

Cogens Parents App Pick up Guideline

Are you a new parent?

YES


Download the Cogens Parent App from the App Store or the Play Store

Create an account by **signing up** and entering all the required information (your name, email, password, and phone number).

To add your child(ren):

- On the Homepage click on the Students tap.
- Click on the "+" sign to add your child
- add the student email, school, and Relationship and follow the prompts
- Repeat for other children (if any)

To pick up your child(ren):

- Click on the car icon  to be able to start the pickup request for all your children. You can also click on the "Pickup" prompt on the top of the Homepage.
- Make sure that you are seeing the child under the correct school

When the teacher receives the pick up request, they will change the status of the child to **"Enroute"** and send the child.

Please **follow the instructions** of the staff for a smooth dismissal process

Please change the status of the child to **"Picked up"** when you receive the child.

NO

UPDATE Cogens Parent App

If you can't remember your password, you can reset it by clicking on "Forgot Password"



ATTENTION

Please note that OGMS and OGHS students will not be able to pick up their sibling from OGES in person.

- For **OGMS**, parents should initiate the pickup request and the OGMS student can wait at the front of the OGES main doors
- For **OGHS**, please ask them to download the app, add their siblings and initiate the pickup request themselves and wait for their sibling outside OGES main doors.