



Quick Reference Card



Information



Tap the menu button pictured at the left to access the following options.

(This button is located at the top-left corner of the app screen)

Create Express Pass (The Garden-Variety Hall Pass)	Create Auto-Return Pass (A Faster Way to Create a Return Pass)	Create Pre-Approved Pass (An Express Pass for a Later Time)
<ol style="list-style-type: none"> Identify the Current Location <i>Tap the correct teacher's name on the student's schedule, popular location at the bottom of the screen, or select any staff member using the OTHER feature.</i> Select the Student's Destination <i>Tap the correct teacher's name on the student's schedule, popular location at the bottom of the screen, or select any staff member using the OTHER feature.</i> Verify the Express Pass Info is Correct - Selecting NO will return to Express Pass in order to create a new pass. Enter your PIN - Enter your PIN to approve the pass and send the student on their way. Save the Pass - Upon arrival to the indicated destination, a staff member must input their password to approve the pass and save the pass to the Pass Log. (For passes to the restroom or a locker, the classroom teacher's PIN is also used to save the pass). 	<ol style="list-style-type: none"> About Auto-Return Passes <i>This feature reverses the location/destination of the previous pass and automatically creates a new Express Pass - good for when a student needs to return to a classroom from another location, among other things.</i> Verify the Express Pass Info is Correct - Selecting NO will return to Express Pass in order to create a new pass. Enter your PIN - Enter your PIN to approve the pass and send the student on their way. Save the Pass - Upon arrival to the indicated destination, a staff member must input their password to approve the pass and save the pass to the Pass Log. 	<ol style="list-style-type: none"> About Pre-Approved Passes <i>Pre-Approved passes are passes to be used at a later time and date, such as during SLT to report to another teacher.</i> Identify the Location the Pass is to be USED LATER - Tap the correct teacher's name on the student's schedule (most likely the SLT teacher), popular location at the bottom of the screen, or select any staff member using the OTHER feature. Select the Student's Destination Tap the correct teacher's name on the student's schedule, popular location at the bottom of the screen, or select any staff member using the OTHER feature. Verify the Express Pass Info is Correct - Selecting NO will return to Express Pass in order to create a new pass. Enter your PIN and Save the Pass - Enter your PIN to approve the pass and save the pass to the Pre-Approved List. Pre-Approved Passes are activated from the Pre-Approved Pass List (see Activate Pre-Approved Pass on Page 2 for more information.)



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(continued)



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Activate Pre-Approved Pass (Simply Tap and Go!)	Pass Log (All Information about All Express Passes)	Change/Reset Pass Counts (Just in Case a Change is Necessary)
<ol style="list-style-type: none">Identify the Correct Pre-Approved Pass <i>Tap on the correct entry in the Pre-Approved Pass List to create an Express Pass with those credentials. Note: Once a Pre-Approved Pass has been activated the text will turn to a gold color and the link will become inactive.</i>Verify the Express Pass Info is Correct - <i>Selecting NO will return to Express Pass in order to create a new pass.</i>Enter your PIN - <i>Enter your PIN to approve the pass and send the student on their way.</i>Save the Pass - <i>Upon arrival to the indicated destination, a staff member must input their password to approve the pass and save the pass to the Pass Log. (For passes to the restroom or a locker, the classroom teacher's PIN is also used to save the pass).</i> <p>NOTE: This Pre-Approved Pass List displays the 10 most-recent pre-approved pass requests.</p>	<ol style="list-style-type: none">About the Pass Log <i>This option displays information about the 40 most-recently-used Express Passes. They are arranged in order of the date of the most recent Express Pass displayed in the first spot in the log.</i>	<ol style="list-style-type: none">Tap a Restroom or Locker Count <i>Tap the restroom or locker count of the teacher on the schedule that needs modified.</i>Enter your PIN - <i>Enter your PIN to gain access to change the count.</i>Enter a New Count - <i>Supply the new TOTAL for the count. The affected pass count should change accordingly on the student's schedule.</i>



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Tap the menu button pictured at the left to access the following options.
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Add Miller Merits (Make a MM Deposit)	Make a Purchase (Withdraw Miller Merits)	Transaction Register (Info Central on all Transactions)	MM Count Adjustment (Changes Quick and Easy!)
<ol style="list-style-type: none"> Staff Select - Select the correct teacher's name in the student's schedule or select any staff member using the OTHER feature to authorize the transaction. Select a Miller Way Option - Classify the Deposit by selecting a Miller Way action or select CASH GOLDEN TICKET for a Golden Ticket winner. Verify the Transaction Info is Correct - Selecting NO will return to the Miller Merit Exchange in order to create a transaction. Enter your PIN - Enter your PIN to approve the transaction. Deposit Miller Merits - Enter the number of Miller Merits to be added to the student's account. Note: A Golden Ticket will automatically deposit 8 Miller Merits into a student's account. 	<ol style="list-style-type: none"> Staff Select - Select the correct teacher's name in the student's schedule or select any staff member using the OTHER feature to authorize the transaction. Select MM STORE PURCHASE if a purchase is being made at the Miller Merit Store or the Miller Merit Cart. Verify the Transaction Info is Correct - Selecting NO will return to the Miller Merit Exchange in order to create a transaction. Enter your PIN - Enter your PIN to approve the transaction. Withdraw Miller Merits - Enter the amount of the purchase (the number of Miller Merits to be deducted) to the student's account. 	<ol style="list-style-type: none"> About the Transaction Register - This option displays information about the 40 most-recently-completed Miller Merit transactions. They are arranged in order of the most recent transaction in the first spot in the log and are color-coded according to the legend below: <div> Green - Deposits Red - Purchases Blue - Adjustments </div> 	<ol style="list-style-type: none"> Staff Select - Select the correct teacher's name in the student's schedule or select any staff member using the OTHER feature to authorize the transaction. Verify the Transaction Info is Correct - Selecting NO will return to the Miller Merit Exchange in order to create a transaction. Enter your PIN - Enter your PIN to approve the transaction. Adjust the Miller Merit Account Balance - Enter the NEW BALANCE of Miller Merits. This action will change the overall total amount of electronic Miller Merits for the student.



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Settings Information



Tap the menu button pictured at the left to access the following options.

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Change Name	Change Team	Modify Schedule
<ol style="list-style-type: none">Edit Student Name - Students should type in their first and last OFFICIAL name in the box. Upon tapping ENTER the app will update with the student's name.	<ol style="list-style-type: none">Team Selection - Students should select their correct team from the menu. The app will update the student's team accordingly upon returning to the Settings home screen.	<ol style="list-style-type: none">About this Option This option provides students to customize their schedule to include DA teachers, their SLT teacher, or any teachers for off-team classes.Pick a Schedule Slot - Select any teacher's name or the phrase NOT SELECTED in any course slot.Select a Content Area or Location - Select any academic content area or staff group from the choices listed.Locate the Correct Staff Member - Tap on the correct staff member's name to add the teacher or staff member to the schedule. Repeat these steps for additional modifications.



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INSTANT STUFF

Instant Restroom Pass

1. **Tap and Enter Your PIN** - After tapping on **INSTANT RR PASS**, enter your PIN to approve the transaction. Upon return to the classroom, enter your PIN again to approve the pass and save the pass to the Pass Log.

Instant Locker Pass

1. **Tap and Enter Your PIN** - After tapping on **INSTANT L PASS**, enter your PIN to approve the transaction. Upon return to the classroom, enter your PIN again to approve the pass and save the pass to the Pass Log.

Instant Miller Merit

1. **Tap and Enter Your PIN** - After tapping on **INSTANT MILLER MERIT**, enter your PIN to approve the transaction. The Miller Merit Count will update accordingly and the transaction will save in the transaction register.



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Tips, Tricks, & Reminders

- **Slow and steady will not crash the app!** Due to some of the menus and screens taking additional time to load, please be patient while the app is working. If a menu option changes color (or if the Express Pass, Miller Merit Exchange, or Settings icon expands), your choice was received and the app will process the selection as fast as possible. Express Passes and Miller Merit Transactions should be processed completely in less than 20 seconds, if not faster. If the app does crash, simply reload the app and restart the process that caused the crash.
- **Your PIN will NOT be hidden from view when typing information into the app.** In other words, unlike the majority of the time when entering a password and the characters typed in a program, online, or on an app are masked or hidden, Express Exchange will not disguise the text when entering your PIN to approve passes or change settings. Hopefully the technology necessary to add this feature will be available in future updates. **For now, please make every effort to keep your PIN safe and secure from all students.** Also, please remember to not share the online spreadsheet with everyone's PIN with any students.
- **When leaving plans for a substitute teacher, do NOT leave your Express Exchange PIN for access or an electronic link to the PIN spreadsheet.** Substitute teachers will have their own PINs that are already programmed into the app.
- **Students can begin the pass-creation process.** To expedite the process of issuing a pass, students can start creating a pass by selecting the current location and destination. At that point a student should hand his/her iPad to a staff member to approve the pass.