Downloading CrisisManager:

Parent/Guardian Plan

CRISIS MANAGER

Downloading CrisisManager To Your Smartphone

- Access the app store on your smartphone.
    - (in the APP Store or Google Play)
- Search for **SchoolDude CrisisManager**.
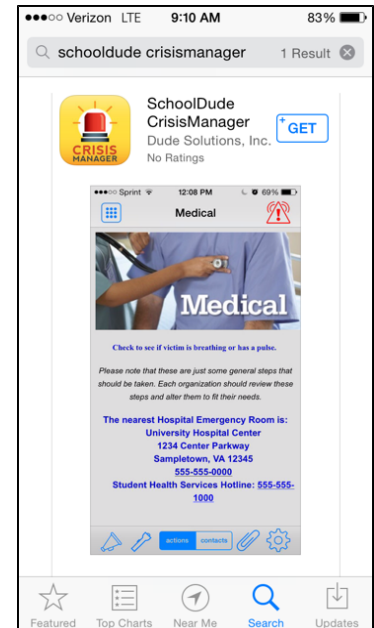- Install the app to your device.

Accessing Your Plan

- Open your CrisisManager app from your smartphone.
- Tap **Create Account**.
- Enter your **Email Address** and **Password**.

    Note: The password you set must meet the following requirements:

    Between 8 and 40 characters in length.
    Have at least one Uppercase character.
    Have at least one Lowercase character.
    Have at least one Numeric character.
    Have at least one Other character.

- Tap **Create Account** when finished.
- Once your account has been created you will be sent an email confirmation. Click on the link provided in the email to complete the confirmation process.

Email Confirmation

If you requested to confirm this email account for the SchoolDude CrisisManager app, please click here to complete the confirmation process.
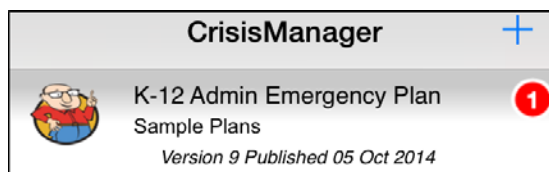
If you did not request to confirm this email account, please click here to cancel the confirmation process.

- After you have completed the confirmation process, you will need to log back into the app. Go back to your CrisisManager app on your smartphone and tap **Back**.
- Enter your **Email Address** and **Password** and tap **Login**.
- Tap on **+Client Plans**, find *St. Charles Parish Public Schools* in the list, and select it.
- Tap on *Parent/Guardian Emergency Guide.*
- The plan will then download and appear on your CrisisManager home page.
    - Tap on the plan to view.

Updating The Plan

If the Administrator updates a plan that you have downloaded, you will be notified by a badge on the CrisisManager app icon.

- Tap the CrisisManager icon to open the app.
- Tap on the plan with the indicator badge to download the new version.

Using The CrisisManager App

Once you have downloaded the app and your organization's plan, you will see the plan listed on the home screen.

- Tap on the plan name to access it.
- The plan opens to a screen with event icons which may include Medical, Severe Weather, Utility Outage, etc.
- To access details of what to do in a specific crisis event, tap on the appropriate icon.
- On the next screen, you will be able to scroll down the page to view the full amount of information for that event.

Event Screen Icons

- The icon ( ) at the top left side of the event page will take you back to the event icons.

- You may see a red triangle with an exclamation point ( ) on the top right side of the event screen. This indicates that you can enter a report for this event. Tap on the icon to fill out a report about the incident that will be received by your administrator.
- On the bottom left corner of the screen, you will see a megaphone icon ( ). Tap the megaphone to activate an alarm sound from your device.
- Next to the megaphone, you will find a flashlight icon ( ) which will turn on your device's flashlight.
- To the right of the flashlight symbol are the actions and contacts tabs ( ). When you access an event, you will be on the actions tab by default. You may view a list of contacts by tapping on the contacts tab.
- You may also see a paper clip symbol ( ) to the right of the actions and contacts tabs. If so, tapping the paper clip will take you to an attached document with additional information related to that event.
- The gear icon ( ) in the bottom right corner will take you to the Settings page where you will see a menu of options including Frequently Asked Questions. To go back to the event, tap the blue arrow in the top left corner.