

# ParentView Self-Guided Tools

Registering with  
School Code

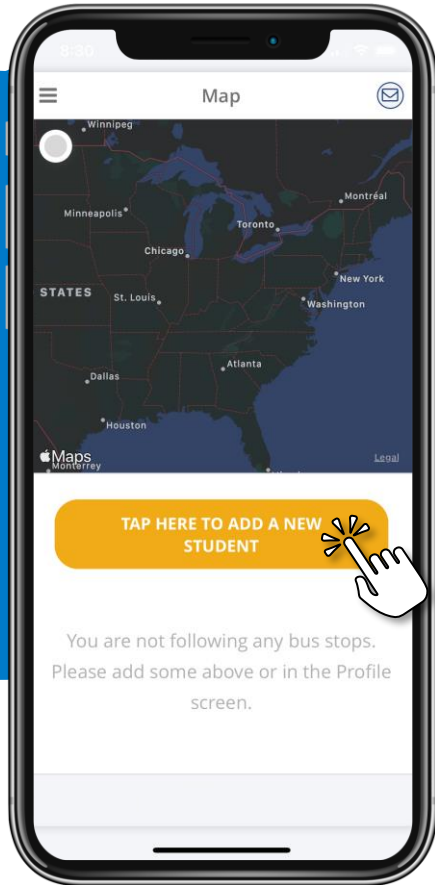


**Step 1:**  
Download app\*,  
Register/Confirm your account,  
& Log-In



\*You can also access the app at [web.firstviewapp.com](http://web.firstviewapp.com)

# ParentView Self-Guided Tools

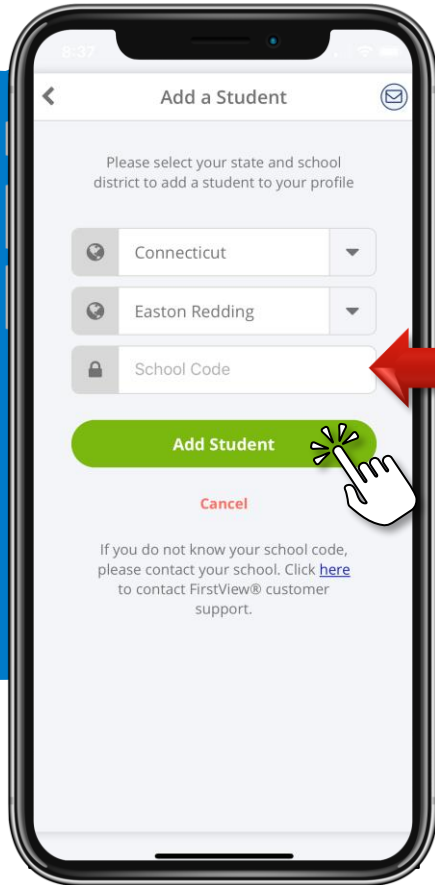


## Step 2:

Click the yellow message box to add your first student



# ParentView Self-Guided Tools



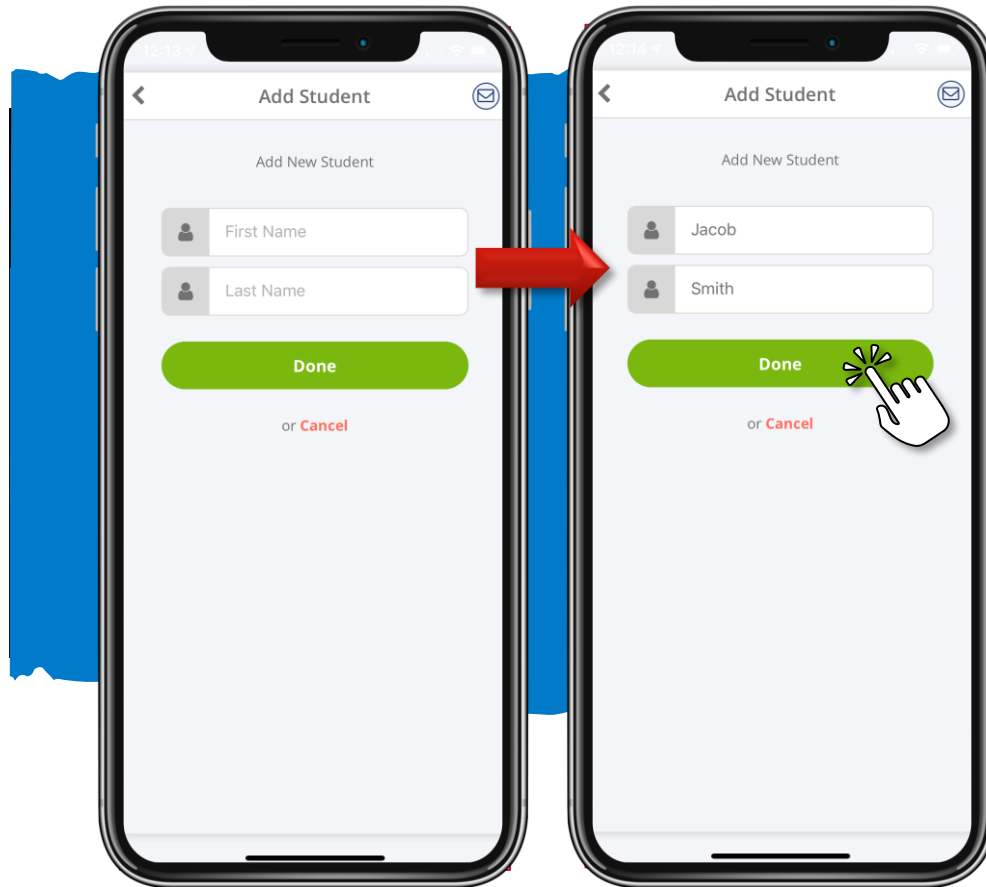
## Step 3:

- Select your state and school district from the drop down.
- Add your school code\*
- Click 'Add Student'



\*Additional codes may be required. If you do not know the codes needed to access the app, please contact your school district.

# ParentView Self-Guided Tools



## Step 4:

- Enter your student's first and last name\*
- Click 'Done'



\*Not required for School Code w/Security. If you do not know the codes needed to access the app, please contact your school district.

# ParentView Self-Guided Tools

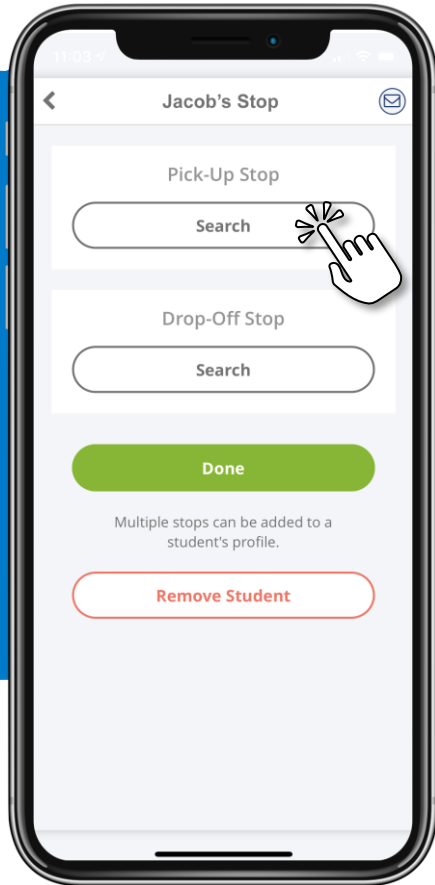
---

**Your student is added!**

Next, let's add your student's assigned stop



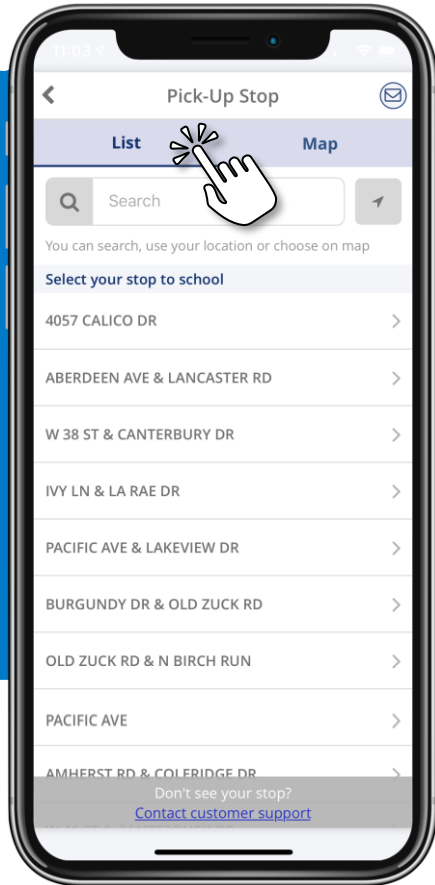
# ParentView Self-Guided Tools



**Step 1:**  
Click 'Search' under Pick-Up Stop



# ParentView Self-Guided Tools

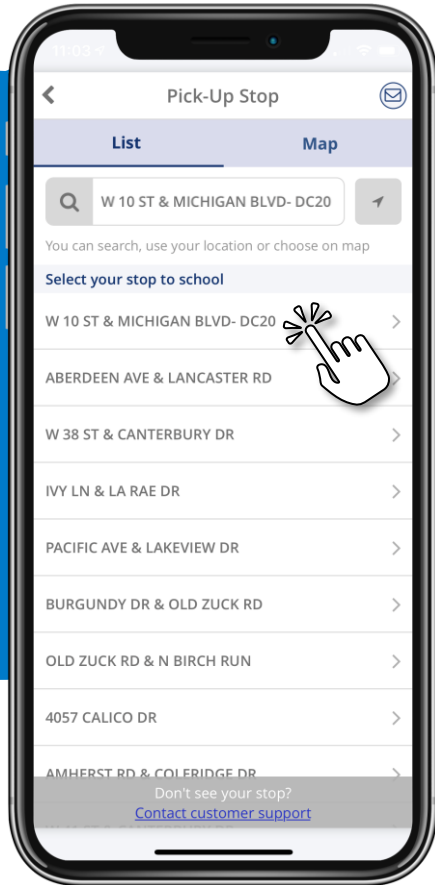


## Step 2:

- Click 'List'
- Type in your stop address
- Click on the correct stop from the search results



# ParentView Self-Guided Tools



## Step 3:

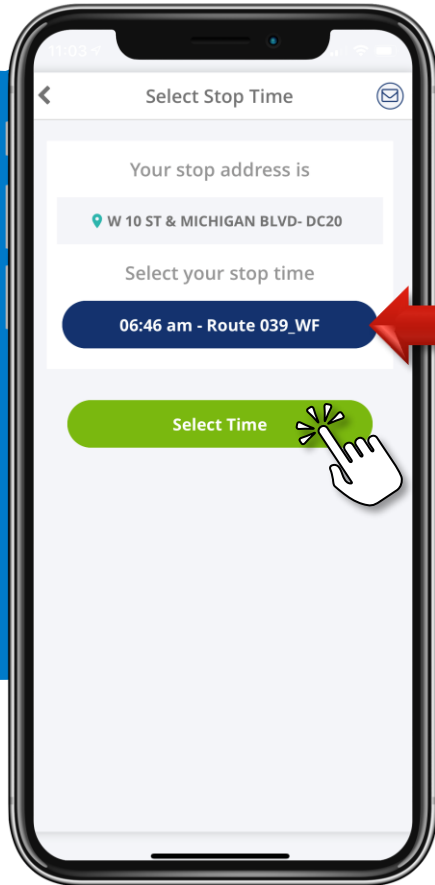
- All available stops matching your search will appear\*
- Select the stop address you'd like to add



\* Don't see your stop available? Reach out to our support team at [support@firstviewapp.com](mailto:support@firstviewapp.com) for help.



# ParentView Self-Guided Tools

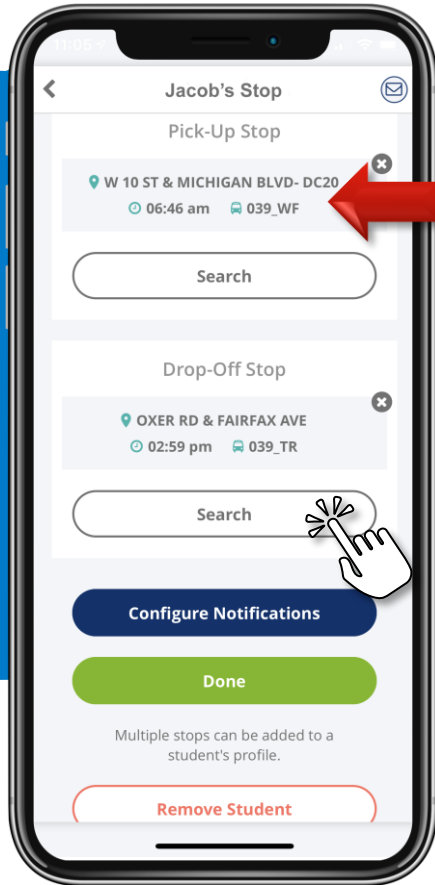


## Step 4:

- Select from the available times listed for your stop
- Click 'Select Time' to confirm



# ParentView Self-Guided Tools

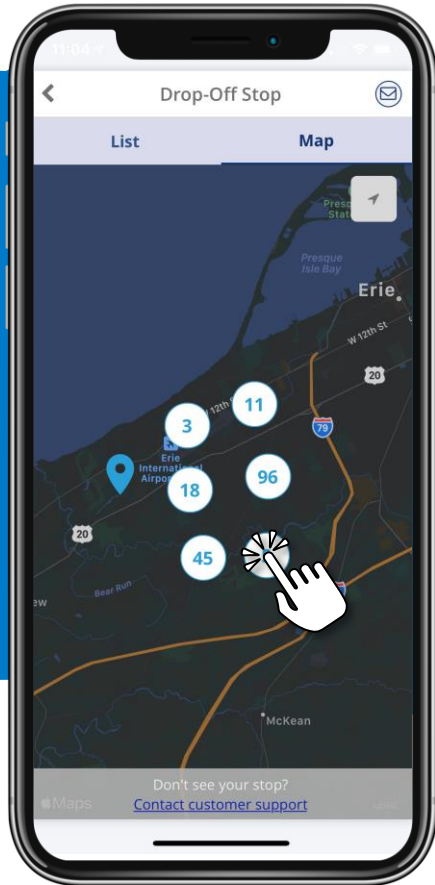


## Step 5:

- The pick-up stop is added
- Click 'Search' under the Drop Off Stop section to add the afternoon stop



# ParentView Self-Guided Tools

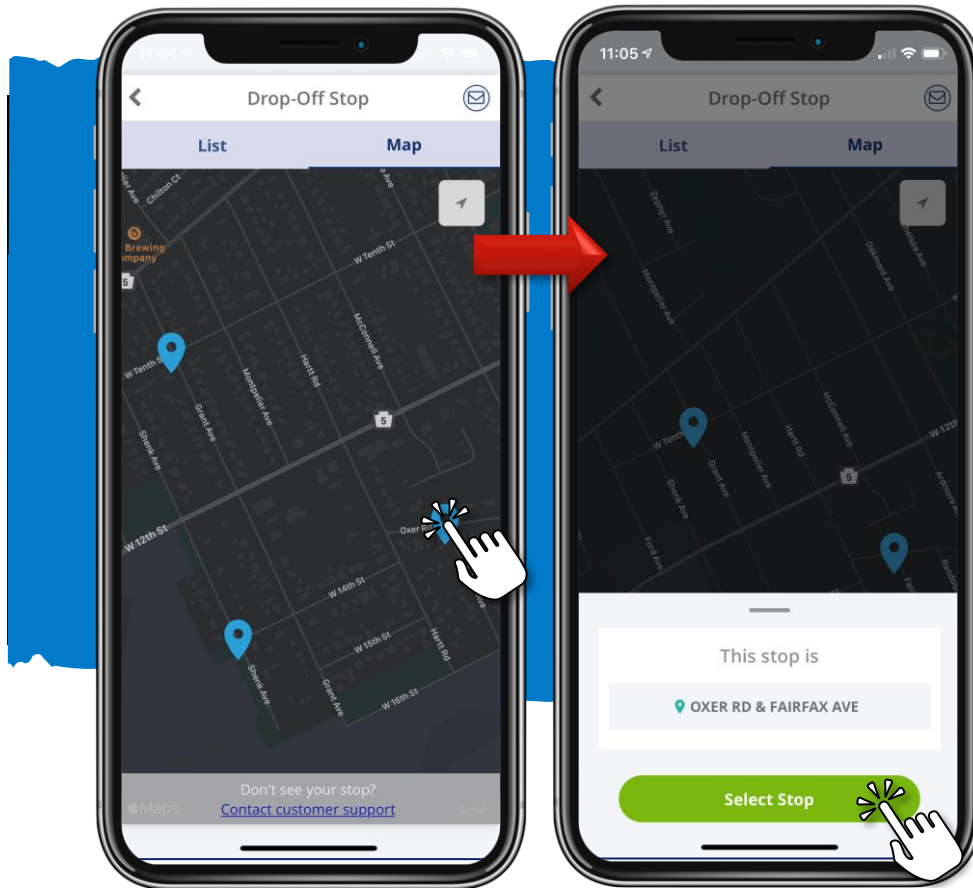


## Step 6:

- Click 'Map'
- Click on a circle to zoom in and view that group of stops



# ParentView Self-Guided Tools

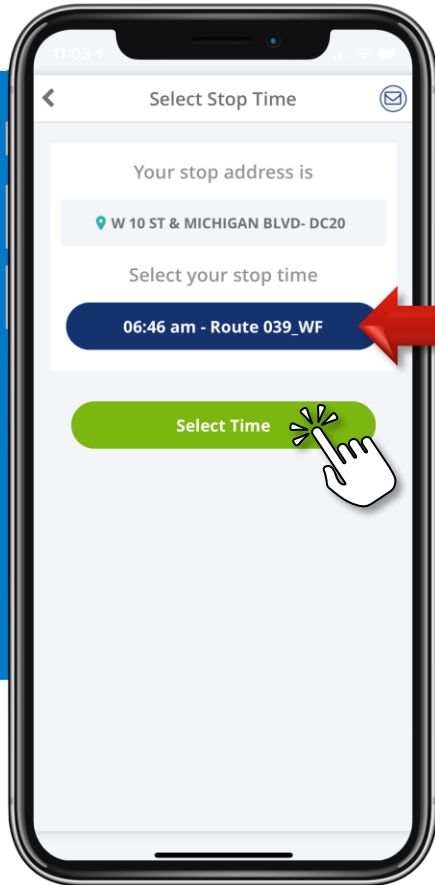


## Step 7:

- Click the stop icon to view the stop address
- Click 'Select Stop' to confirm



# ParentView Self-Guided Tools



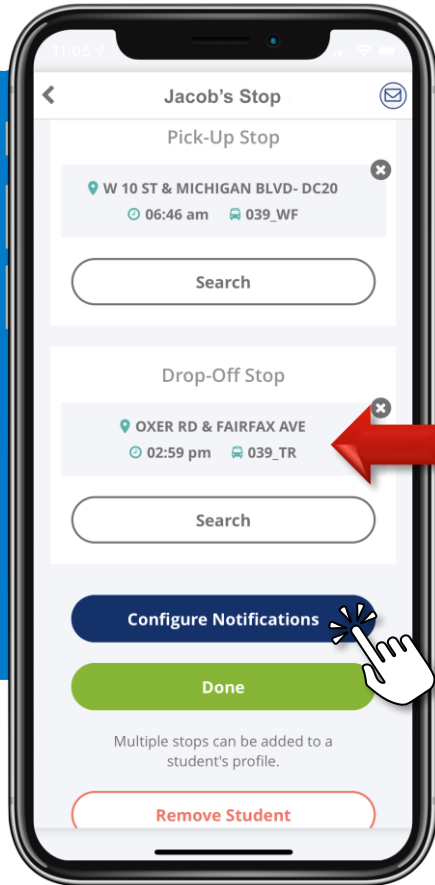
## Step 8:

- Select from the available times listed for your stop
- Click 'Select Time' to confirm



\* Don't see your stop available? Reach out to our support team at [support@firstviewapp.com](mailto:support@firstviewapp.com) for help.

# ParentView Self-Guided Tools

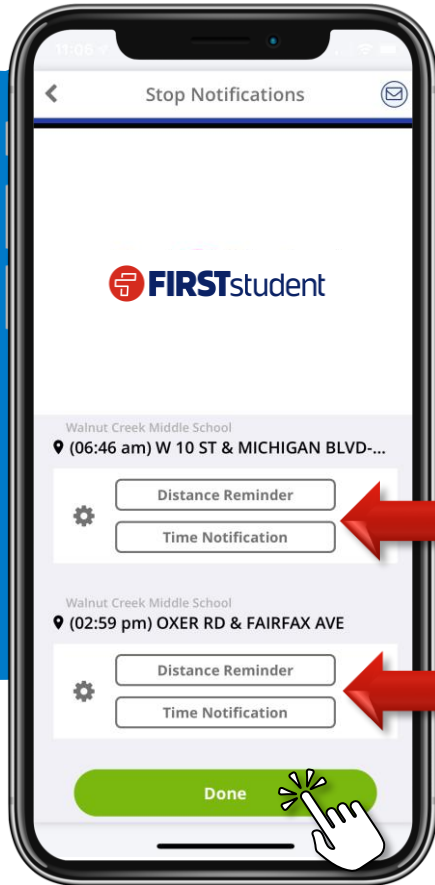


## Step 9:

- The drop off stop is added
- Click 'Configure Notifications' to set up alerts



# ParentView Self-Guided Tools

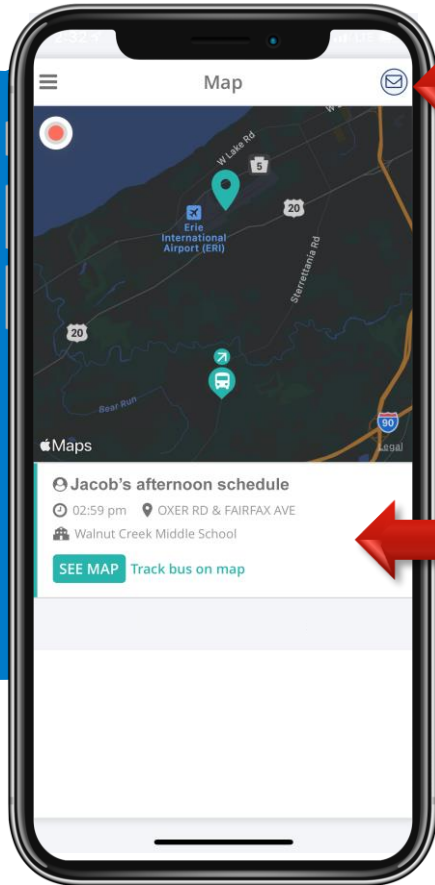


## Setting Up Alerts

Setup optional alerts for your student's routes. These can be added from the profile section and selecting your student's name under 'Student Stops'



# ParentView Self-Guided Tools



## Your profile is complete!

- Your student's stop information is now displayed on the map for tracking
- Click the envelope to contact Customer Support

