



Brightwheel Instructions



Dear Parents/Guardians,

We are proud to introduce you to the **Brightwheel** school system for daily communication. We encourage you all to start using a free app on your phone or any other convenient device for:

- Direct messaging with a teacher and tracking your child's achievements in real time. *The teachers usually message you back within the dedicated time during their working hours.*
 - The photos along with the daily student reports are uploaded to the platform.
 - Your weekly class letters are also posted by your teachers.

Please download the free app on your phone or any other convenient device. Make sure that you are using the same email address to login.

- Set your account preferences. You can adjust your notification preferences within your profile settings on the app.

If you do not have an account with Brightwheel yet

- **Create a free Brightwheel account.** When you receive an invitation via email or text, please create a free parent account using either the web or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to. Here is a quick video overview.
- **Confirm your child's profile.** You will see your child's profile after you create an account, please confirm information such as birthday, allergies, and additional contacts. *If you do not see your child's profile, please contact us with the email address or phone number you used to sign up.

*You will not see updates within Brightwheel until we start to use it regularly.

- Set your account preferences. You can adjust your notification preferences within your profile settings on the app.

Check-In/Out Process

By Code: Enter your 4-digit code on the School Kiosk. Select your child's name, toggle in/out, and confirm.

By Code + Quick Scan: Use your mobile device to scan the QR code on the School Kiosk, select in/out for your child on your device, confirm, and enter your 4-digit code.

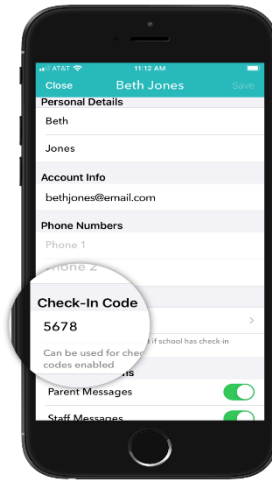
IMPORTANT

- Only authorized adults can use the Check-in Kiosk.

- If sharing a code with another parent (unintentionally), you may need to enter the last four digits of your phone number for identity verification.
- Do not share your personal code with approved pick up or other family members!

Finding Your Check-In Code

1. Log into the Brightwheel app.
2. Go to Edit Profile (Menu > three horizontal lines > Edit Profile).
2. Your Check-in Code is at the bottom.
3. For shared codes, enter the last four digits of your phone number to verify your identity.



F.A.Q. on Brightwheel Check-Ins and Contacts

- Adding Approved Adults: You can add approved adults for your child's pick-up in Brightwheel. Each added contact will be assigned a unique code for check-ins and check-outs, based on the registration forms. Only you can view your own code.
- Brightwheel Account for Contacts: It is not required for contacts to have a Brightwheel account. They will use the code generated for them. If you need a code, please contact the school office. We can view all codes but cannot edit them. Contacts wishing to change their code must create a Brightwheel account.
- Using Check-In Codes Without an Account: Yes, parents can use their check-in code without activating their Brightwheel account. A staff member can assist by looking up the code.
- Contact Roles: Each contact type has a different level of access to the student's profile and features. Approved pick-up contacts do not need a Brightwheel account but must use their assigned code. For code inquiries or changes, please contact the school office.

We are excited to integrate the new system into our school life and hope you enjoy it!

Kind Regards,
Metaphor Team