Curb Smart

After School Student Release Made Easy

Instructions for Parent account setup

1) In your browser enter the URL www.curbsmart.net and click on *CREATE ACCOUNT* at the top right of the screen.
2) Enter your **First Name**, **Last Name**, **Email**, **Username** (It will populate your email address as your username automatically) 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).

<u>Bates Elementary</u>

* First Name	* Last Name
Jane	Doe

* Email

jdoe@curbsmart.net

* Username	* Password
jdoe@curbsmart.net	•••••••• ✓

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.
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.

Download on the App Store

GET IT ON Google Play

Parent Account User Guide

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

Set your student's preferred way home from school:

After you have created a CurbSmart account, we recommend that you log in to CurbSmart to update your account details and designate your student's preferred way home from school (if it's something other than "walker"). Note: By default, all students are initially set as walkers, so you will only need to designate the preferred way home if the student is normally a Bus Rider or Car Rider.

To designate a student as a Bus Rider or Car Rider, please login at www.curbsmart.net and click on the My Students tab. You should see your children listed in this view. Below the child's name, you'll see a link 'Change Pickup Type'. As mentioned, Walker will be listed by default, but you can click the Edit icon to the right (pencil button) to change the default method to either Bus Rider or Car Rider.

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.).

When adding a new parent/guardian, you have the option to enter their email address. If the email address is not already used with an existing CurbSmart account, then it will link the new parent/guardian's email address to the main account. Then, the new parent can register for a CurbSmart account with the same email address provided by the Account Admin and the accounts will be linked. The new parent will see the same students, parents/guardians, etc. as the account admin (main parent).

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 they can register for a CurbSmart account.

When adding new parents/guardians to the account, you can designate the parent as an Admin, meaning that the added parent 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 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
- 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

Other Adults/Carpools

'Other Adults' are adults you provide permission to pick up your children on occasion. This is typically someone who is another parent of a child at the same school or a carpool. It can also be someone who occasionally picks up your child(ren) (i.e. neighbor or sitter).

When you add an 'Other Adult' to your account, you'll have the option to enter the other adult's placard number. This will be used when you're adding a carpool; if this adult has a student at the same school and has a placard of their own, enter the placard number in the field. This will allow the Other Adult in the carpool to check-in via their phone and pick up their children as well as yours.

You must add Other Adults with a placard number for them to have the ability to check-in from their account in the car line.

If the Other Adult does not have a placard of their own, enter their details and select their approved days to pick up your children. These adults 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.