



# Staff Startup

## LOG IN

*Staff will receive an email invitation from a school manager to access the program.*

### DOWNLOAD THE 5-STAR STUDENTS MANAGER APP



<https://5starstudents.com>

Log in to the website and 5-Star Students Manager App with your school email address.

If enabled, use single sign on (Google or Microsoft) or create a password.

## NAVIGATING

FAVORITES



TUTORIALS  
COURSES

HALL  
PASSES

CLASS  
MANAGEMENT

EMERGENCY  
CHECK-IN



**ACTIVITIES:** rosters/organizations



**EVENTS:** attendance/tickets/check-ins



**BEHAVIORS:** positive behavior tracking



**INTERVENTIONS:** library/study hall check-in



**FLEX SCHEDULE:** tutorial assignment and check in



**REWARDS:** prizes and recognition

# POPULAR TOOLS

## GIVE BEHAVIOR POINTS



**CLASS MANAGEMENT:**  
Select student(s)  
from a roster to issue  
points

## ISSUE HALL PASSES



Manually add a pass  
using the student's ID  
and/or name. Or  
select student(s) from  
a roster to issue a hall  
pass



## EVENT/INTERVENTION/FLEX CHECK-IN



Live check in  
(scan or look  
up)

Student  
check-in with  
ID number

Add by name  
(multiple)

Check in using  
preset list

Add from list  
(roster or  
group)

Add by ID  
number  
(multiple)

# RESOURCES

## UPDATES

Find the most recent  
updates in the message  
center on the right side of  
the Dashboard.

### Get Help



#### Tutorials

Watch short tutorials on a variety of topics



#### Online courses

Self-guided training



#### Getting started

Introductory documentation



#### FAQs

General info and FAQs

### MESSAGES

#### RELEASES AND UPDATES

Check out the latest releases and  
updates: [View Updates](#)

**4/14/25** - Hall Pass Cool Down Period and  
Hall Pass Eligibility lists are now available!