



Pass Student Guide

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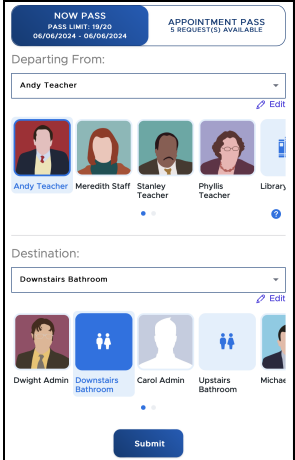
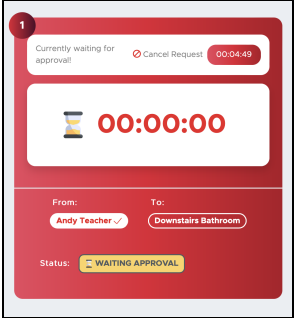
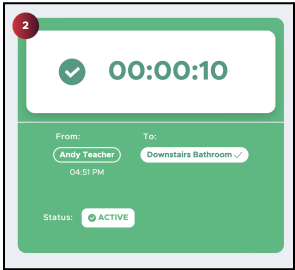
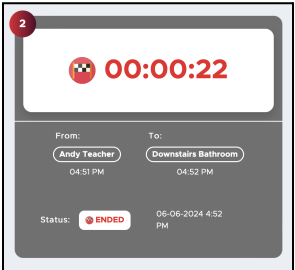
[How to Request an Appointment](#)

[How to Get Help](#)

Overview of Pass

Pass is an online hall pass system. You'll use the website or app to request a pass from your teacher. Your teacher will approve your pass, and you can leave class without grabbing a lanyard or signing a clipboard. When you get back to class, you'll end the pass.

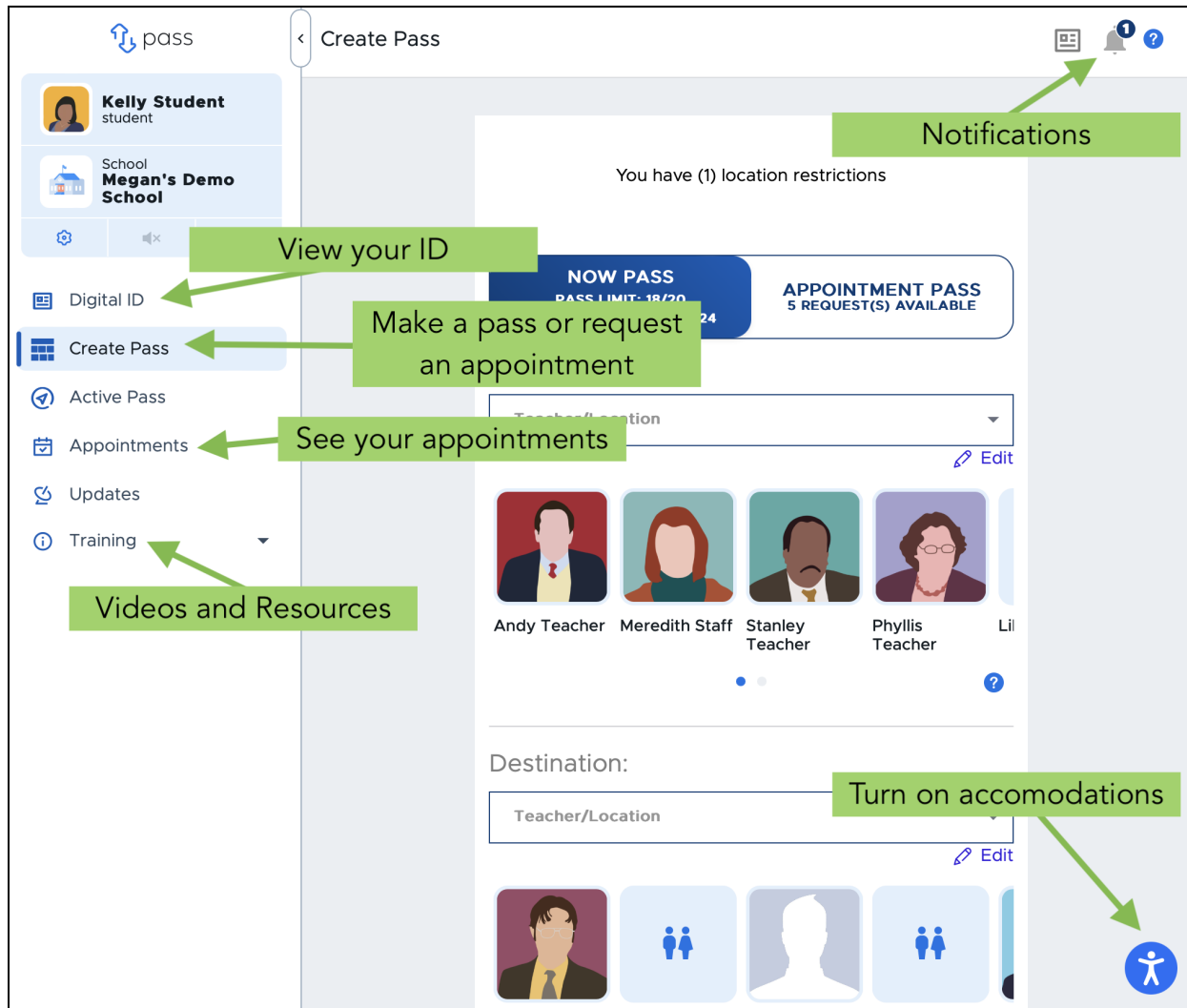
1. Request the pass	2. Wait for your teacher to approve it
---------------------	--

	
3. Once it's approved, leave it running and go on your pass	4. When you get back, your pass needs to be ended
	

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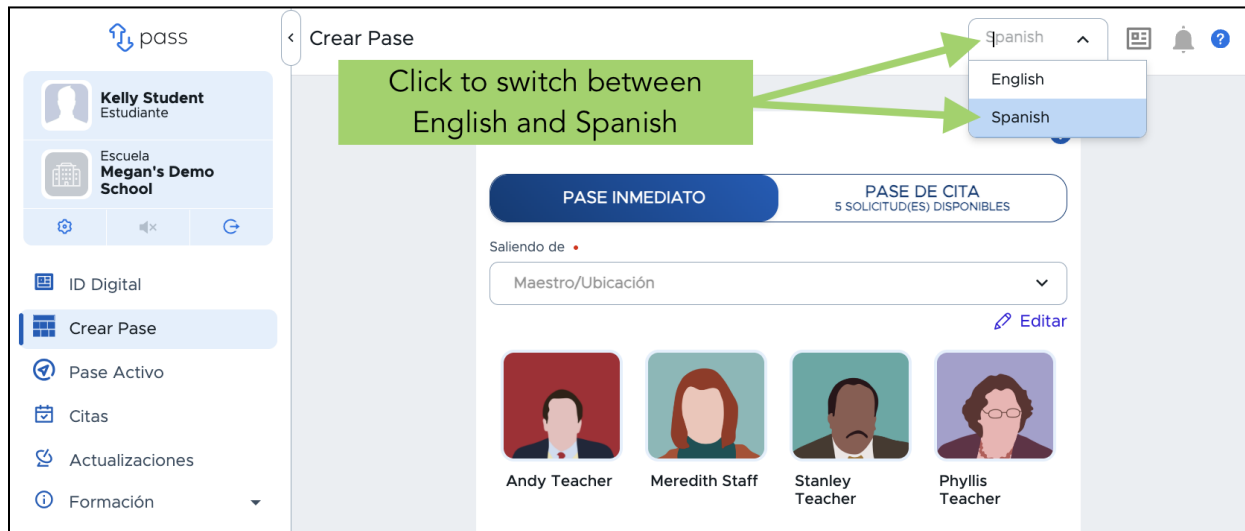
Navigating in Pass

You'll use the menu on the left side to navigate around Pass. You can collapse or open this menu using the arrow at the top. There is a spot for your notifications in the top right corner, and you can use the blue question marks if you need help.



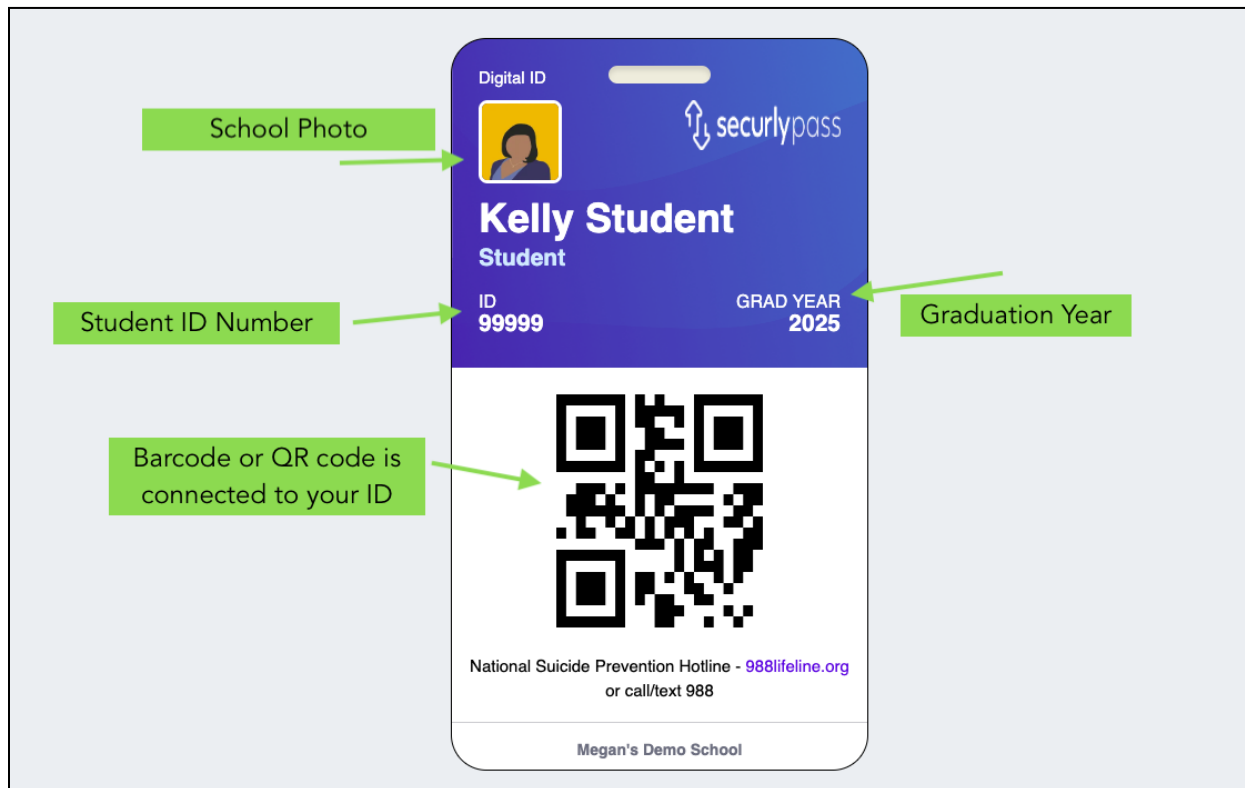
Spanish Translation Option

You can switch your Pass system to Spanish using the language drop-down menu in the top right corner.



Digital ID

You can access your Digital ID from the left menu. You can scan the barcode/QR the same way you scan a physical ID card. Depending on your school, you may not see all of the fields in the screenshot below.

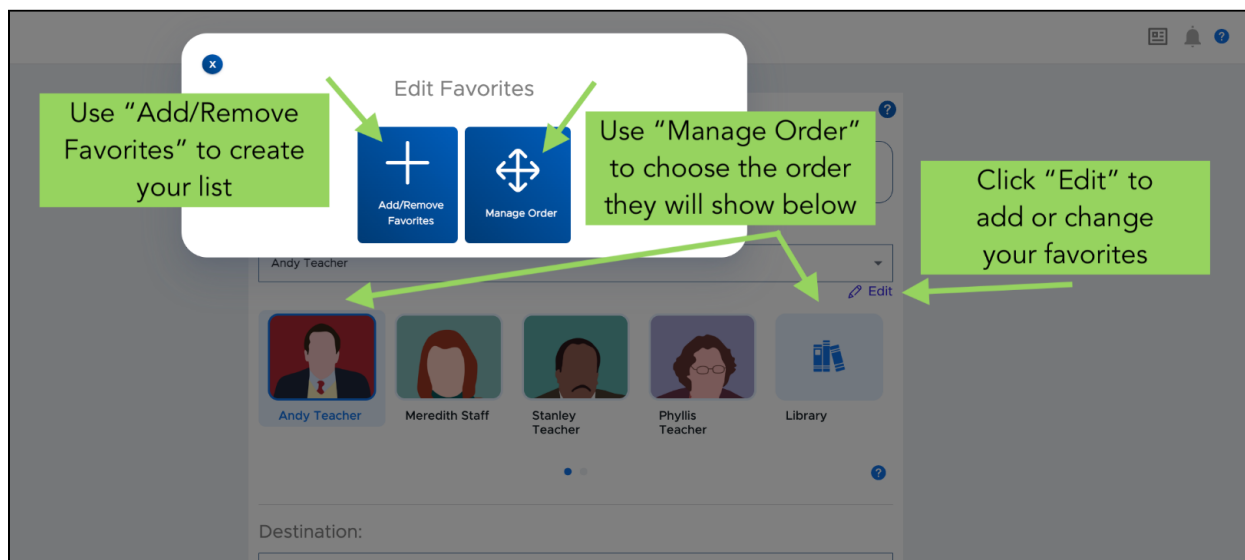
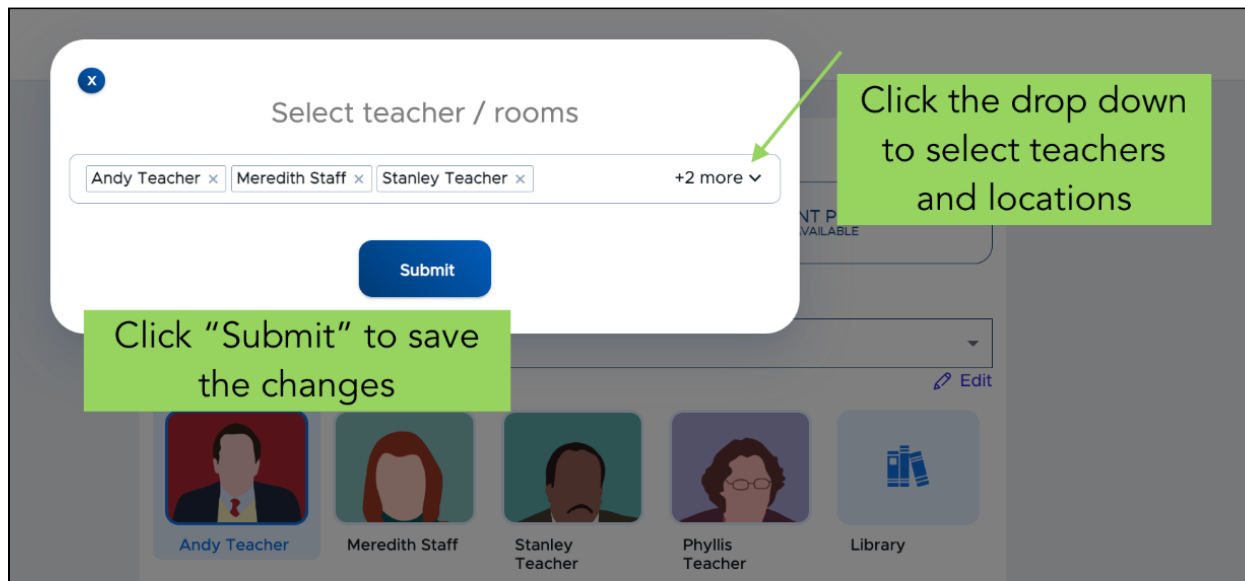


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How to Set your Favorites

Favorites are the people/places that will show up on your Create Pass screen. You can add and remove people from this list, and change the order.

Click "Edit" (below the drop down box) to access your favorites options. Choose what action you would like to do.



Add/Remove Favorites allows you to add teachers and locations by selecting from the drop down. Or, you can remove teachers and locations by clicking the X next to their name.

Manage Order will let you drag and drop your favorite teachers and locations into the order most helpful to you. Use the arrows on the left to drag and drop, or delete the user using the red “Delete” button.

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How to Make a Pass

When you need to leave class, you’ll request a pass from your teacher.

1. Click “Create Pass” on the left menu
2. Make sure you’re on the “Now Pass” view
3. Enter where you are leaving from - click the picture, type in the box, or select from the drop-down
4. Choose where you’re going using the same options as above
5. Click “Submit” to send the request to your teacher

The screenshot shows the 'Create Pass' interface of the PASS app. On the left is a sidebar menu with options: Digital ID, Create Pass (highlighted), Active Pass, Appointments, Updates, and Training. The main area has a top bar with 'NOW PASS' (selected) and 'APPOINTMENT PASS'. Below this are two sections: 'Departing From:' and 'Destination:'. Each section contains a search bar and a grid of selectable options represented by icons and names. The 'Departing From' options are Andy Teacher, Meredith Staff, Stanley Teacher, Phyllis Teacher, and Library. The 'Destination' options are Dwight Admin, Downstairs Bathroom, Carol Admin, Upstairs Bathroom, and Michael Admin. A 'Submit' button is at the bottom. Five green callout boxes provide instructions: 1. 'Click “Create Pass” on your left menu. Then, make sure you’re on the “Now Pass” view' (pointing to the sidebar and top bar). 2. 'Choose where you’re leaving from' (pointing to the 'Departing From' section). 3. 'Choose where you’re going' (pointing to the 'Destination' section). 4. 'Click “Submit” to send the request to your teacher' (pointing to the Submit button). 5. A general instruction for both sections: 'Click the picture, type in the box, or select from the drop down'.

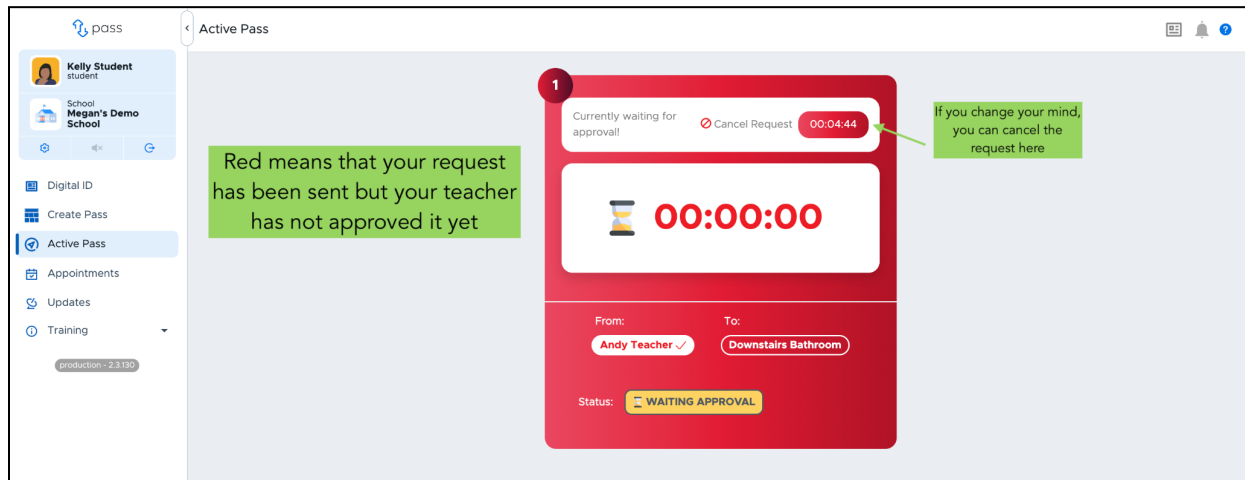
Click “Create Pass” on your left menu. Then, make sure you’re on the “Now Pass” view

Choose where you’re leaving from
Click the picture, type in the box, or select from the drop down

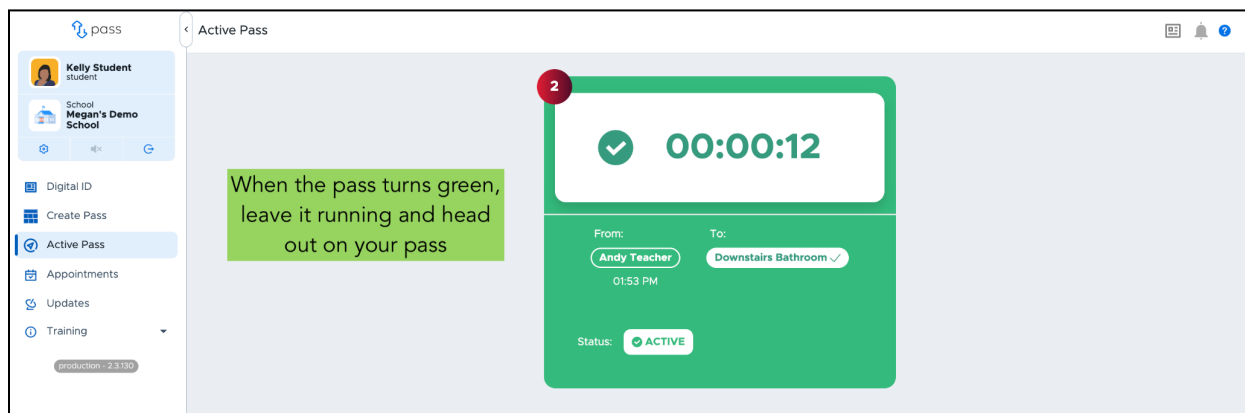
Choose where you’re going
Click the picture, type in the box, or select from the drop down

Click “Submit” to send the request to your teacher

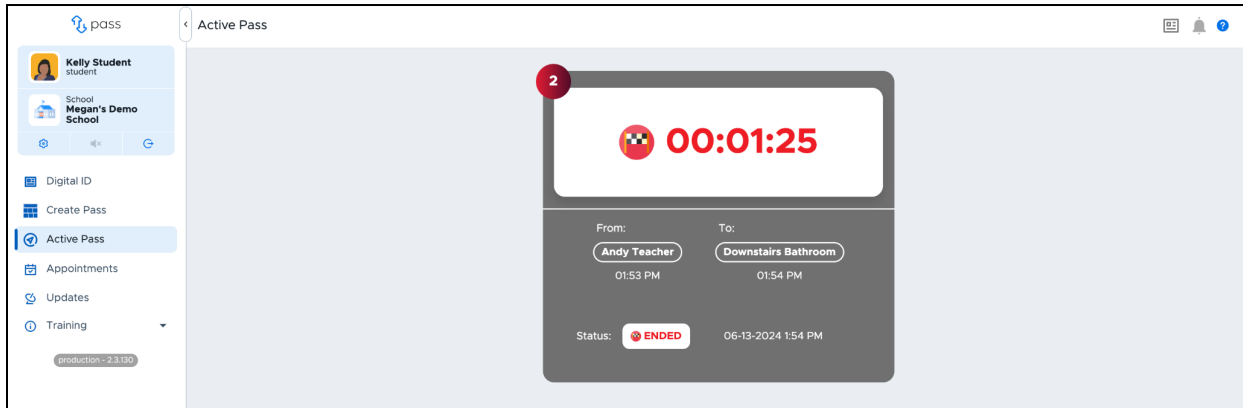
6. The pass will be red, which means the request has been sent, but your teacher has not approved it yet



7. When your teacher approves the request (on their device or on yours), your pass will turn green - this means you have permission to leave and go on your pass
- Leave the pass running while you go, you do not need to bring it with you in the hall



8. When you return to class, your teacher will end the pass on their device or yours, and the pass will turn grey



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How to Join a Queue (if available)

If your school has queues set up, and the location you want to go is full, you can join the queue - or line - to wait your turn.

1. Create your pass request, as explained above
2. If the location is full, you will see a red message that lets you know you can join the queue - Click Submit to join the line

?

NOW PASS **APPOINTMENT PASS**
5 REQUEST(S) AVAILABLE

Departing From: •

Andy Teacher ▼ [Edit](#)


Andy Teacher


Meredith Staff


Stanley Teacher


Phyllis Teacher


Library

• • • ?

Destination: •

Water Fountain ▼ [Edit](#)


Water Fountain


Dwight Admin


Downstairs Bathroom


Upstairs Bathroom


Carol Admin

• • • ?

This location is full. Click "Submit" to join the line, and Pass will let you know when it is your turn.

Submit

3. You'll see where you are in line - this number will update automatically

0

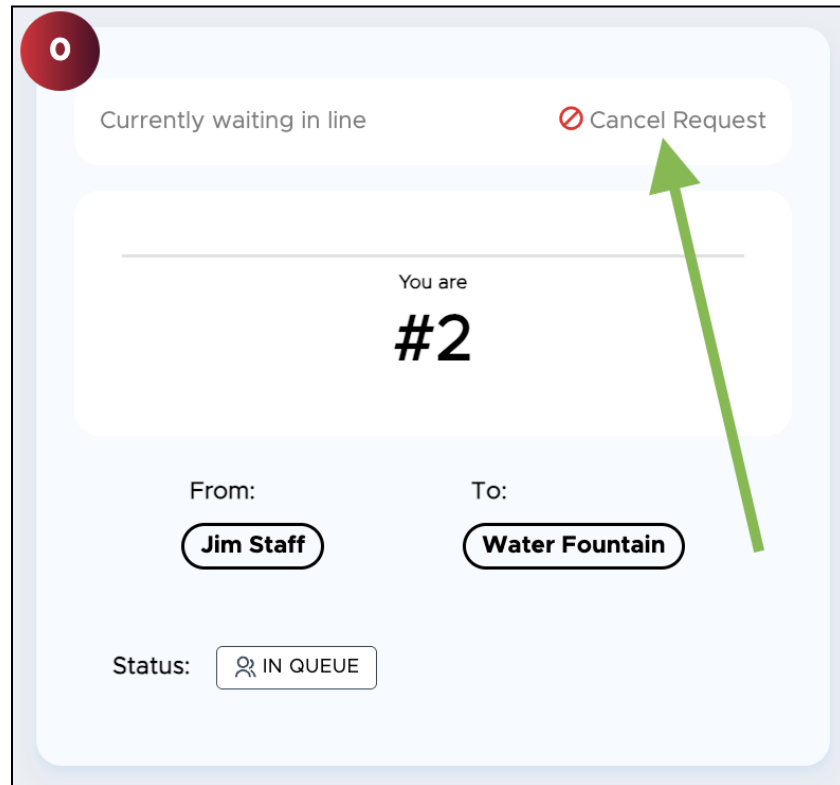
Currently waiting in line ⛔ Cancel Request

You are **#1**

From: **Andy Teacher** To: **Water Fountain**

Status:  IN QUEUE

4. If you change your mind or need a pass to somewhere else, you can click in the top right to cancel your request



5. When it's your turn, your screen will show the red "Waiting Approval" screen and your teacher can activate the pass.

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How to Make a Late Pass (if available)

If enabled, you have the ability to create a Late Pass if you are late to class or late to school.

1. Click "Create Pass" on the left-hand menu
2. Select "Late" at the top of the screen
3. In the "Teacher/Location" field, start typing the name of the adult for which you are late. When the name appears, click on that adult's name
4. Supply the reason for being late
5. Choose the "Late to Class" or "Late to School" option
6. Click the blue "Submit" button

?

NOW PASS **APPOINTMENT PASS** **LATE**
5 REQUEST(S) AVAILABLE

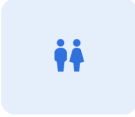
Destination: •

Andy Teacher, andyteacher@meganehp.org ▼

[Edit](#)

 **Water Fountain**

 **Dwight Admin**

 **Downstairs Bathroom**

 **Upstairs Bathroom**

 **Carol Admin**

Reason

Slept through my alarm

250 characters max

Mark this pass as:

 **Late to School**  **Late to Class**

Submit

7. If successful, you will receive the message "Successfully created"

?

NOW PASS

APPOINTMENT PASS
5 REQUEST(S) AVAILABLE

LATE

Destination:

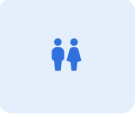
Stanley Teacher, stanleyteacher@meganehp.org

Edit


Water Fountain


Dwight Admin


Downstairs Bathroom


Upstairs Bathroom


Carol Admin

Reason

Getting help from 4th period

250 characters max

Mark this pass as:

Late to School

Late to Class

Success

Successfully created.

Submit

8. The pass will be gray, indicating an “Ended” pass.

How to Use an Auto Pass

Some locations may be set up for Auto Pass. This means that you can start, end, or start and end your own pass. This is set up differently for each school and teacher, and some schools don't use this feature.

You'll create your pass the same way as above.

Click "Create Pass" on your left menu. Then, make sure you're on the "Now Pass" view

Choose where you're leaving from
Click the picture, type in the box, or select from the drop down

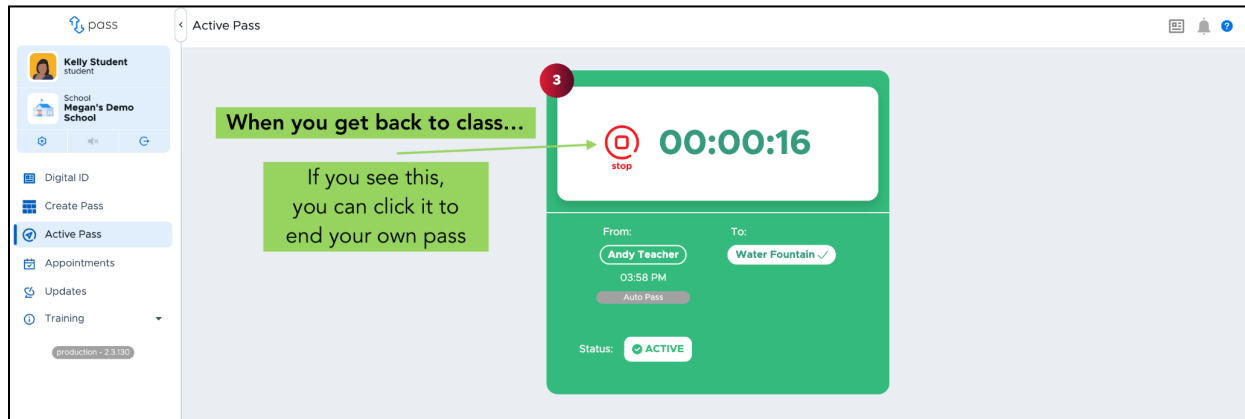
Choose where you're going
Click the picture, type in the box, or select from the drop down

Click "Submit" to send the request to your teacher

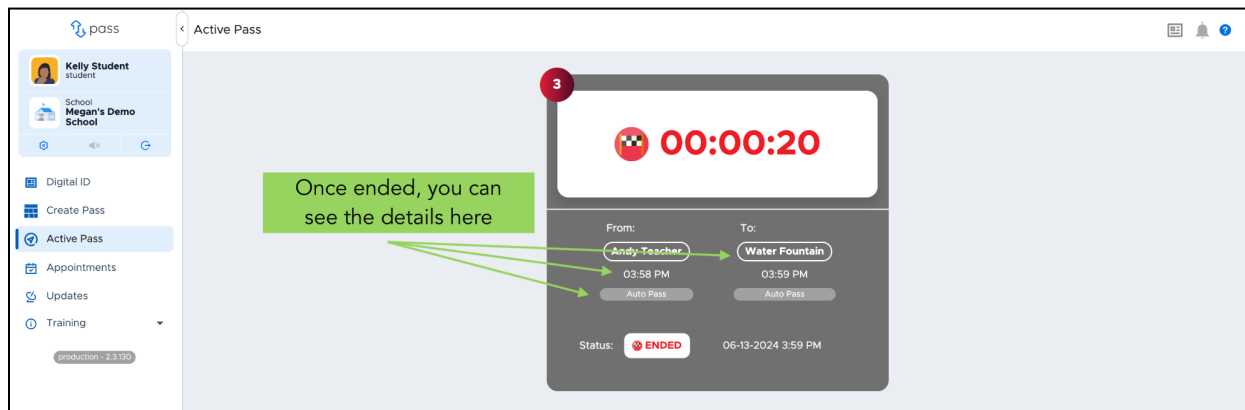
If you see the green "Start" button, you are allowed to start your own pass. Make sure to start it before leaving class.

If you see this, you can click it to start your own pass

Once you've started the pass and it's turned green, leave it running and go on your pass. When you get back to class, click the red "Stop" button to end your pass.



After your pass is ended, you can see the time stamps and other details.



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Behavior Management

Behavior Management lets you earn and redeem points in Pass. Click the section on your left menu to open up the Behavior Management page. At the top, you'll see the number of points you've earned all together, how many you've used on rewards, and your current balance of points.

pass

Kelly Student
Student

School
Megan's Demo School

Digital ID

Create Pass

Active Pass

Behavior Management

Consequences Ladder

Appointments

Updates

Training

PRODUCTION - 3.3.3

Behavior Management

English

4

Total Points earned

11

Points used on rewards

0

Remaining Points

11

06/30/2026 - 06/30/2026

Date range

06/30/2026 - 06/30/2026

Search

Core value

Q Search

All

Reset Filters

Showing 1 to 4 of 4 entries

25

Activity	Core value	Points	Date & time	From	Notes
Point Correction		-2	06/30/2026 1:29 PM	Andy Teacher	
Reporting a problem to a staff member appropriately	Panther Points	+10	06/30/2026 1:22 PM	Andy Teacher	
Using polite language (please, thank you)	Panther Points	+1	06/30/2026 11:49 AM	Michael Admin	
Going directly to their destination	School-Wide Expectations & Citizenship	+2	06/30/2026 11:49 AM	Michael Admin	

On the table below, you can view each time you have earned points, redeemed points, or had a teacher correct your number of points. You can change the date range and search in the table to look things up. To earn or redeem points, talk to a teacher or another school staff member.

Using a Kiosk

A teacher can launch a kiosk that you'll use to create passes. Usually, kiosks are used when you won't have access to your own device.

1. Go up to the Kiosk and click "New Pass"



Kiosk Mode

Click "New Pass"

From:



Andy Teacher (Andy Teacher)

New Pass

End Pass

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2. Choose your destination from the dropdown or the favorites, and click "Submit"


Kiosk Mode

The "From" location is already set

New Pass

Departing From: **Andy Teacher**

Destination

Select one

or quick select from **Favorites**



Art Room



Upstairs Bathroom



Water Fountain



Admin Office



Stanley Teacher

Click "Submit"

Cancel

Submit

3. The next step will depend on your school's settings - you'll see one of these four screens

User authentication



Student Number



Code scan



Card scan



Email

Enter your student number below

Type in student number

Cancel

Submit

If it's the Student Number screen, enter your student number into the box and click "Submit".

User authentication



Student Number



Code scan



Card scan



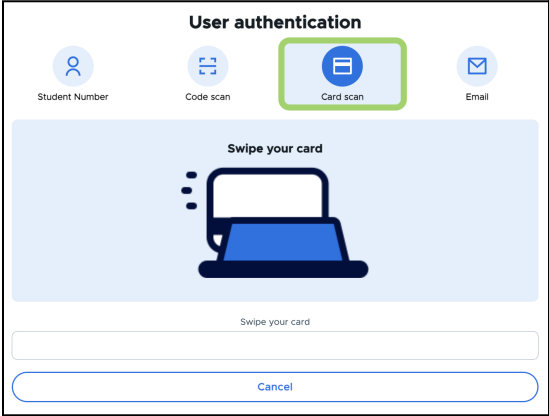
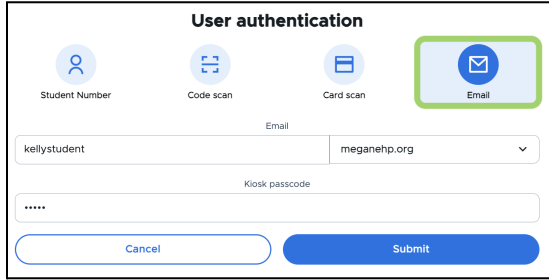
Email

Click to scan Barcode or QR



Type in barcode/QR code

Cancel

	If it's the Code Scan screen, hold the barcode or QR code on your ID card to the device camera or scanning device.
 The screenshot shows the 'User authentication' screen with four options: Student Number, Code scan, Card scan (highlighted with a green border), and Email. Below the options is a large blue area with the text 'Swipe your card' and an illustration of a card being swiped. At the bottom, there is a text input field labeled 'Swipe your card' and a 'Cancel' button. If it's the Card Scan screen, swipe your card in the attached device.	 The screenshot shows the 'User authentication' screen with four options: Student Number, Code scan, Card scan, and Email (highlighted with a green border). Below the options, the 'Email' section is active, showing a text input field with 'kellystudent' and a dropdown menu with 'meganehp.org'. Below that is a 'Kiosk passcode' section with a masked input field '.....'. At the bottom, there are 'Cancel' and 'Submit' buttons. If it's the Email screen, enter the first part of your email address (before the @ symbol), and enter your Kiosk Passcode, then click "Submit". Your Kiosk Passcode may be your student number, or it may be assigned by your school.

- Once you've entered your info, your pass will be submitted to your teacher. You still need to wait for your teacher to approve the pass before you leave the classroom.

 securlypass

Your pass has been submitted, wait for your teacher to approve before leaving class

Kelly Student, your pass is created and is awaiting approval from your teacher's dashboard or this Kiosk.

⚙️ WAITING APPROVAL

Thursday, 07, August, 2025
Time 11:04 am

Andy Teacher

↻

Upstairs Bathroom

KSK

Staff use only

Teachers can enter their PIN and approve the pass here

Enter your PIN

Cancel

Close(01:51)

Approve

If Auto Pass is set up for your teacher and location, you'll see a green "Start" button. You can use this to start your own pass.



Kiosk Mode

Gabe Student, your pass is created and is awaiting approval from your teacher's dashboard or this Kiosk.

⚡ WAITING APPROVAL

Auto Pass

Thursday, 07, August, 2025
Time 11:05 am

Andy Teacher



Water Fountain



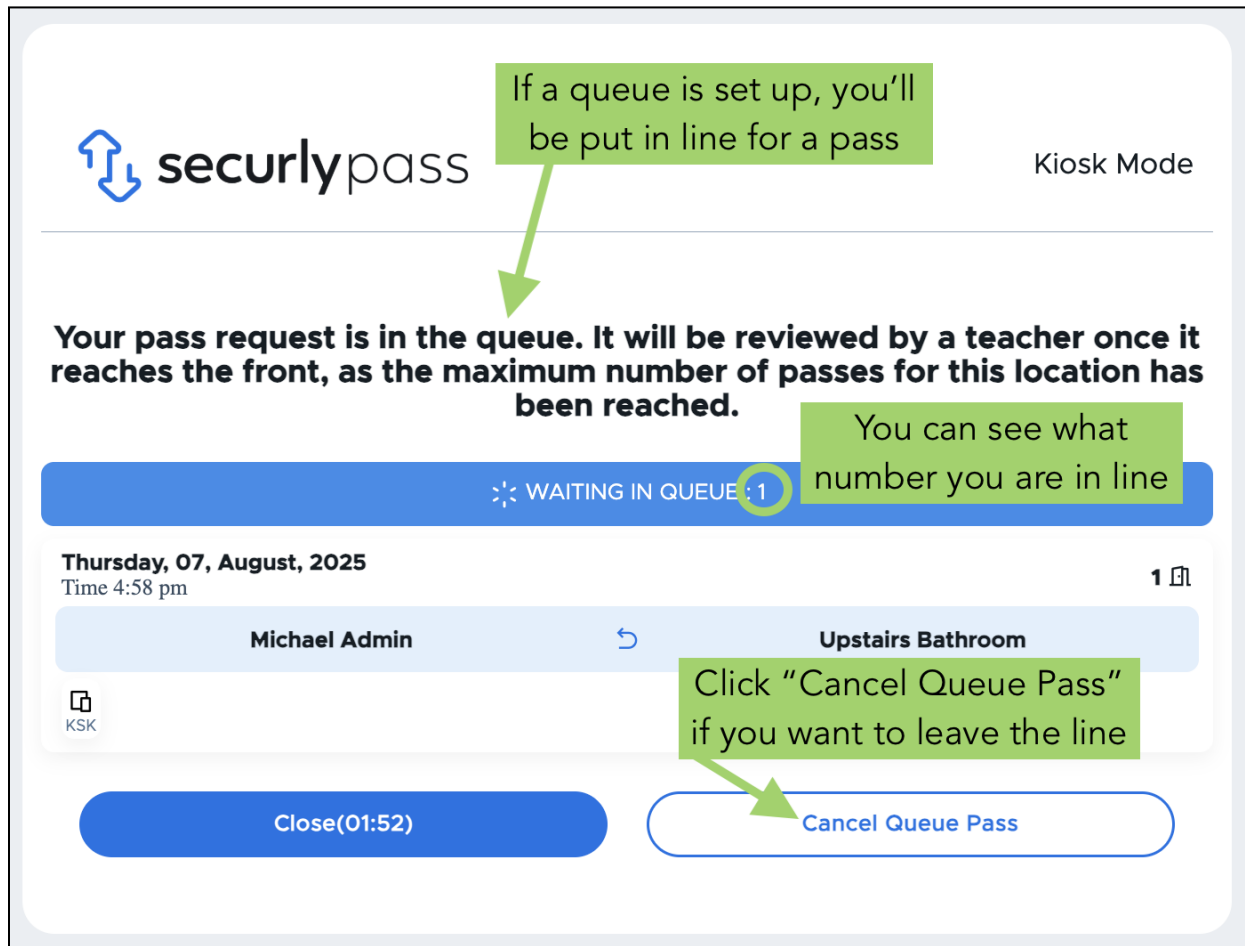
Cancel

Close(01:53)

Start

If you see the green "Start" button, you can start your own pass

If a queue is set up for the location you're trying to go to, the kiosk will add you to the queue and show you your number in line.



5. Once your pass is approved, you'll see this screen. You can now leave class and go on your pass.



Kiosk Mode

Your pass is approved.

✓ ACTIVE

Thursday, 07, August, 2025

Time 11:04 am



Andy Teacher



Upstairs Bathroom



Close(01:14)

6. When you return to class, you can end your own pass on the kiosk. On the first screen, choose "End Pass"



Kiosk Mode

When you're back in class, click "End Pass" on the kiosk

From:



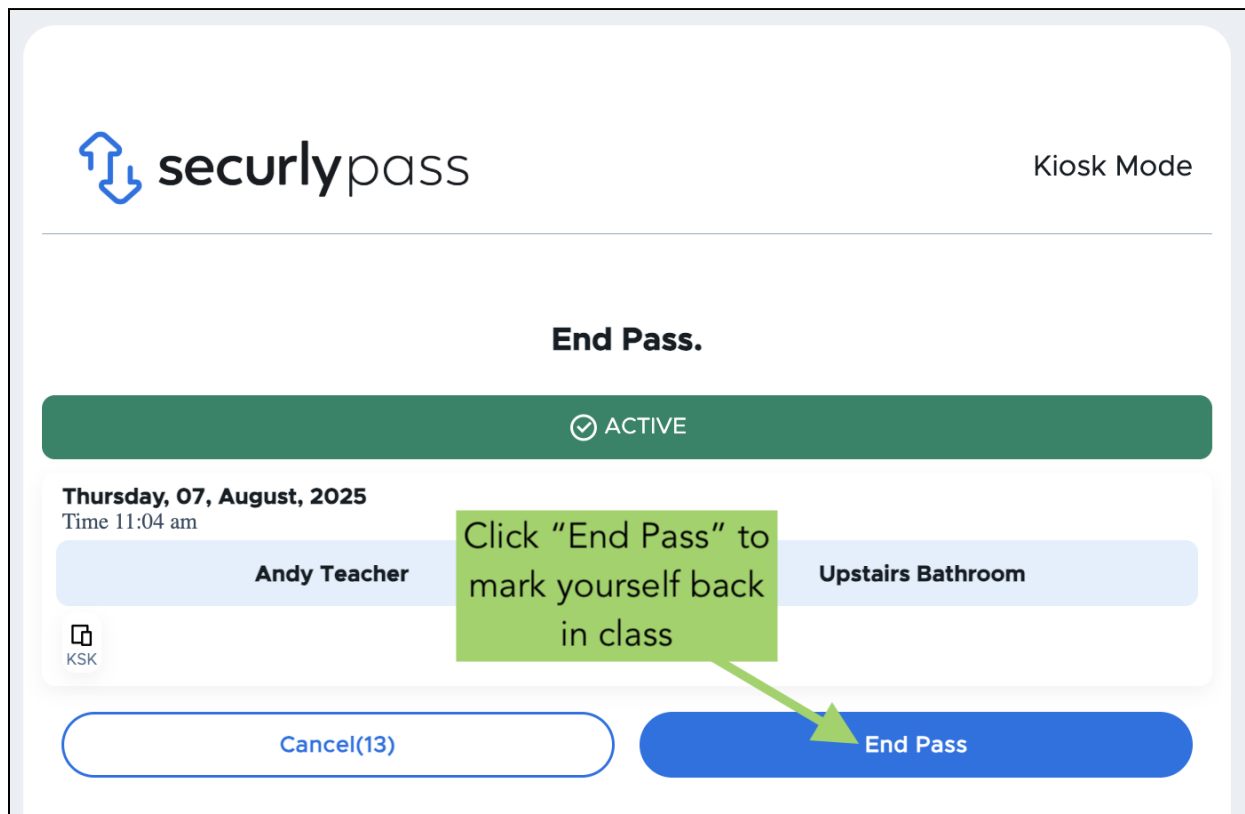
Andy Teacher (Andy Teacher)

New Pass

End Pass

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7. Enter your information (the same way you started the pass) and click "End Pass" to mark that you are back in class.

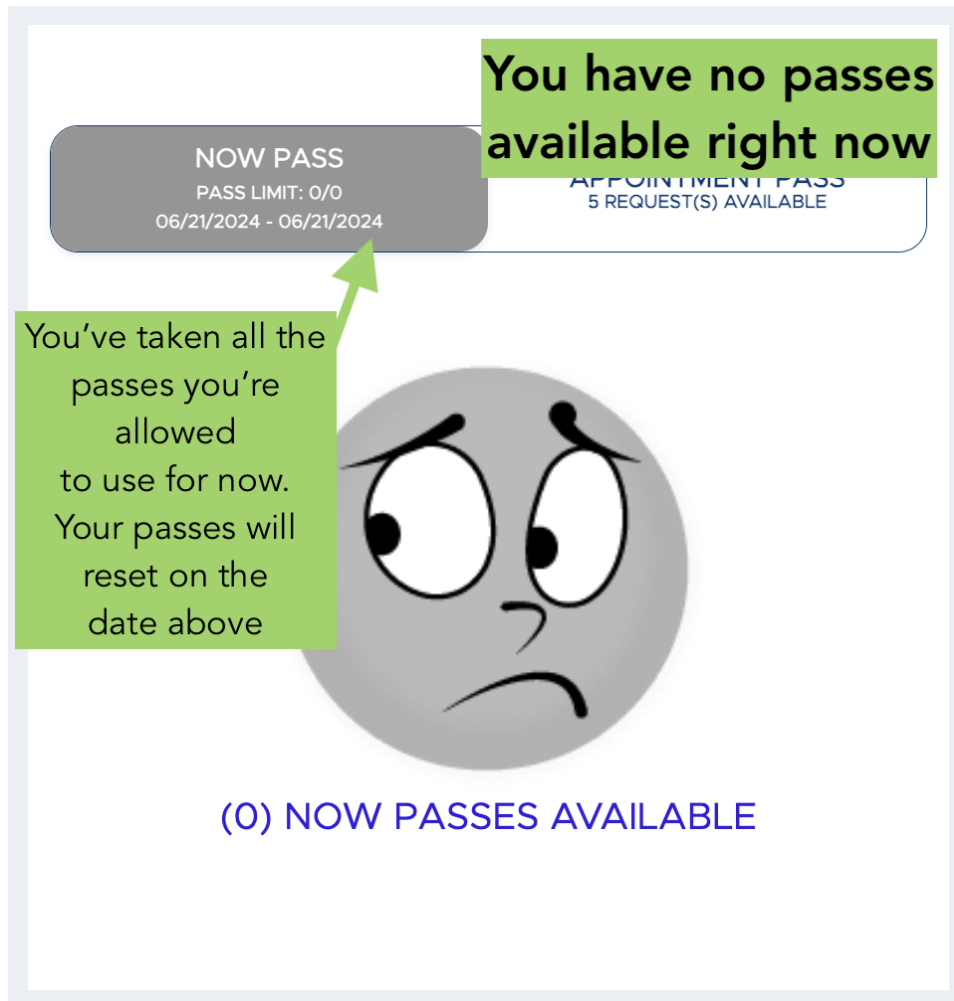


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Why You Might Get an Error

There will be times when you cannot create a pass. There will be an error message that tells you why. Here are a few common errors, but there are others not included here.

If you have a frown face on your Create Pass screen, that means you have no passes left. At the top, under NOW PASS, you can see how many passes you have left, how many you were given, and the time frame. Your passes will reset after the end date - this could be every day, weekly, monthly, or for the semester.



If you try to create a pass and get the error “Hall traffic limit reached. Please try again later.” That means that the maximum number of students in the hall at once has been reached. Wait a few minutes and try again.

Destination:

Water Fountain ▼

 Edit






Downstairs Bathroom


Upstairs Bathroom

The max number of students in the hall has been reached

✕ Hall traffic limit reached. Please try again later.

Submit

Wait a few minutes and try again

If you try to create a pass and get the error “Maximum capacity of the location has been reached. Please try again when a student returns.” This means that the location you want to go is full. Wait a few minutes and try again, or if it makes sense to, create your pass to a different location.

Destination:

Water Fountain

Edit

Water Fountain

Dwight Admin

Downstairs Bathroom

Upstairs Bathroom

The place you want to go is full

Maximum capacity of the location has been reached. Please try again when a student returns.

Submit

Wait a few minutes and try again

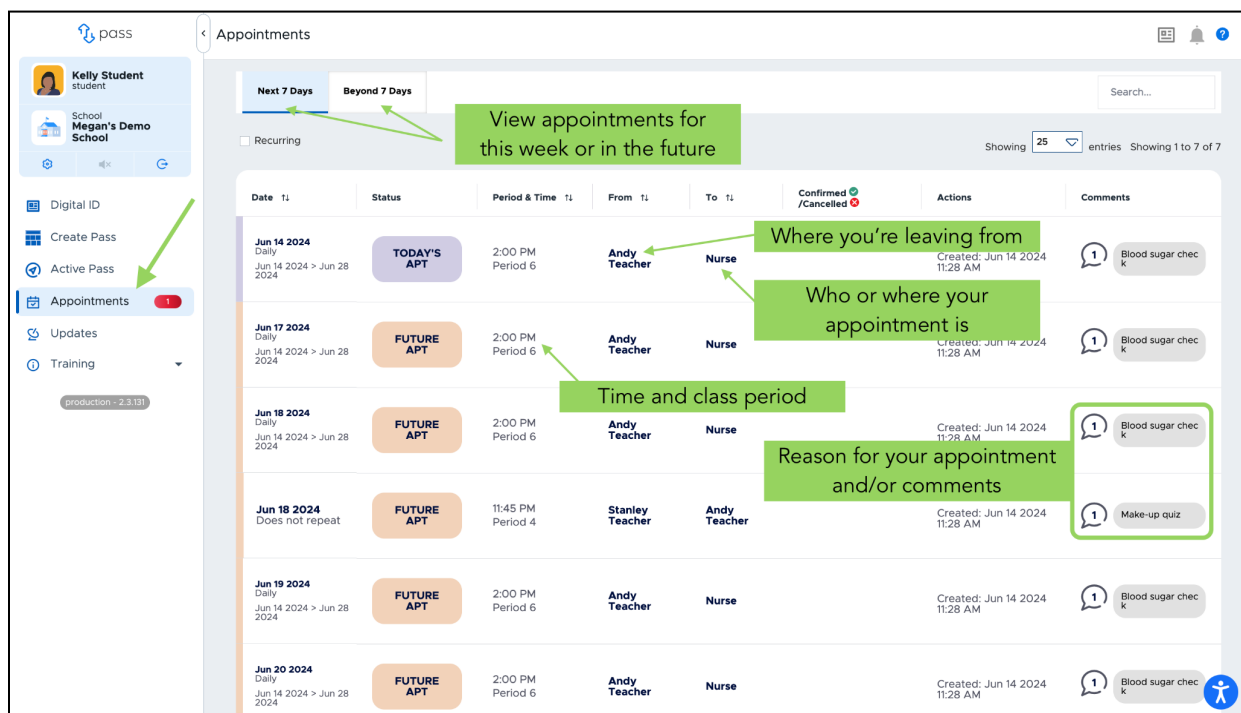
If you get a different error message, it will state what's going on, and it will usually tell you what to do. Read it closely before asking your teacher.

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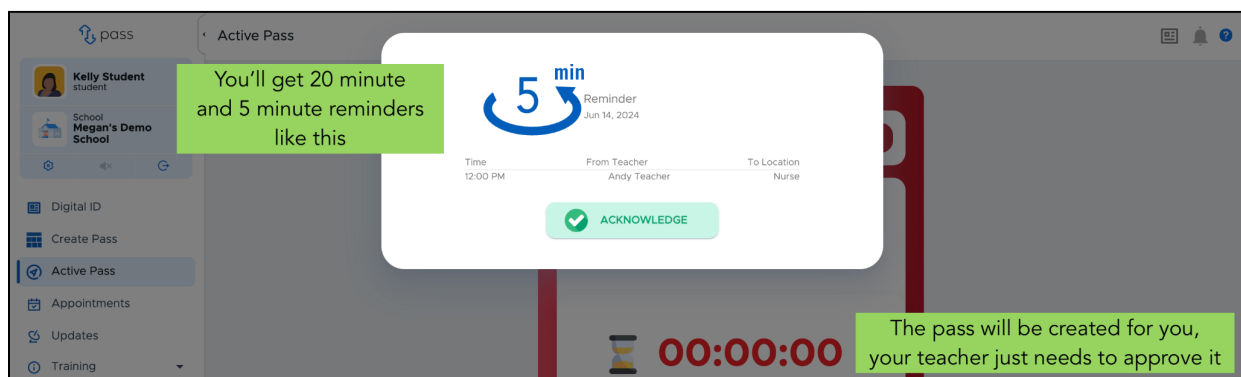
Where to Look at Your Appointments

Some schools also use Pass to schedule appointments. This can be used for nurse/counselor appointments, make up tests, meetings with admin, etc. To see your appointments, click "Appointments" on your left menu.

On the Appointments page, you'll be able to see appointments for the next seven days, or beyond seven days. You can see who created the appointment, who the appointment is with, the time/class period of your appointment, and other details.



When an appointment is made for you, you'll see it on the Appointments tab, and in the bell icon in the top right corner. You will get reminder notifications 20 minutes and 5 minutes before your appointment. And, 5 minutes before, it will appear on your teacher's dashboard for approval. You do not need to make a pass to go to your appointment.



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How to Request an Appointment

You may be able to request appointments from adults at your school. This is not available for everyone. When you click "Create Pass", look for the "Appointment Pass"

tab on the right side. Appointment requests are sent to the adult the appointment is made with. They can edit, cancel, or approve your request. If the teacher approves the request, it will become an appointment - and it will show on your Appointments tab.

To create a request, fill in the information, then click “Submit” to send it to the teacher. Your request needs to be at least 30 minutes from now, and can be for today or up to 30 days from now. You can send up to 5 requests at once. If a teacher cancels your request, you’ll get the request back. If a teacher approves your appointment, you will get the request back after the appointment takes place.

The screenshot shows the 'Create Pass' interface. On the left is a sidebar menu with options: Digital ID, Create Pass (highlighted), Active Pass, Appointments, Updates, and Training. The main area has two tabs: 'NEW PASS' and 'APPOINTMENT PASS' (highlighted with a green box and an arrow pointing to it with the text 'Switch to the "Appointment Pass" tab'). Below the tabs, there are sections for 'Departing From:' and 'Destination:', each with a dropdown menu and a grid of icons representing different locations/people. The 'Departing From' grid includes Andy Teacher, Meredith Staff, Stanley Teacher, Phyllis Teacher, and Library. The 'Destination' grid includes Water Fountain, Dwight Admin, Downstairs Bathroom, Upstairs Bathroom, and Carol Admin. At the bottom, there are fields for 'Date', 'Period', and 'Time', followed by a 'Submit' button. Several green callout boxes provide additional information: 'Fill out the info and click "Submit" to send your request to the adult' points to the 'Create Pass' menu item; 'You can send 5 requests at a time' points to the 'APPOINTMENT PASS' tab; 'You can request an appointment between today and 30 days from now' points to the 'Destination' grid; and 'Your appointment needs to be at least 30 minutes from now' points to the 'Time' field.

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How to Get Help

If you have questions or forget how something works, you can click the Training tab in your left menu. Documents will open the document library with resources. Video Tutorials will open the video library with 2-4 minute long videos. The green section of videos is about Kiosk Mode; if your school uses kiosks, make sure to watch these.

pass Training Videos

Kelly Student student
School Megan's Demo School

Digital ID
Create Pass
Active Pass
Appointments
Updates
Training
Documents
Video Tutorials

production - 2.3.10

Training Videos

Pass Student Video Index

This document provides a list of all the training videos available to students.

pass

Master Training Video Index - Students

Student-specific Videos	
General	- Accessing the System - Web Accessibility Features - Overview of Pass for Students - How to Create a Pass & Set Favorites - Receiving a Teacher Pass - Student Pass Limit and Location Restrictions - Receiving an Out of Office Message (from a Teacher)
Optional	- How to Request an Auto Pass - How to View Appointment Passes - Using Auto Check-in PIN - Appointment Request Overview
Kiosk Mode Videos	
Students	- Creating a Regular Pass with Kiosk - Using Auto Pass with Kiosk

If YouTube video links are preferred, please use the following document:
[Pass Student Video Index - YouTube Links](#)

If you have questions or forget how something works, you can click the Training tab

Video Tutorials opens the video library - videos are 2-4 minutes long

Documents will show a list of available resources

If your school uses kiosks, make sure to watch these

If you log in to Pass and notice anything different, click the Updates tab on your left menu. This page will outline any changes or updates we've made to Pass.

pass Updates

Kelly Student student
School Megan's Demo School

Digital ID
Create Pass
Active Pass
Appointments
Updates
Training

production - 2.3.10

New Releases

Pass Updates - Students

March 2024

From Password to Passcode - We've made a slight wording change to our Kiosk mode, changing "Password" to "Passcode". It does not affect the Kiosk functionality at all. When creating a pass on a Kiosk, you will continue to swipe, scan, or type your email/passcode into the Kiosk.



Use student email and passcode



Use Card scan or Passcode



Use Barcode, QR code, or passcode

September 2023

New Name . . . New URL - We have changed our name to **Pass** (notice the new logo on this document), and we have a new URL - <https://pass.securly.com/login>. You will notice the logo change in your system immediately and on associated documentation in the coming days. Our previous URL will redirect you, but you will want to update your bookmarks to this new location. Our Mobile App will be updated shortly with our new name as well, in version 1.1.8!

June 2023

Dashboard gets a "Refresh" - We've added a couple of enhancements to the Dashboard to add more clarity and make it more user friendly. Students now have the ability to collapse the left side menu bar (#1) to allow for a greater view of the Dashboard. The Dashboard functionality remains the same. The ability to switch between schools (#2) will now be accessed in the top left corner, and the User Settings (Profile settings) (#3) will now be accessed in the top left corner by clicking on the blue gear. Finally, your Log-out button (#4) has been moved to the top of the menu in line with your profile

If something looks different in Pass, click the Updates tab

This page will show any changes or updates

If you need accommodations to help you use the system, you can set them up in Pass. Click the little blue and white person logo in the bottom right corner of your screen. Toggle on or off what you need. You can also reset these settings here.

The screenshot displays the 'Create Pass' interface in the Pass system. On the left is a sidebar with navigation options: Digital ID, Create Pass (selected), Active Pass, Appointments, Updates, and Training. The main area shows a 'NOW PASS' section with a 'PASS LIMIT: 20/20' and '06/04/2024 - 06/12/2024'. Below this is a 'Departing From:' section with a search bar and four teacher avatars: Andy Teacher, Meredith Staff, Stanley Teacher, and Phyllis Teacher. The 'Destination:' section has a search bar and four location icons: Water Fountain, Dwight Admin, Downstairs Bathroom, and Upstairs Bathroom. A 'Submit' button is at the bottom. An 'Accessibility Adjustments' overlay is open on the right, showing various settings like 'Seizure Safe Profile', 'Vision Impaired Profile', 'ADHD Friendly Profile', 'Cognitive Disability Profile', 'Keyboard Navigation (Motor)', and 'Blind Users (Screen Reader)'. A green callout box points to the 'ON' toggle for the 'Seizure Safe Profile' with the text 'Toggle accessibility options on or off'. Another green callout box in the top left of the main area says 'Click the blue person icon in the bottom right corner to view accessibility options'. The bottom of the overlay shows 'Content Adjustments' with 'Content Scaling' and 'Readable Font' options. The footer of the overlay reads 'Web Accessibility By accessibility Learn More >'.

Click the blue person icon in the bottom right corner to view accessibility options

Toggle accessibility options on or off

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