

BRIGHTWHEEL APP INSTRUCTIONS – Updated 9-6-2021

We are excited to be welcoming the students back on campus. Keeping your children safe is our priority. One of the ways we will be doing this is by implementing a new contactless check-in/out and a health screening that can be done at home before you arrive at school.

We are using the Health Screening App from a company called Brightwheel to help us with this process. This is a part of the Brightwheel school management software that we will be using for our preschool when it reopens. While there are many features on the app, the activity sections do not apply to Middle School. We are **ONLY** using the check-in/out and health screening for Middle School.

You should be receiving an invitation from Brightwheel in the form of a text or email. If you did not receive the invitation please check your junk mail, clutter, or spam. The invitation will provide information to download the app, create an account and guide you through the steps of signing up. Once you have set up your account it should be easy to use.

First time using the Brightwheel App:

1. You should have received a text with a link inviting you to create and account
2. Click on the link
3. Create a password and confirm the password
4. Download the app a "Welcome" msg may appear
5. Enter your phone number (be sure is the same number where you receive the link)
6. Write the four-digit code (you will need this number every time you access the app)
7. Enter your password
8. Type the access code
9. Scan the QR Code (provided on this page)

QR CODE

Brightwheel App Check In/Out Instructions:

Check In at home:

1. Tap the Brightwheel app on your phone
2. Sign in
3. Enter your phone number or email
4. Enter your password
5. Press sign-in
6. Press the check-in/out button at the bottom
7. Scan the QR code provided by the school
8. Pres Check In on the right of the screen
9. Answer the 4 health screen questions and click submit

(Please note: If you cannot answer any of the statements, you must notify the school office before being allowed to attend school.)

The four health questions you will be asked are:

- ☐ No Fever ☐ No cough or shortness of breath ☐ No contact with Covid-19 in the last 14 days
☐ No loss of taste or smell

10. Enter your 4-digit code and your child will be checked in



Exiting the app after drop-off:

1. Press the 3 lines on the upper left of the screen
2. Press the Avatar
3. Scroll down
4. Press logout

Picking up at School:

1. Click on the Brightwheel App on your mobile phone
2. Sign in
3. Enter your phone number or email
4. Tap the check-in/out button at the bottom of your screen
5. Scan the QR code
6. Tap the Check-Out button on the right of the screen
7. Enter your 4-digit code and your child will be checked out
8. You will receive a notification letting you know your child has been checked out.

Please make sure your contact information is filled out correctly and all authorized persons to pick-up your child are added, as they will need this information for checking-in/out your child.

If you have any questions, please call the school office.