

Instructions for Loading SchoolDude Crisis Manager App onto Your Personal Device (Smartphone, tablet, iPad)



1. Go to the App Store on your personal device and search for “**Crisis Manager.**”
2. Download Crisis Manager. (Be sure you have a charged device before downloading.) Crisis Manager takes up approximately 5.5 MB of hard drive space (less than a few songs) and does not use any of your data plan once downloaded.
3. When you open the app for the first time, you will be prompted to create an account. Be sure to use your Ritenour email address to create the account.
 - A. Click on settings button (looks like a gear)
 - B. Click “Manage Account”
 - C. Click Sign up for/Register Account
 - D. You will then receive an email from Crisis Manager with instructions to confirm that you requested an account. Follow those instructions
 - E. After you confirm the account in your email, click on the Crisis Manager App and login.
 - F. To login, simply launch Crisis Manager, click on the setting icon, then select “Manage Account.”
 - G. Type in your email address and password you set up earlier.
4. After loading the application, you will see that you have permission to open your individual building Crisis Manager Emergency Response Plan.
5. A crisis plan for your school will be automatically downloaded to your personal device.
6. After the first time you view your crisis plans, you no longer will have to go through the above steps to view information in this app.

If you experience trouble loading the application, don't hesitate to call the Ritenour Facilities Department to speak with Mike Smith or Dionne Gleckler at (314) 493-6075.

Please note that the Crisis Manager app is updated regularly throughout the year, so be sure to accept updates so you will always have the most updated contact information and emergency procedures at your fingertips wherever you are with your personal device.