

Login Guide

LOGGING IN TO THE PBIS REWARDS WEB PORTAL:

- You will **receive an email** from your school's PBIS Administrator.
- **Click the link** to the login page contained within the email. Once on the login page, select **Activate Account**.
- Search for your school, enter your email, and click **Submit**.
- You will receive another email with a password recovery link. **Follow the link** to create your password and click **Submit**.
- Return to the login page and enter your new login credentials.

SINGLE SIGN-ON OPTION:

- **SSO for Web Portal:** If your school is using single sign-on through Clever or ClassLink, your staff will click on **that Option**.

SETTING UP THE PBIS REWARDS STAFF APP:

- **Log in to the Web Portal** and establish your login credentials.
- **Download and install** the PBIS Rewards Staff App from the App Store or Google Play Store.

Navigate360
PBIS Rewards

Log in to your Staff Account

Activate your account

Email *

Password *

Enter your password

Log in

Forgot password? Remember me

OR

Substitute/Cashier

ClassLink Clever

Terms of service Navigate360 student login



STOP

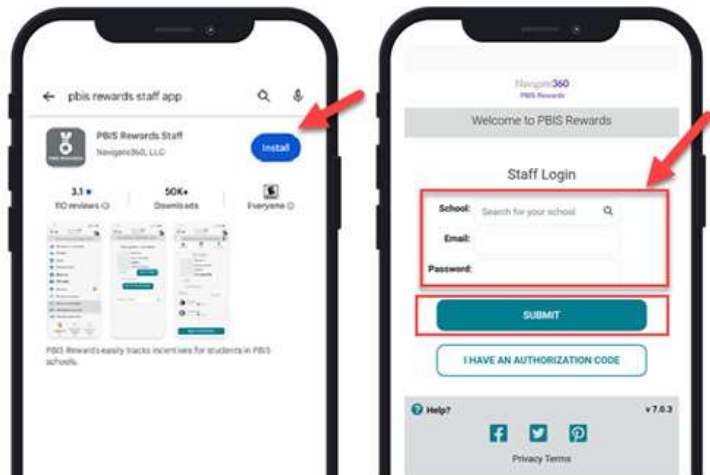
To log into the PBIS Rewards Staff App, you must **establish a username and password** combination OR generate an authorization code to continue this process. Please see the next page for instructions on how to generate authorization codes. Then, return to complete the instructions in the section below.

OPTIONS FOR LOGGING IN TO THE PBIS REWARDS STAFF APP:

- **Log in** using your username/password combination.
- Click **Submit** to enter the app.

OR

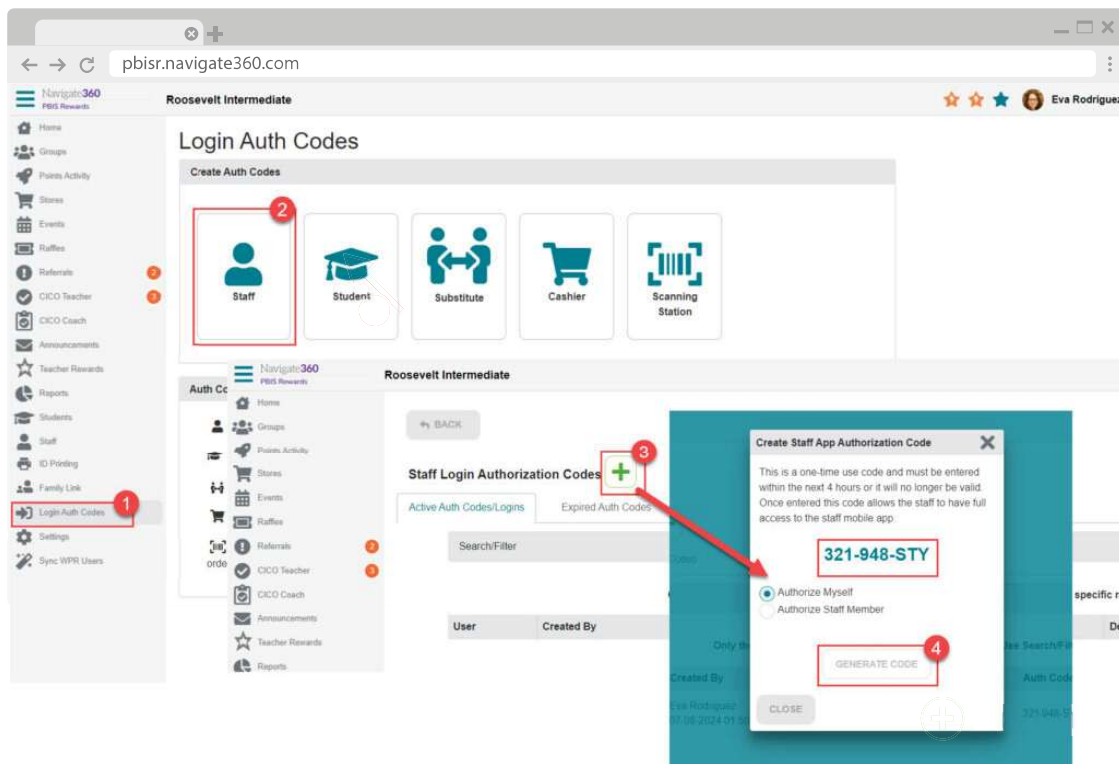
- Choose **I Have an Authorization Code**.
- **Enter the code** that you generated from the Staff Web Portal on page 2.
- Click **Submit** to enter the app.



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HOW TO GENERATE AN AUTHORIZATION CODE:

- ◆ Once logged into the PBIS Rewards Web Portal, select **Login Auth Codes** from the main menu on the left.
- ◆ Under the Create Auth Codes section, choose **Staff**.



page.

3. An Admin will be able to create a code for any staff member using the **+** icon on the page.

4. Once clicked, a pop-up will appear with an option to **Generate a code.**



Helpful Tips

- Any staff member can create a code for their own use.
- This one-time use code is only valid for 4 hours.
- If not used within the 4 hour timeframe, you will need to generate a new code.