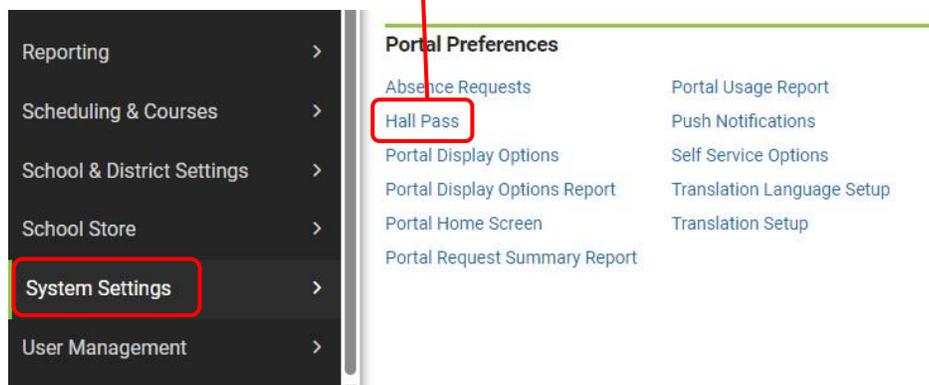If you want student to be able to request and manage hall passes on the **Student Portal** and the **Student App**, **Hall Pass** will need to be enabled on the **Portal**.
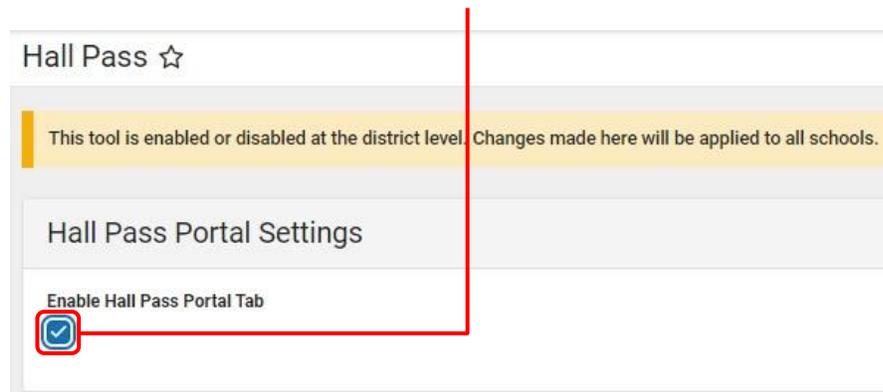
Enabling Hall Pass

To enable **Hall Pass** on the student portal
1. Under the **Main Menu**, click on **System Settings**.
2. Under **Portal Preferences**, click on **Hall Pass**.

3. Click on the checkbox below **Enable Hall Pass Portal Tab**.

If this box is checked, students can view, manage and request hall passes in the **Student Portal**.

4. Click **Save**.

Note: The **Hall Pass Portal Tab** is a district-level setting. Changes made here will be applied to the entire district.

Student Portal

To access **Hall Pass** from the **Student Portal**:
1. Under the **Main Menu** click on **More**.
2. Click on **Hall Pass**.

Student Requested Hall Passes:
To request a hall pass:
1. Click on the **Request Hall Pass** button.
2. From the drop-down menu that appears, select the hall pass you want to receive.
3. Click the checkmark to request the selected hall pass.

Hall Pass Approval:
Once a student has requested a hall pass, a pop-up window will appear requesting a staff member's passcode.

To approve the student requested hall pass:
1. Click on the drop-down menu under **Staff Member** and select the desired staff member.
2. The selected staff member will need to enter their **Staff Passcode**.
3. Click **Return**.

IT Support

Student Portal:
If you have questions regarding **Student Requested Hall Passes** after reviewing the steps above, please submit a support request via email to epssupport@eriesd.org.