

Add Students (Pickups) to a Group PIN

Last Modified on 12/17/2018 2:38 pm EST

1. Point to **Clock** and select **Manage Group PINS**.
 2. Click **Manage Pickups** next to the Group PIN you would like to add Students to.
 3. Click **Add Additional Pickups**.
 4. Use search criteria or enter a specific first / last name then **Search**.
 5. Check All or check individual boxes next to each authorized pickup.
 6. **Save Pickups**.
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