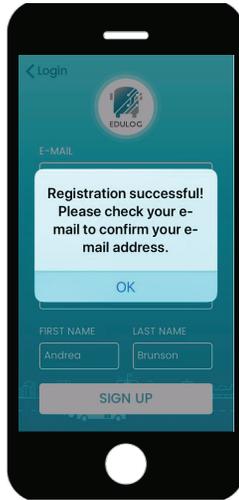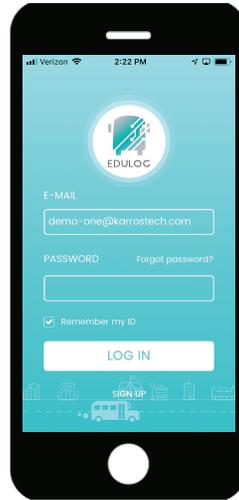# 1 Registration

Enter your email.
Enter a password.
Confirm the password.
Add your first and last name.
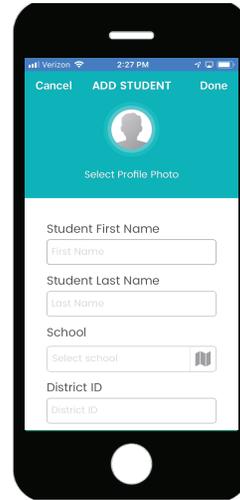Then select Sign Up.

2 Confirm Email

Check your email.
Select the link to activate your account.
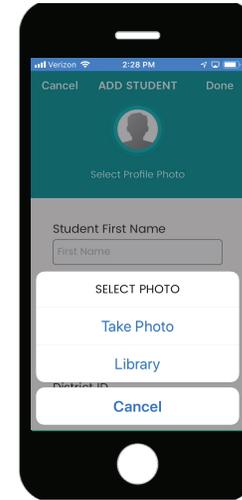Account verification will appear.

3 Log In

Enter your email.
Enter your password.
Select Log In.
When logged in select Student Lists.
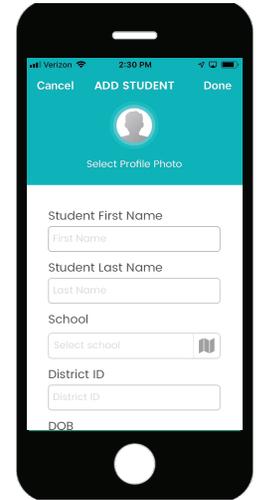
4 Add Student

Enter the student's first and last name.
Search for school by name or map.
Enter the student's District ID.
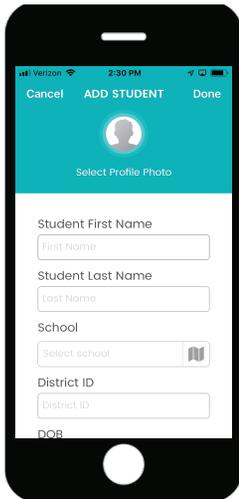Select the date of birth (DOB).

4a Photo

Select the student icon and upload a photo or take a photo using your device.
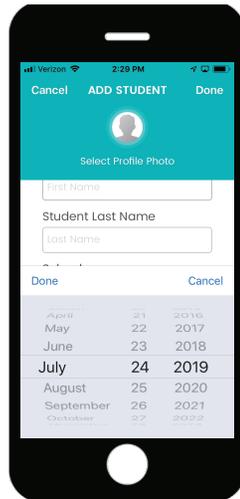
4b School

Search for school by name or find the school on the map using the map icon.
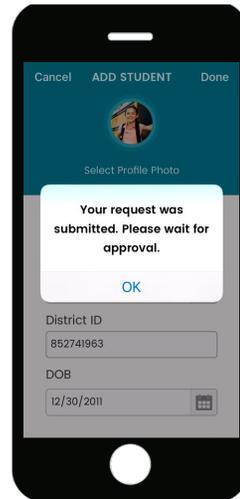
4c District ID

District ID is a unique ID assigned to the student in the district. The district creates this ID.
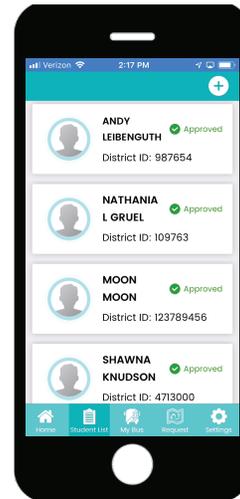
4d DOB

Scroll to DOB on Apple iOS.
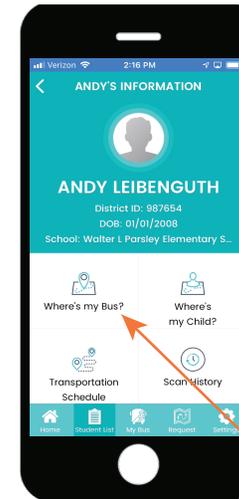Select the day and year on the Android.

5 Approved

Submit the student.
Approval is immediate.
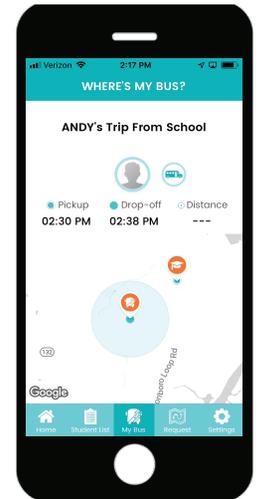The student will display as accepted or rejected.

6 Student List

If rejected, the information you entered did not match the district. Try again or contact the school.
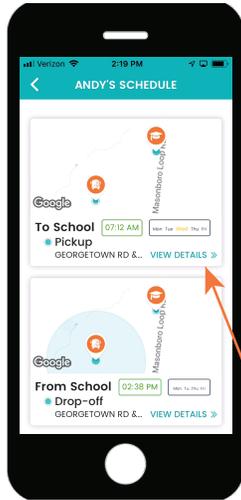
7 Information

When you select the name from the student list, student information will apear.
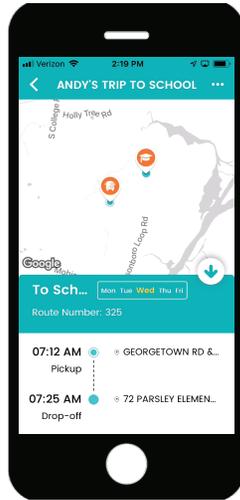
8 Bus

Select Where's my Bus? The school and bus will be shown on the map with route and trip info.
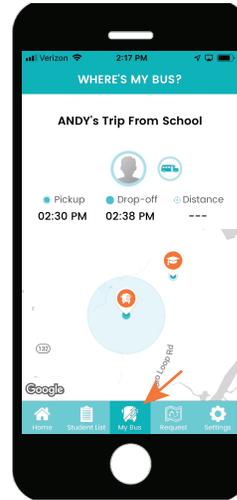
9 Schedule

When selecting Transportation Schedule 🚌 Pickup and Drop-off time information is shown.
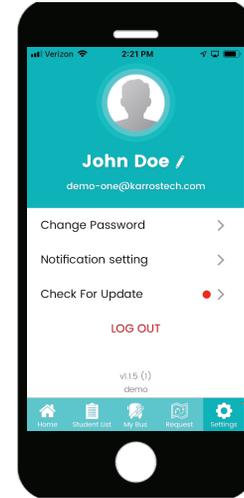
10 Details

In the Schedule window for Pickup and Drop-off, select View Details for additional information.
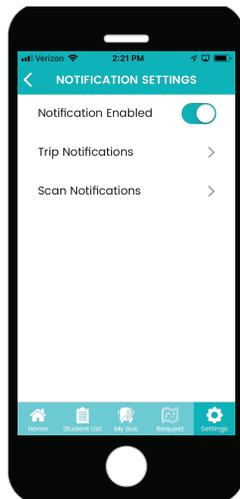
11 My Bus

When selecting Where's My Bus? in the main menu, this will also show you your student's trip information with a map.
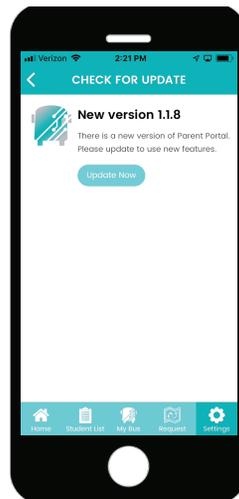
12 Settings

To adjust your settings, select Settings in the main menu.
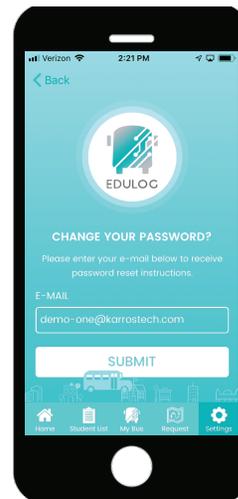
13 Notifications

Select Notifications in Settings. Enable Notifications. Trip and Scan Notifications must be set for AM and PM for each child.
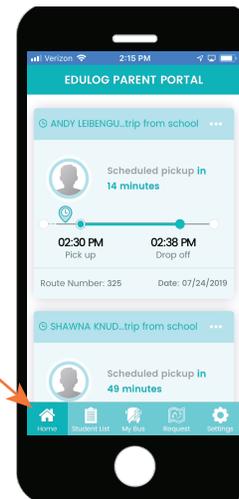
14 Updates

Select Check For Updates in Settings, to get the most recent update of the application.

15 Password

Select Change Password, in settings to change your password.

16 Home

When selecting Home in the main menu, this will show each student's trip.