Sub & Cashier Accounts

In six simple steps, you can grant temporary, limited access to substitutes and cashiers in PBIS Rewards. They just need a Login Auth Code!
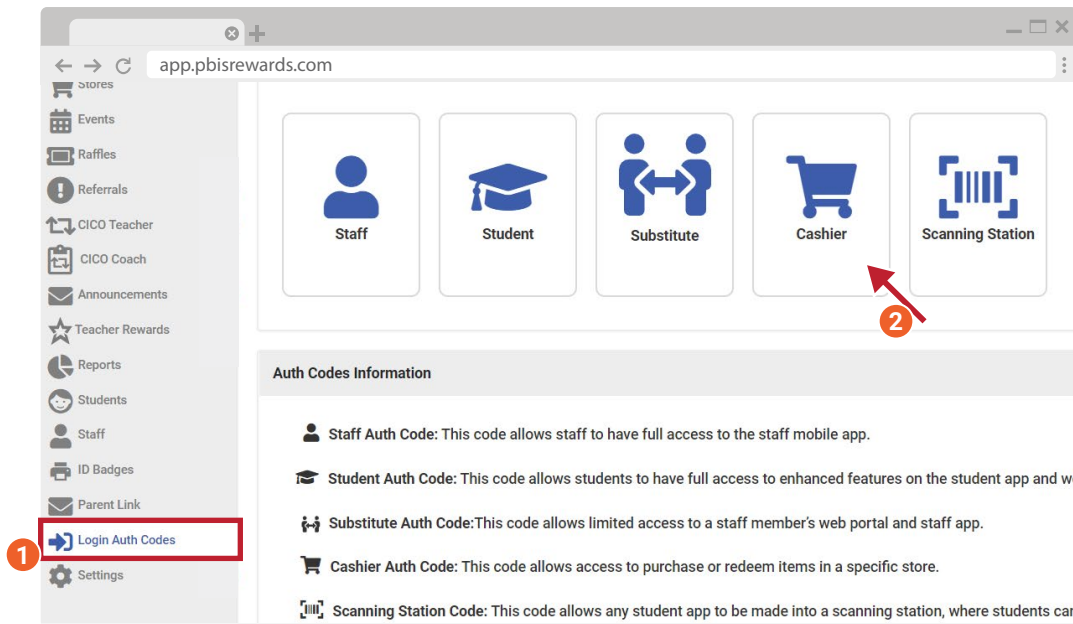
The example below shows creation of a cashier code.

- Select Login Auth Codes from the main menu on the left.
- Choose which kind of code you would like to create.

- Select the ⊕ **icon** and a pop-up will appear.
- **Enter the required information.** Select which store the cashier will have access to sell from and enter the cashiers name.
- Click **Generate** to create the code.
- This code can be used in the Staff App by selecting the "I have an Authorization Code" button or by selecting "Authorization Code" in the web portal at **app.pbisrewards.com**.
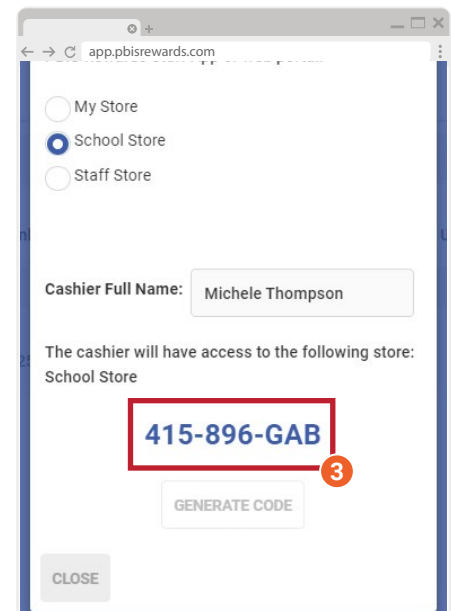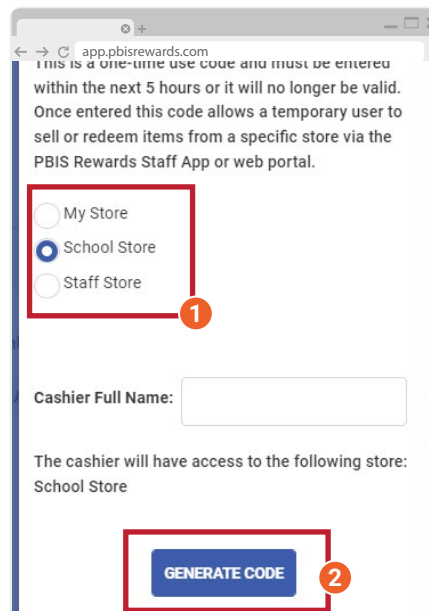
Sub & Cashier Accounts

How you can create scannable rosters with a QR code!

A scannable class roster can make it easier for subs to award points to students who exhibit positive behaviors while you are away from the classroom. Scannable QR rosters are a game-changer for all staff members on your campus, but they are especially helpful when setting up subs for a successful school day!

- Click the **Groups tab** on the left side of your screen. Your "My Groups/Favorites" will appear by default.
- **Select the class**/small group you want to print.
- To print that class/small group roster, click the **Settings** icon and then click **Group Print**.
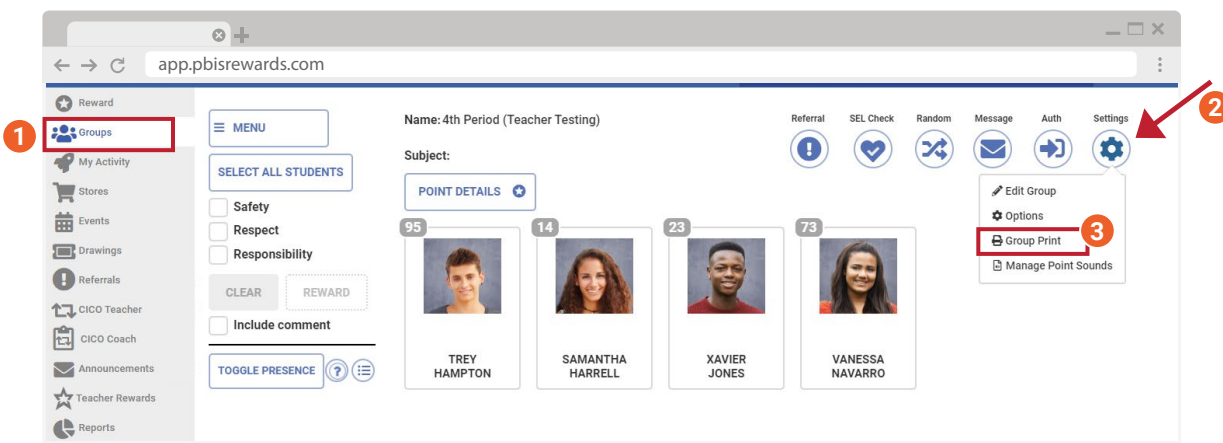
- A pop-up box will appear (similar to the image below). Here, you will need to select how you want your rosters to print based on the number of students per page. When you have determined how you want your rosters to print, select the **blue printer button** beside the number.
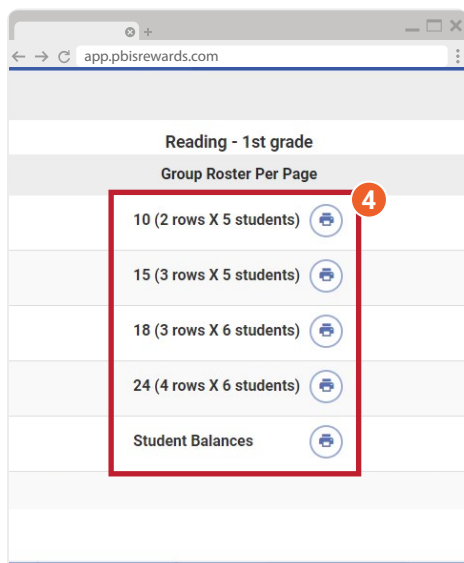
Example Roster

Below is an example of a 3x5 Roster. However, you can see from the options to the left, you can customize the page formatting the way you like.