# Downloading CrisisManager: LAUSD Staff/Responder Emergency Plan

## Downloading CrisisManager to your Smartphone

- Access the app store on your smartphone.
- Search for SchoolDude CrisisManager.
- Install the app to your device.
- **Or** if you have a QR code reader on your smartphone, scan the codes below to locate the app in the store and then install it.

iTunes App Store for Apple devices:

Google Play for Android devices:







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# Accessing your Plan

Email addresses from LAUSD and local first responder agencies are recognized by CrisisManager as Authorized Users, meaning you have access to the *LAUSD Staff/Responder Emergency Plan* that cannot be downloaded by other users. To log in as an Authorized User you will first need to create an account in the mobile app. This is NOT your LAUSD single sign-on.

- Open your Crisis Manager 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 a least one Uppercase character. Have a least one Lowercase character. Have a least one Numeric character. Have at least one Other character.

• Tap Create Account when finished.

Create SchoolDude CrisisManager Account
Email Address
Enter Password
Confirm Password
Create Account
By creating an account, you agree to our Terms & Conditions

# SCHOOLDUDE.

• 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.



- 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.
- That will bring you to the Verified Email Addresses page and you will see your email address listed.
- Tap **Back** in the upper left hand corner, this takes you to the Settings screen.
- Click on < in the upper left hand corner of the Settings screen to return to the home page.
- A **Confirm Plan Download** pop-up screen will appear giving you the option to download the LAUSD Staff/Responder Emergency Plan.
- Click Yes to download it.
- Once the plan has downloaded, it will appear on your CrisisManager home page. Tap on the plan name to open it. You will not need to log in with your password again!



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### **Updating the Plan**

If the content of the emergency plan app is updated, 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.



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K-12 Admin Emergency Plan Sample Plans Version 9 Published 05 Oct 2014	1

#### CONTACT US

Got questions? Answers are what we're here for. Phone: 877.868.3833 – 8:00 am to 6:00 pm EST Email: support@schooldude.com

