

**School Safety Mobile App  
*for Teachers & Staff Members***

**Information & User Manual 2023**



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# **Getting Started**

Teacher’s edition requires an account using an email and password. The email must be owned by you (**DO NOT SHARE**).

**Criteria**:

* + - 6 – 9 characters in length
    - Avoid using first and last name
    - Must include a special character

**You are responsible for your account. DO NOT SHARE your account details.**

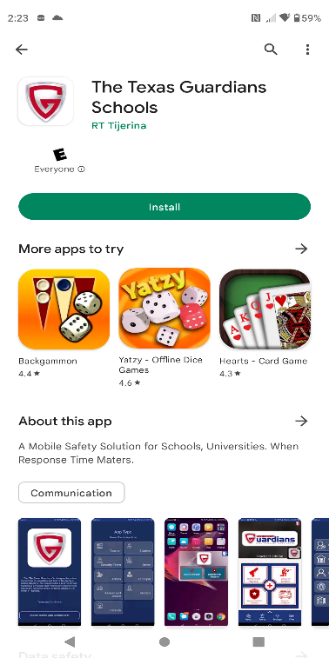
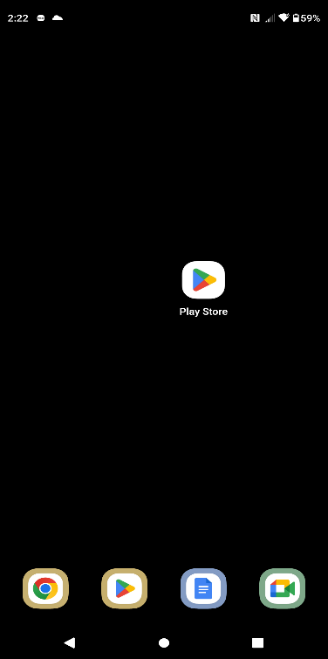
## **1.1** **Supported Platforms**

Platforms:

* **Android Version 10.0+**
* **iPhone, iOS Version 13+**

## **1.2 Downloading the App**

Available on App Store and Play Store.

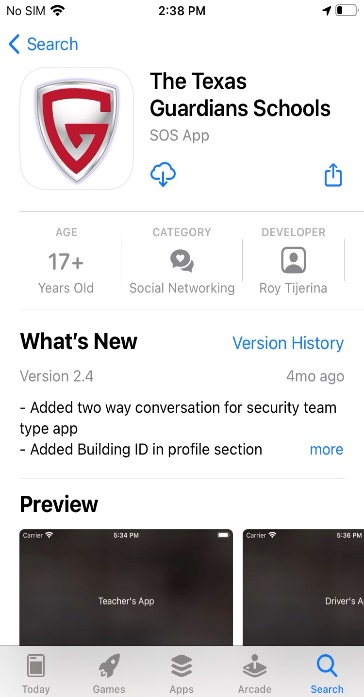
***Certain features may be unavailable depending on your device.***

**Android Play store Download**

* + **Open Play Store.**
  + **Search “The Texas Guardians**

**Schools”**

* + **Install application.**

****

iOS **Play store Download**

* **Open App Store**
* **Search “The Texas Guardians Schools”**
* **Install Application**

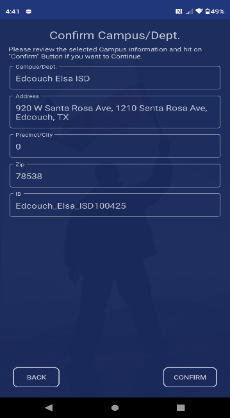
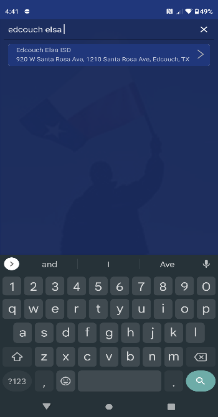
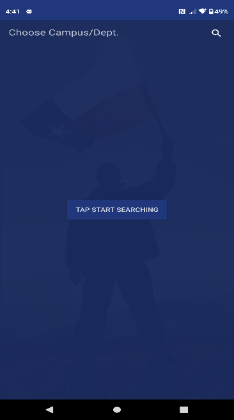
## **1.3** **App Permissions**

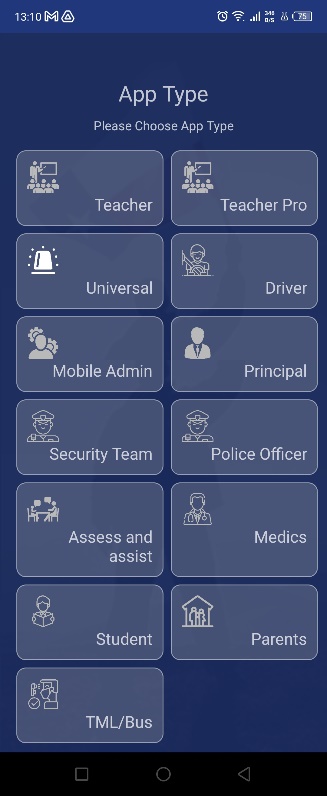
You may be asked to accept permissions during download depending on your device. All permissions must be allowed in order for the application to function properly.

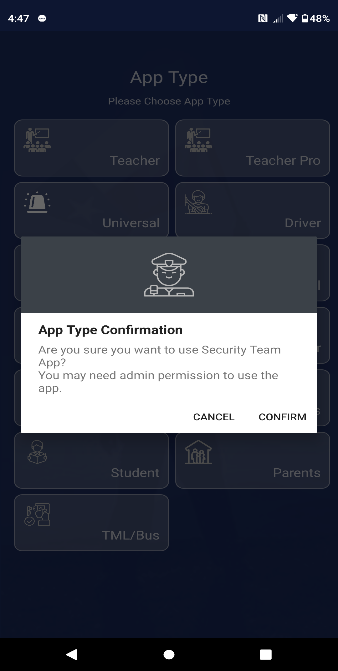
## **1.4 Terms & Conditions**

* **Read terms & conditions (Strongly Suggested).**
* **Tap “AGREE TERMS & CONDITIONS” button below.**

## **1.5 Connecting Campus**

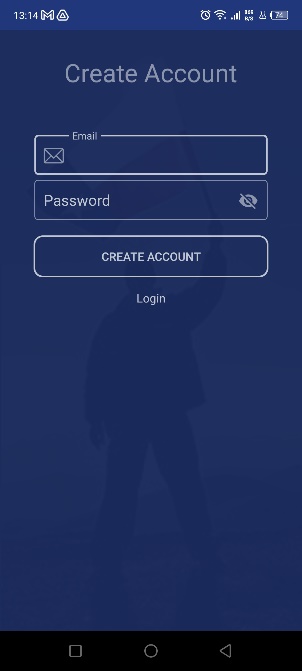
* **Tap on “Tap Start Searching”**
* **Enter your Campus Name**
* **Select your Campus Name from the list**
* **Tap on “Confirm” on the bottom right of the screen**





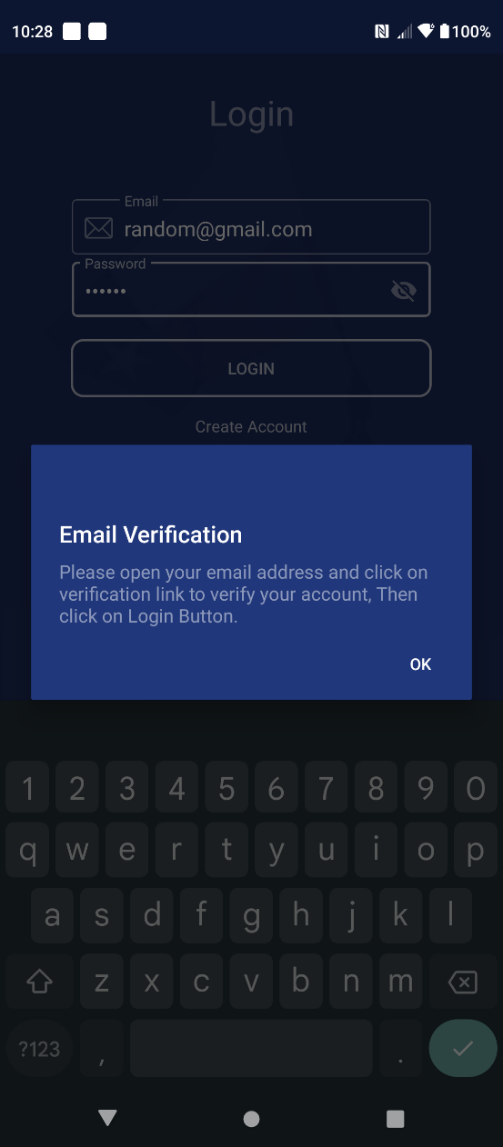
## **1.6 Selecting Your App Type**

* **Tap on the “Teacher” button.**
* **Select “Confirm”**
* **Accept all permissions**

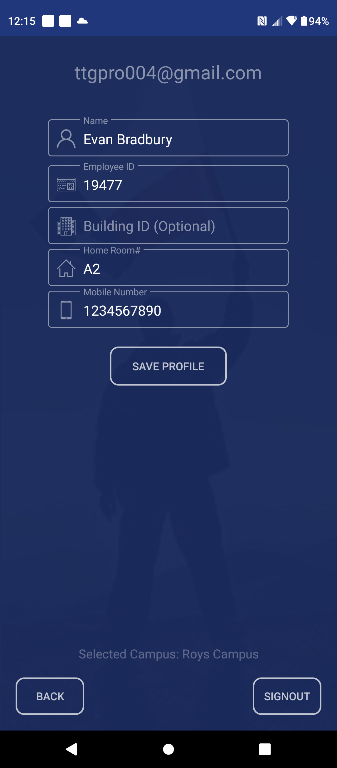


## **1.7 Create an Account**

* **Tap on “Create Account”**
* **Input Email and Password and tap “Create Account” button.**

****Upon creating your account, you must confirm your email address.

* Once verified, log in.



**Profile Requirements:**

* Full Name
* Employee ID
* Assigned Location
* Mobile Number
* Once completed, tap on “Save Profile”

This app is not functional until the admin has verified and approved your account.

# **User Guidance**

## **2.1 Primary Emergency Features**

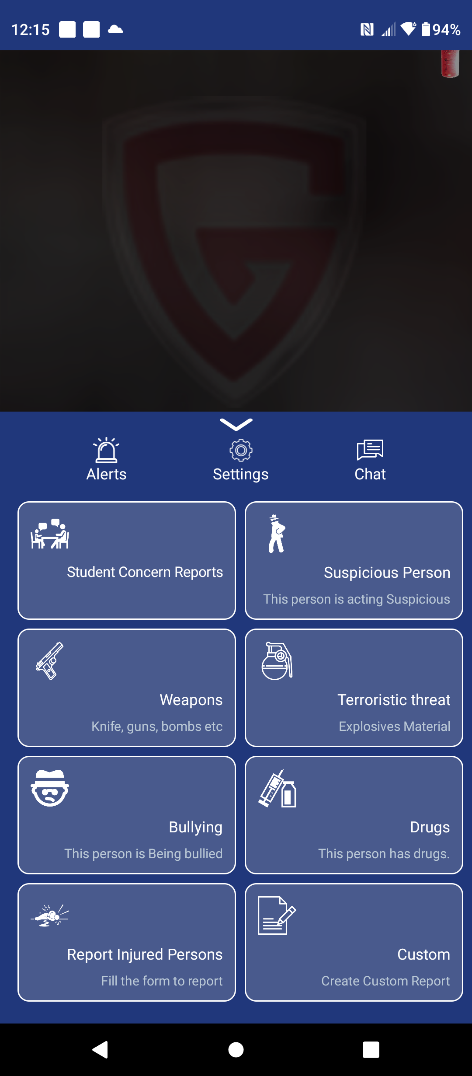
5 Primary Emergency Buttons

* **Shots heard**
  + Gunshot Detected.
* **Shooter Spotted**
  + Visual of an Active Shooter.
* **Medical Assistance**
  + Medical Injury
* **Suspicious Activity**
  + Abnormal Behavior
* **Request Security/Admin**
  + Request Security assistance for any situation

## **2.2 Hidden Features**

* *The app will prompt you to enter your device’s pin or pattern when a report is selected.*
* *Upload an optional image alongside the report. You are NOT required to upload an image.*
* *Auto-dial 911 upon complete submission of an emergency alert.*
* *Live location ONLY tracked after submission of an emergency report*
* *Automatically enables the device “DO NOT DISTURB” feature after submitting a report.*
* *Manually disable live tracking from the home screen.*
* *Request Admin/Security will send an alert to all security members & campus admin.*

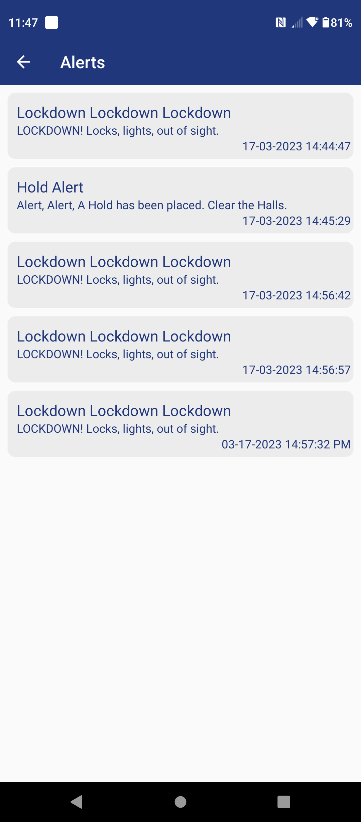
## **2.3 Non-Emergency Features**

8 Non-Emergency Buttons:

* **Student Concerns Reports**
  + Mental or physical health concerns.
* **Suspicious Person**
  + Abnormal Person.
* **Weapons**
  + Non-Firearms**.**
* **Terroristic Threat**

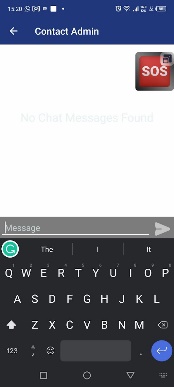
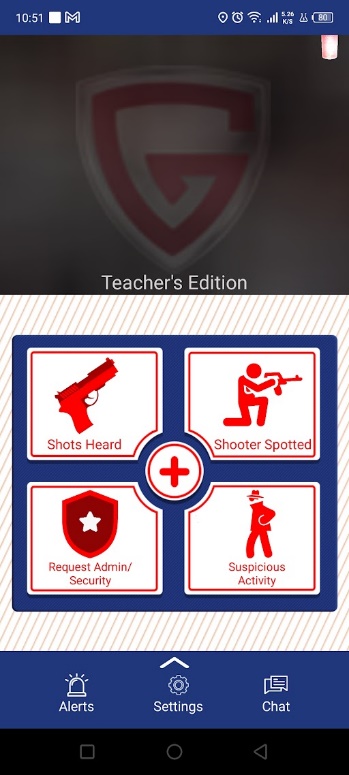
Comment of a terroristic nature.

* **Bullying**
  + Bullied Student.
* **Drugs**
  + Drugs found within the campus.
* **Report Injured Persons**
  + Non-life-threatening medical injury.
* **Custom Report**
  + Submit a custom report.



## **2.4 Alerts Page**

* View all mass notification alerts.



## **2.5 Chat with Admin**

1-on-1 Private Message.

## 

## **2.6 Settings Page**

**The Features on the Settings Page are as follows:**

* **Update your profile information**
  + Full Name
  + Employee ID
  + Assigned Location
  + Mobile Number
* **Technical Support**
  + Online Customer support 24/7.
* **Setup Panic Button Device**
  + Bluetooth & WIFI setup for the TTG Panic Device.
* **Test mode**
  + Verify App Functionality.
* **SOS Floating Widget**
  + “Shots Heard” & “Request for Security” reports