

# INSTRUCTIONS FOR STUDENTS USING E-HALLPASS

GO TO: [WWW.E-HALLPASS.COM/LOGIN](http://WWW.E-HALLPASS.COM/LOGIN)



How to log in ?



### User Name:

Last Name First Initial Last 3 digits of your ID #

*Ex: [smithj567@citruschools.net](mailto:smithj567@citruschools.net)*

### Password:

Capital S, lowercase t entire ID#

*Ex: St1234567*

GO TO: [www.e-hallpass.com/login](http://www.e-hallpass.com/login)

LOG IN

If your school uses a Google or Clever account to log you in, choose the appropriate option below.

Log in

“Click on the Google Icon”

SIGN IN WITH GOOGLE

If your school uses your Google account to log you in click here

Terms of Use

Continue with “Sign in with Google”  
using your Google Credentials  
(See above)

Lecanto High School

Create Pass

Active Pass

Appointment Pass

New Releases

From

Teacher\*

Search Your Teacher

Select where you want to go:

Quick Pass Offices Teacher

Room\*

Select Room

Submit

\*This is a web-based application you can use and create passes on any online device.

Click “create pass” choose teacher’s class and pick destination using the tabs