



## Adding/ Modifying Authorized Pickup Persons

Please note: Pickup names must be entered during your registration and may be updated by following the step by step directions below.

### **Step by Step Directions:**

1. Log into Fair Lawn Community School on Community Pass with the following link.

<https://register.communitypass.net/fairlawn>

2. Click the **VIEW ACCOUNT** icon or in the upper left click on **MY ACCOUNT** and then **UPDATE ACCOUNT INFORMATION**.

All adults, **including family members and non family members**, you wish to authorize as a pick up person must:

1. Be listed on your Community Pass Account either as a family member or a non-family member.

**AND**

2. Under Pickup Authorization each child must be selected who the individual is authorized to pickup

- You can **EDIT** existing entries or **ADD** new entries
- To **ADD** additional people authorized for pickup click the **Add Authorized Adult** button
  1. Add a First and Last Name
  2. Mark the check boxes next to the children they are authorized to pickup
  3. **If you wish to upload a photo for enhanced security, please select CHOOSE FILE**
  4. Click the **Save Changes** button
- To **EDIT** current adults authorized for pickup click the **EDIT** button next to the adult's name
  1. Scroll down to the Pickup Authorization Section
  2. Select all children that individual has permission to pickup
  3. **If you wish to upload a photo for enhanced security, please select CHOOSE FILE**
  4. Click the **Save Changes** button
- 3. **Log Out** when completed

Contact the Community School with any questions.

Community School Email: [fcls@fairlawnschools.org](mailto:fcls@fairlawnschools.org)

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