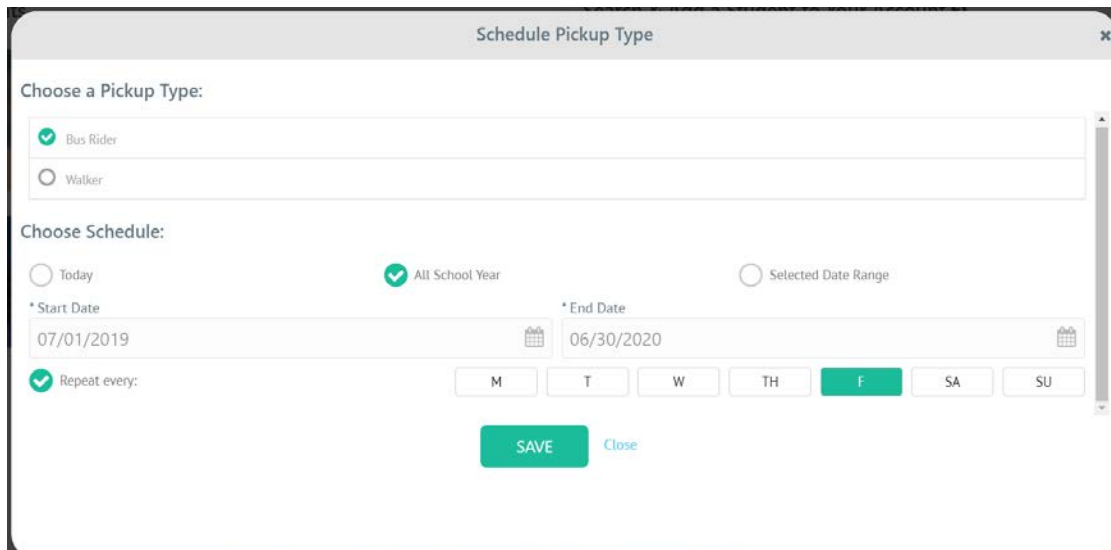
**Changing the Student’s Pickup Type, or Way Home**

Click the ‘Change Pickup Type’ link below each student to see their default method for going home. Note that your school may be using CurbSmart to only manage car riders; if this is the case, you won’t have any other options for pickup type, and you can disregard this option.

To change the default pickup type, or way home, click the blue pencil icon in the Action column.



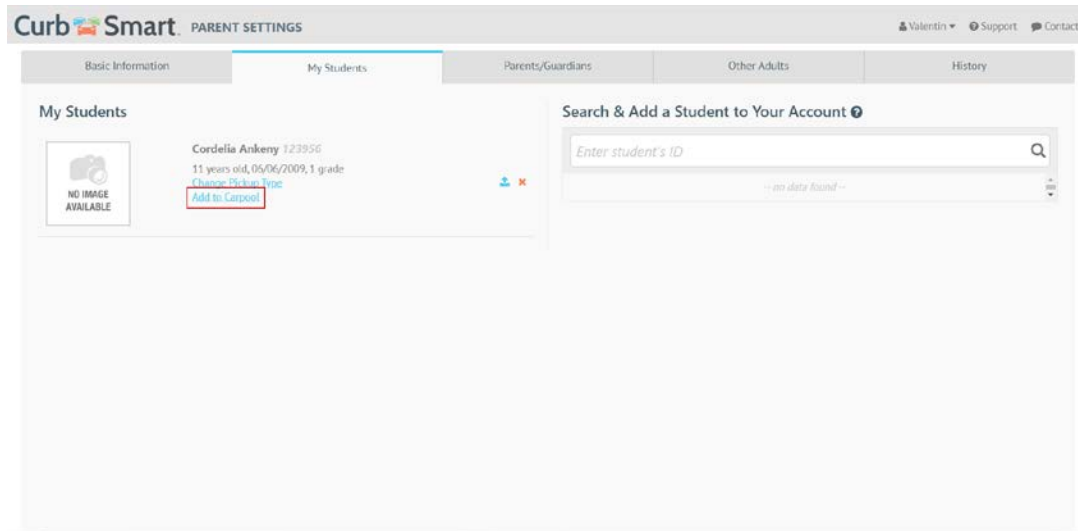
If you’d like to change your student’s pickup type for a specific day or on a scheduled basis, then you can use the ‘Schedule Pickup Type’ link. This allows you to assign an alternate way home for your student for today, all school year, or a date range. Note that if you choose All School Year or Selected Date Range, you can choose the days that this pickup type change occurs. For example, if your student is normally a Car Rider, but rides home on the bus on Fridays, you can set All School Year and choose Friday in the Repeat Every option.



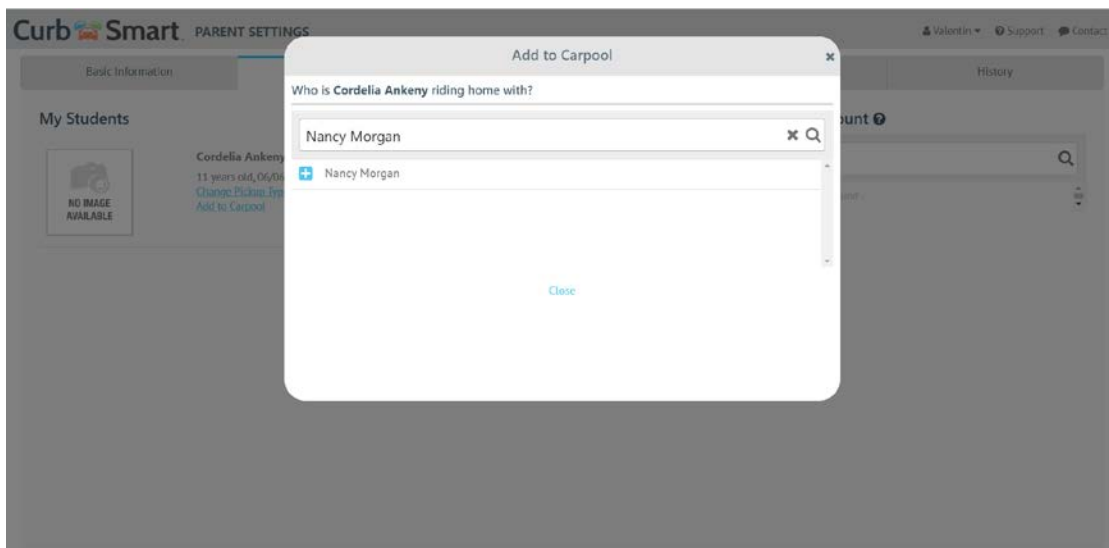
## Carpools

If your student(s) will be going home with a friend or in a carpool, you can set that up in the My Students tab.

In each student's section, you'll see a link 'Add to Carpool'.



Click this link, and you'll be asked who your student will be riding home with. Enter the name of the student and search. Select the student from the matching names below.



Next, select when your student will be riding home with the other student. You can choose Today only, All School Year if the student is **always** going home in this carpool, or Selected Date Range if your student is going home in a carpool on a specific date in the future or on a recurring basis (i.e. every Thursday).

For example, if your student rides home with this same carpool every Thursday, choose 'Selected Date Range', set the start and end dates, and choose Thursday as the repeating day.

The 'When?' dialog box is titled 'When?' and contains the following elements:

- Question: "Select the date when **Cordelia Ankeny** will be riding with **Nancy Morgan** ?"
- Radio buttons:  Today,  All School Year,  Selected Date Range
- \* Start Date: 03/03/2020 (with a calendar icon)
- \* End Date: 05/03/2020 (with a calendar icon)
- Repeat every:  M  T  W  TH  F  SA  SU
- Buttons: **SAVE** (green), [Close](#) (blue)

Click Save to save your changes, and the carpool is successfully set up. Now, when the placard number of the carpool is entered during release, it will include your student as well.

If you need to modify or remove a carpool, go to the Other Adults tab. This tab will show the names and information of the other adults who you've given access to pick up your student from school.

## Parents/Guardians

You can add other parents/guardians to your account in the Parent/Guardian tab. Parents/guardians include any person who always has permission to pick up your children from school (i.e. grandparents, aunts, uncles, etc.).

The 'Parents/Guardians' tab in the 'PARENT SETTINGS' interface shows the following:

- Navigation tabs: Basic Information, My Students, **Parents/Guardians**, Other Adults, History
- Section: **Parents/Guardians, Placard #101**
- Profile 1: Tina Johnson, Mom. Address: 15 Sutherland Ave Douglasville Georgia 30012. Phone: (555) 664-5545. Email: tinajohnson@curbsmartdemo.com. Role: Account Admin. Links: [Set as Default](#), [Pickup](#).
- Profile 2: Erick Johnson, Father. Phone: (555) 455-5455. Links: [Set as Default](#), [Pickup](#), [Set Permissions](#).
- Button: [+ Add a Parent/Guardian](#)
- Form: **Add a Parent/Guardian**
  - \* First Name: [input field]
  - \* Last Name: [input field]
  - Contact Number: (999) 999-9999 [input field]
  - \* Relation: [input field]
  - Email Address: [input field] [What is this used for?](#)
  - Admin
  - SAVE** (green button)

## Adding Other Parents/Guardians

To add another parent/guardian to your account, enter their First Name, Last Name, Contact Number, Relation to the child, and Email Address. If the email address is not already used with an existing

CurbSmart account, it will link the new parent/guardian's email address to your account when they sign up for CurbSmart.

**Note:** The account admin (first parent who registered) will need to add the other parents/guardians in the Parent/Guardian tab with their email address **first** before the other parents can register for a CurbSmart account.

After entering the email address, you'll see a checkbox for 'Admin.' Checking this option gives admin access to the new parent/guardian you create, meaning that they will have full access to the account, except for removing the Account Admin. You can adjust the permissions of the new parent by clicking the 'Set Permissions' link on the name of the parent's information block. Here is an explanation of the permissions:

- Basic Information (cannot be removed) – allows user to see the Basic Information for their account (i.e. name, address, contact number)
- My Students (cannot be removed) – allows user to see the list of students on the account
- Vehicles – allows users to add vehicles
- Add Student – allows users to search for and add students to the account
- Schedule Pickup Type – allows users to change the pickup type, or way home, for the student
- Schedule Activities – allows users to change or schedule activities for the student; if enabled by the school.
- Mark Absent – allows user to mark the student as absent from school, if enabled by the school
- History – allows user to view the release history for the student
- Parent/Guardian – allows user to add, edit, and set permissions for parents/guardians
- Other Adults – allows users to see the Other Adults tab and add other adults as authorized pickups for the account
- Add to carpool – allows the user to add a carpool for the student

### **Creating CurbSmart Accounts for Additional Parents/Guardians**

After the Account Admin has added the parent/guardian to their account in CurbSmart, the additional parent/guardian can register for a CurbSmart account (at [www.curbsmart.net](http://www.curbsmart.net) > Create an Account) **using the same email address that you provided when entering this adult.** They'll also need to list the School Code and Placard Number like you did when you set up your account. Once created, the new parent's account will be linked to yours, and they will see the same students, parents/guardians, etc. as the account admin (main parent). You can adjust their permissions on the Parents/Guardians tab.

### **Separated or Divorced Parent/Guardian Accounts**

In a situation where parents require separate CurbSmart accounts, they will need separate placard numbers. Parent A will not add Parent B as a parent/guardian to his/her account because Parent B will be on his/her own account. By default, students will only be assigned to one placard, so in order to provide Parent B with a second placard number, the school admin will need to add a new parent in Parent Management and add the student to his account which will assign the second placard to that student.

## Other Adults

The Other Adults tab will show the names of adults who are also authorized to pick up your children from school, including carpools, neighbors, friends, sitters, etc.

This screen will show the carpools that you've added from the My Students screen.

The screenshot shows the 'Other Adults' section of the Curb Smart Parent Settings. On the left, there is a list of adults. One adult, Sally Thompson, Neighbor, is highlighted. Her details include Placard: 103, Address: [redacted], Email: [redacted], From: 02/06/2020, To: 04/30/2020, Students: Tammy Johnson, Tullie Johnson, Repeat: 1x, and a link to 'Set as Default Pickup'. There are 'Edit' (blue pencil) and 'Delete' (red X) icons next to her name. Below the list is a '+ Add an Adult' button. On the right, the 'Approve a Pickup' form is shown for Placard Number 103. It includes fields for First Name (Sally) and Last Name (Thompson), a dropdown for Relation (Neighbor), and radio buttons for Today, All School Year, and Selected Date Range (checked). The Start Date is 02/06/2020 and the End Date is 04/30/2020. There is a weekly calendar for Repeat every: M T W TH F SA SU. Below, 'Select Students' shows two checked options: Tammy Johnson 123504 and Tullie Johnson 123554. A 'SAVE' button is at the bottom right.

Remove the carpool by clicking the red X button. Edit the carpool by clicking the blue pencil icon. On the right under the Approve a Pickup section, you'll see the details of the carpool, including the placard number, adult name, and when the carpool is to occur. If you need to adjust the dates, make the necessary changes, then click Save.

Though it's best to add a carpool from the My Students tab, you can also add a carpool from the Other Adults screen.

To do so, first enter the placard number of the adult responsible for the carpool. Once you click out of the placard number field, you'll see the first and last name of the adult. Enter your relationship to this adult in the Relation field (i.e. Neighbor, Friend, Carpool, etc.). Set the date of the carpool and select which of your students (if you have more than one), that should be included in this carpool. This will allow the Other Adult in the carpool to pick up their children as well as yours.

The screenshot shows the 'Approve a Pickup' form. The Placard Number field contains 139. The First Name field contains Helen and the Last Name field contains Morgan. The Relation dropdown is set to Friend. There is an '+ Add a Vehicle' button. The radio buttons for Today, All School Year, and Selected Date Range (checked) are visible. The Start Date is 03/05/2020 and the End Date is 05/03/2020. The Repeat every: section shows a weekly calendar with M, T, W, TH, F, SA, SU. Below, 'Select Students' shows one checked option: Cordelia Ankeny 123856. A 'SAVE' button is at the bottom right.



In some situations, parents want to list another person, besides a parent/guardian, to be on their authorized pickup list (i.e. Sitter, Neighbor), but they may not have a placard of their own because they don't have a child at the school. To add these adults, leave the placard number field blank and enter their name, relation, and select their approved days to pick up your children. These adults will need a hangtag with your placard number in their vehicle to pick up your children.

Note: If your school uses the parent check-in feature from the mobile app, then these authorized adults without a placard will not have the ability to check-in from their account in the car line and will need to have an administrator enter the placard number instead.

## **History**

The History page will show when your students have been released from school for the specified date. Parents can opt to see release history for the past by changing the 'From' and 'To' dates. In the space below, the parent will see the date and time the student was released, the adult who picked up the child, and the School user who released the child from school.

**Curb Smart** PARENT SETTINGS Tina Support Contact

Basic Information My Students Parents/Guardians Other Adults **History**

**Pickup History** From 03/10/2020 To 03/10/2020

Date	Time	Picked up by	Placard Number	Children	Checked out by
03/10/2020	10:19 AM	Tina Johnson	101	Tammy Johnson	Curbsmart Outside
03/10/2020	10:19 AM	Tina Johnson	101	Tallie Johnson	Curbsmart Outside