



# FirstView® GPS Self-Guided Tools

Registering to track your route

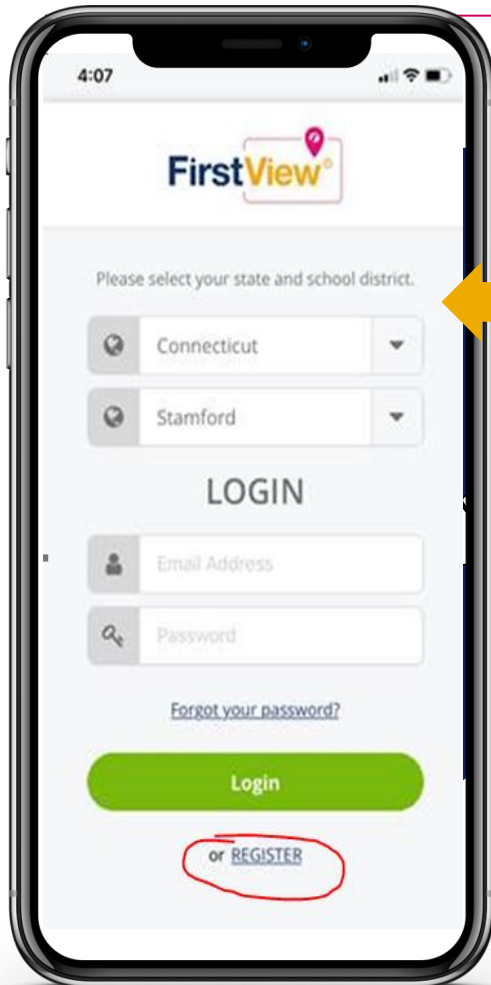


**Step 1: Getting Started**  
Download app, Register  
& Log-In



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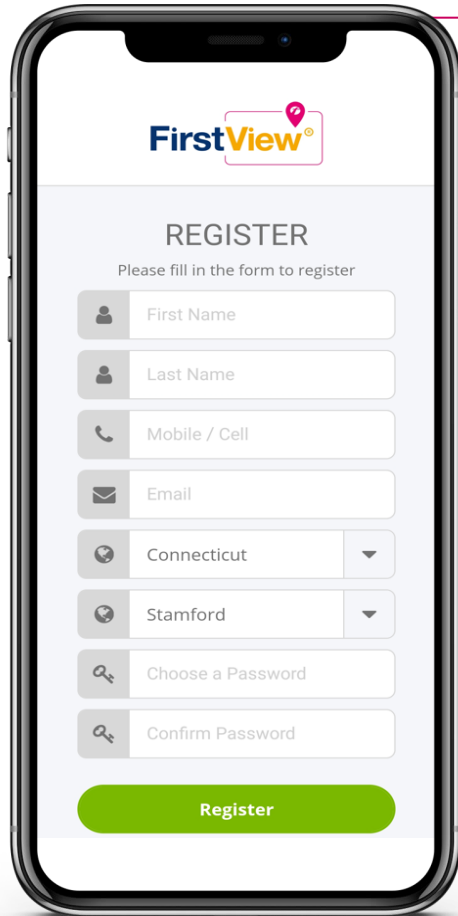
### Step 2: Select State

- Select your state and school district from the drop down
- Then click register



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The image shows a smartphone screen with the FirstView GPS registration form. The form is titled 'REGISTER' and includes a sub-header 'Please fill in the form to register'. The form fields are: First Name, Last Name, Mobile / Cell, Email, Connecticut (dropdown), Stamford (dropdown), Choose a Password, and Confirm Password. A green 'Register' button is at the bottom.

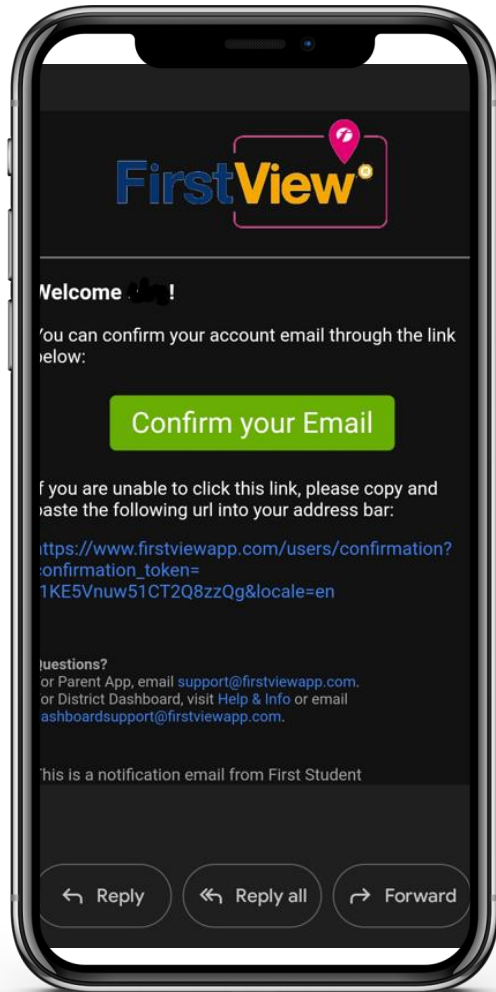
### Step 3: Register

- Enter all the required information
- Choose a password
- Click register
- You will receive an email where you will have to click confirm



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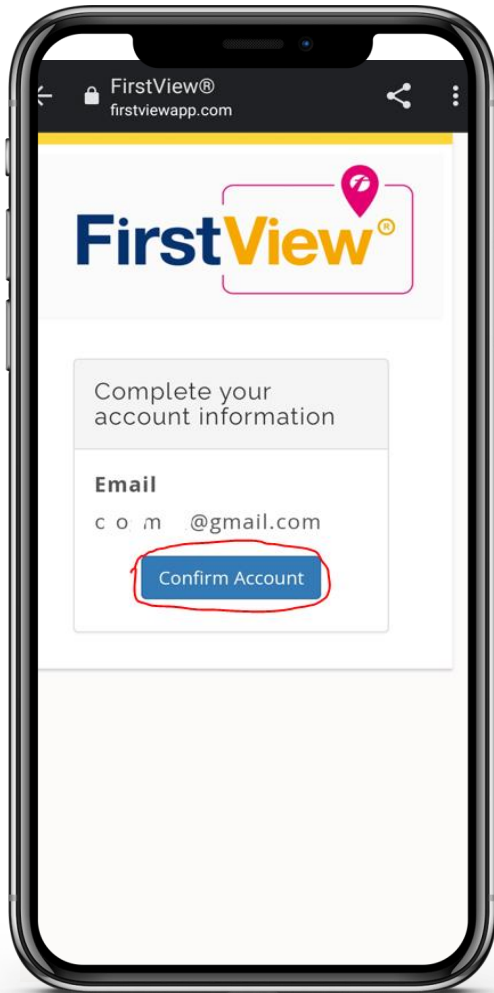
### Step 4: Confirm Email

- Go to the email you used to register your firstview account
- open email and click confirm your email



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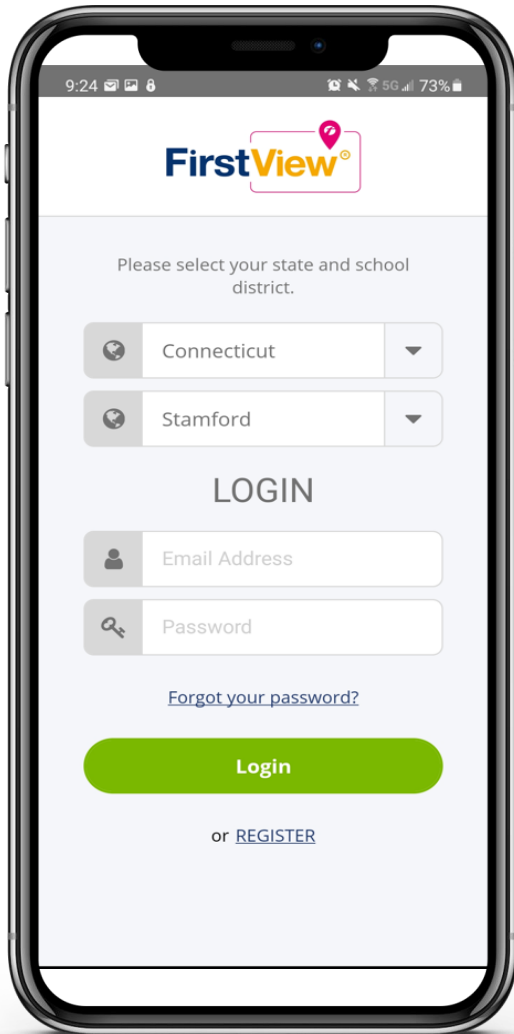


**Step 5: Confirm Account**  
Click confirm account



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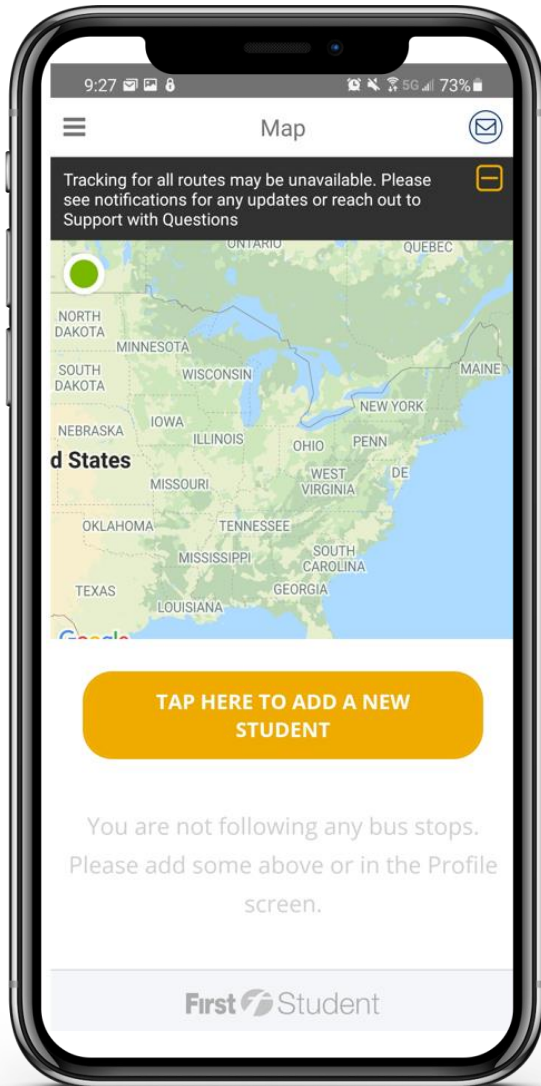
### Step 6: Log in

- Go back into the app
- Select state and district
- Put in your log in credentials
- Click Log in.
- There will be some slides introducing you to the app



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## Step 7: Add new student

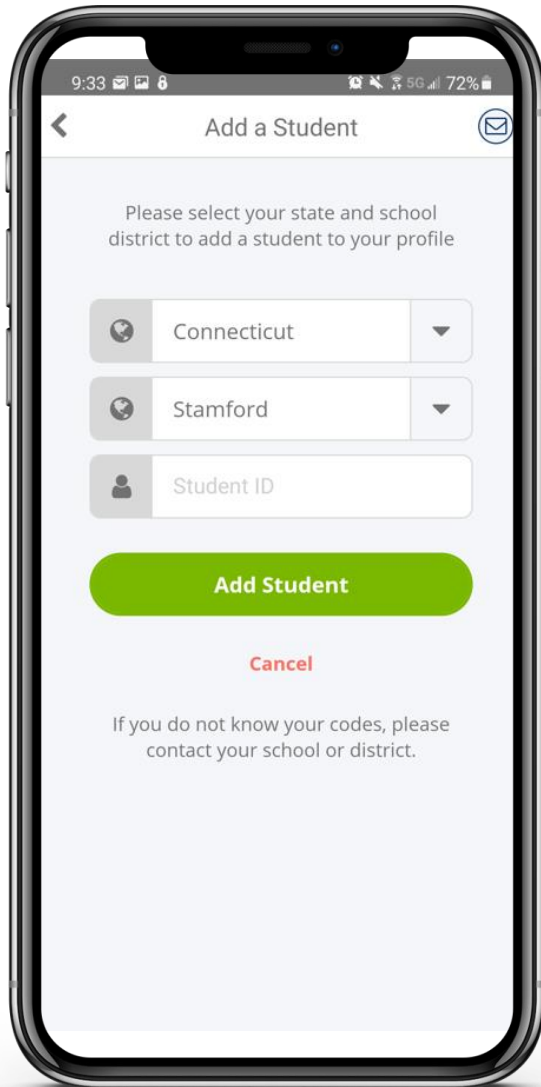
- Click - Tap Here to Add new student





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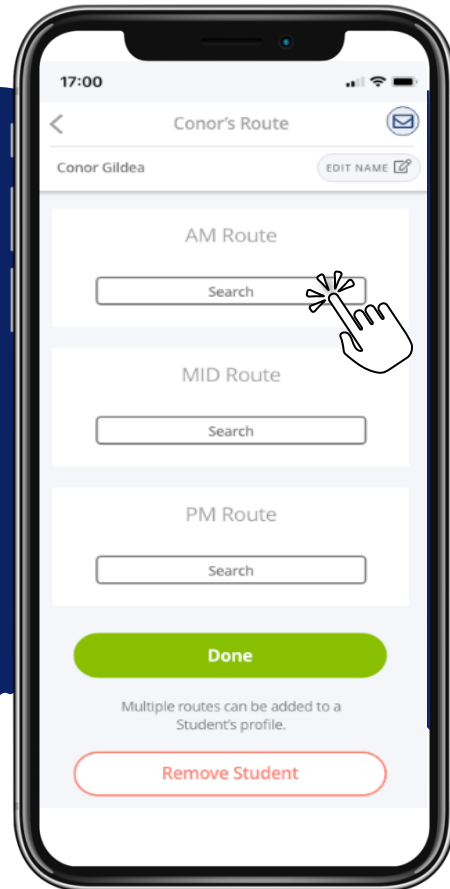
## Registering to track your route



### Step 7: Add new student continued

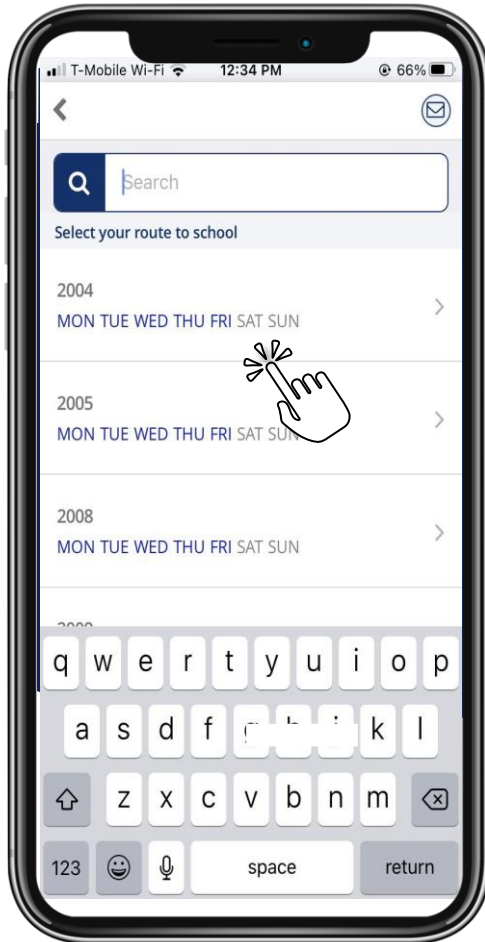
- Enter state and district
- Enter student ID





**Step 8: Search AM | MID | PM**  
'Search' for your student's assigned Route. You will need to add your morning route and your afternoon route separately



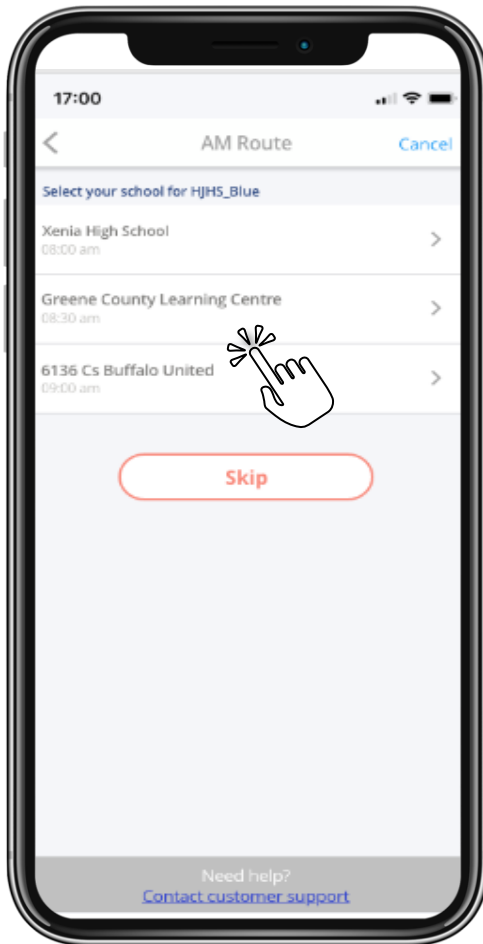


### Step 9: Add Route

- Search and select for your student's assigned route
- You can see days of the week the route operates in blue



\* If you do not know your student's assigned route, please contact your local First Student Office or your district

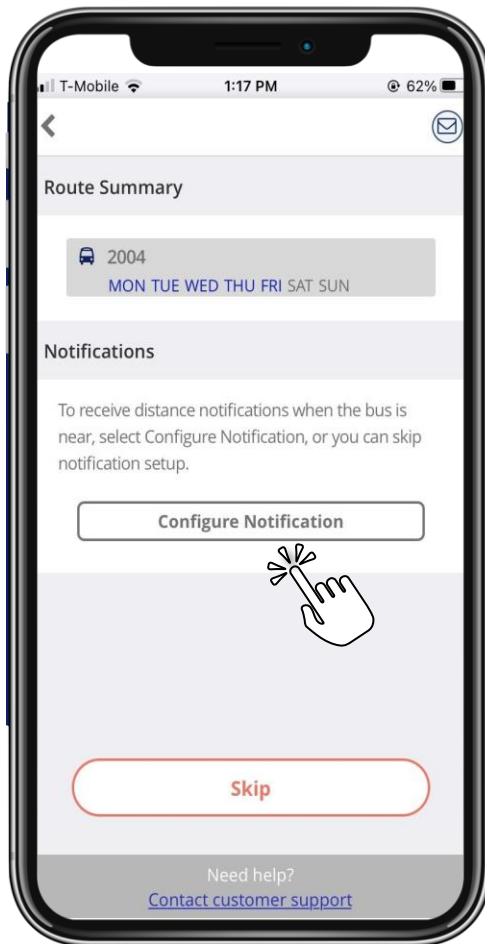


### Step 10: Add School

- If applicable, select your student's school to track the bus to/from school
- Or you can skip this step



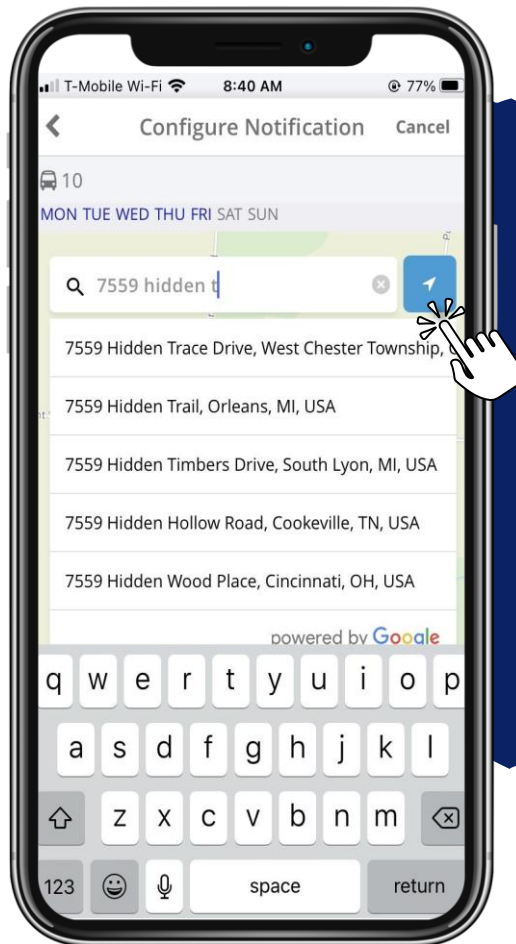
\* If schools are not available to track, you will be automatically redirected to the next registration step. If your school isn't available to select, skip this step



### Step 11: Configure Notification

- Select configure notification to receive an alert when the bus is near your student's stop location
- Skip if you don't want to add a stop location for notifications

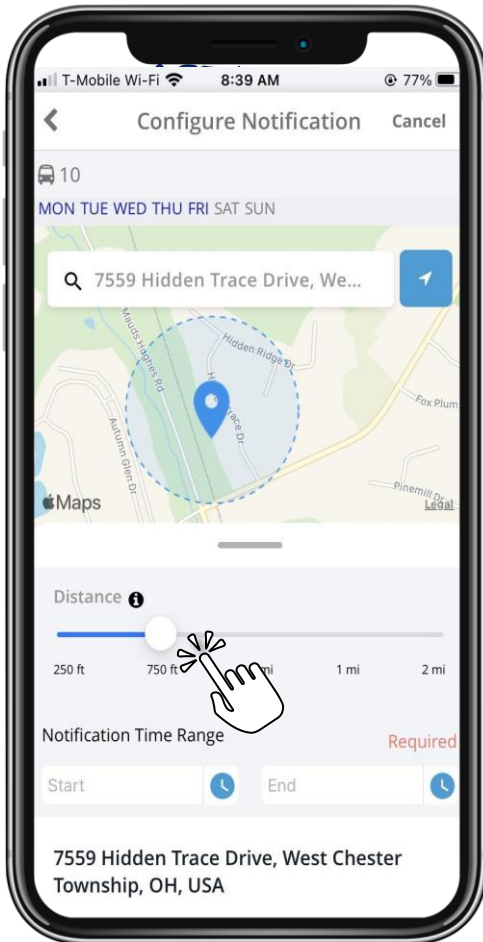




### Step 12: Add Your Stop Location

- Enter and select the address where your student gets on and off the bus
- Or use location services to drop a pin on the map at your current location

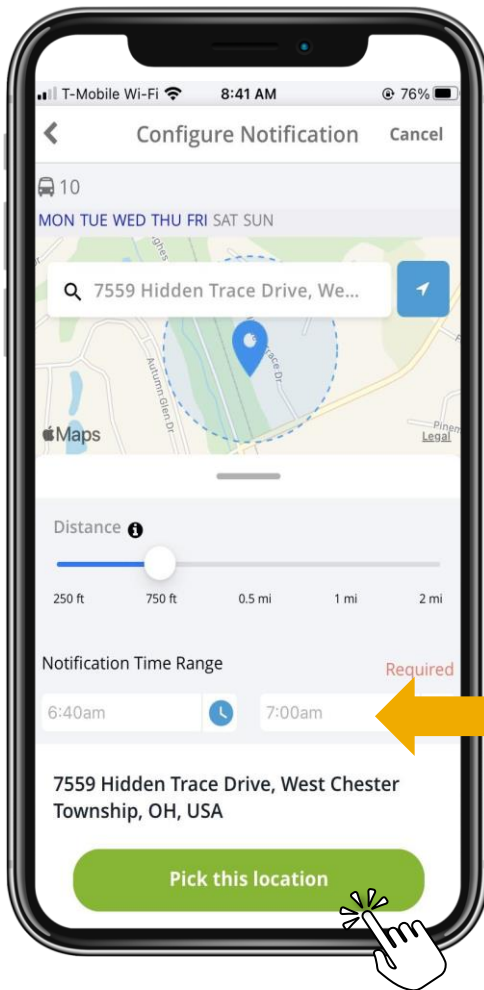




### Step 13: Create Geofence

- Use the distance slider to define a radius (geofence) around your stop. When the bus crosses into that radius, you'll get a notification the bus is near





### Step 14: Enter Notification Time

- Enter your notification time range, so you're only notified if the bus enters your radius (geofence) around your student's scheduled stop time
- When done, select "Pick this location"







### Step 15: Add Additional Routes

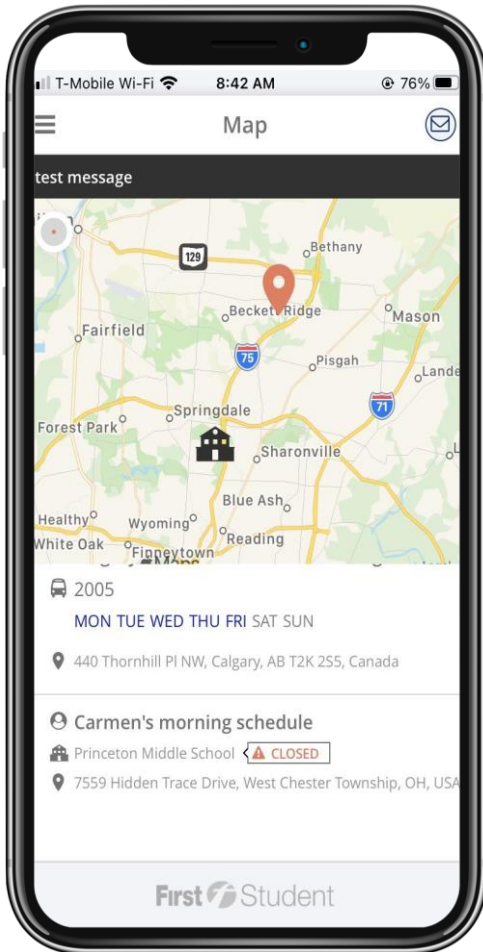
- Add additional routes to follow
- When done adding your student's routes to track for the AM, MID, and/or PM, select "Done"



\* You can also edit your notification (select the edit icon) and/or delete the route and notification completely by selecting the X

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### Step 16: Start Tracking

- You're all set to track!
- See the bus location on the map in near real-time and get your distance notifications.



\* You can add and edit notifications, add new students to track, and add additional routes to follow in your profile