

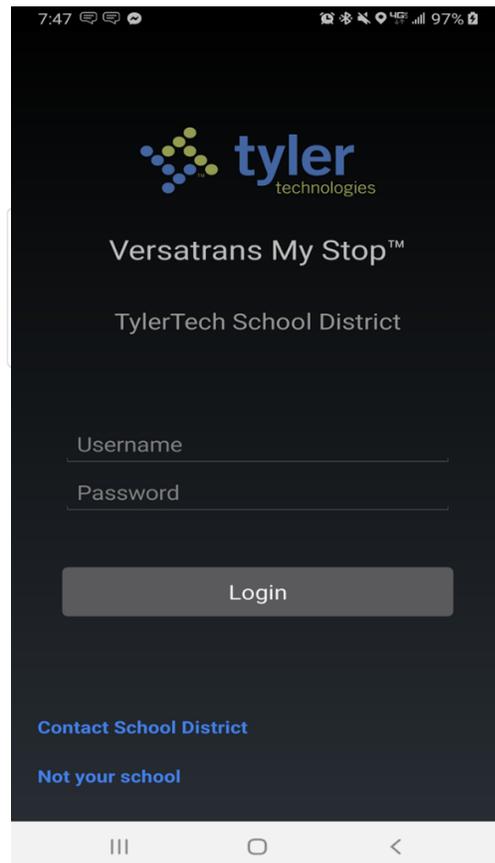
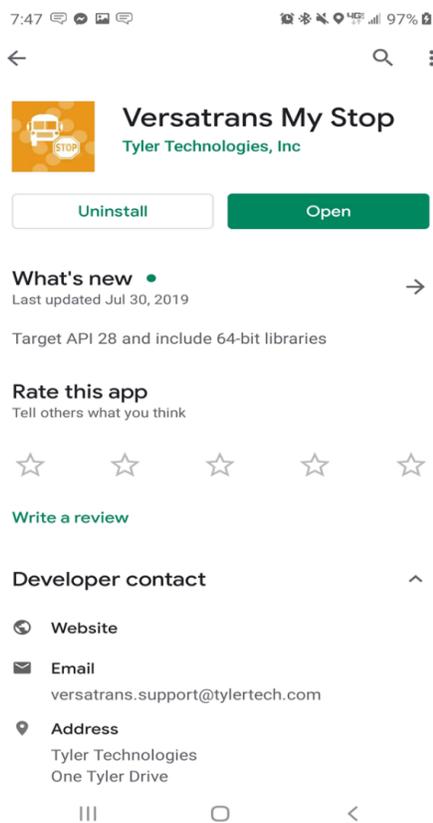


How to Use Versatrans My Stop

Versatrans My Stop allows parents to track their students' bus location and arrival times as well as receive notifications on delays or other pertinent information. It is an application that can be downloaded on the Apple or Android Store on your smartphone.

Step 1: Downloading the Versatrans My Stop App

- Type "Versatrans My Stop" into the search field in the App Store (for Apple users) or Play Store (for Android Users)
- Select Versatrans My Stop and download
- After downloading My Stop navigate to the application and tap on it to open it.



Install Screen

Default Screen After Opening App

Step 2: Logging In

The student PERM number is both your username and password for My Stop.

Forest Lake Area Schools students can find your Student PERM ID number on ParentVue (see below) or by contacting the bus garage.

Once in ParentVUE, Click Student Info from the Side Bar.

The screenshot displays the ParentVue app interface. On the left is a vertical sidebar menu with various options. The 'Student Info' option is circled in red. The main content area is titled 'STUDENT INFO' and includes an 'Edit Information' button. Below this, there is a section for 'Student Information' with a table. The table has two columns: 'Student Name' and 'Perm ID'. The name 'Brendan' is listed under 'Student Name', and a redacted value is listed under 'Perm ID'. Both the 'Perm ID' header and the redacted value are circled in red.

Your child's Perm ID will be listed in the column next to their name.

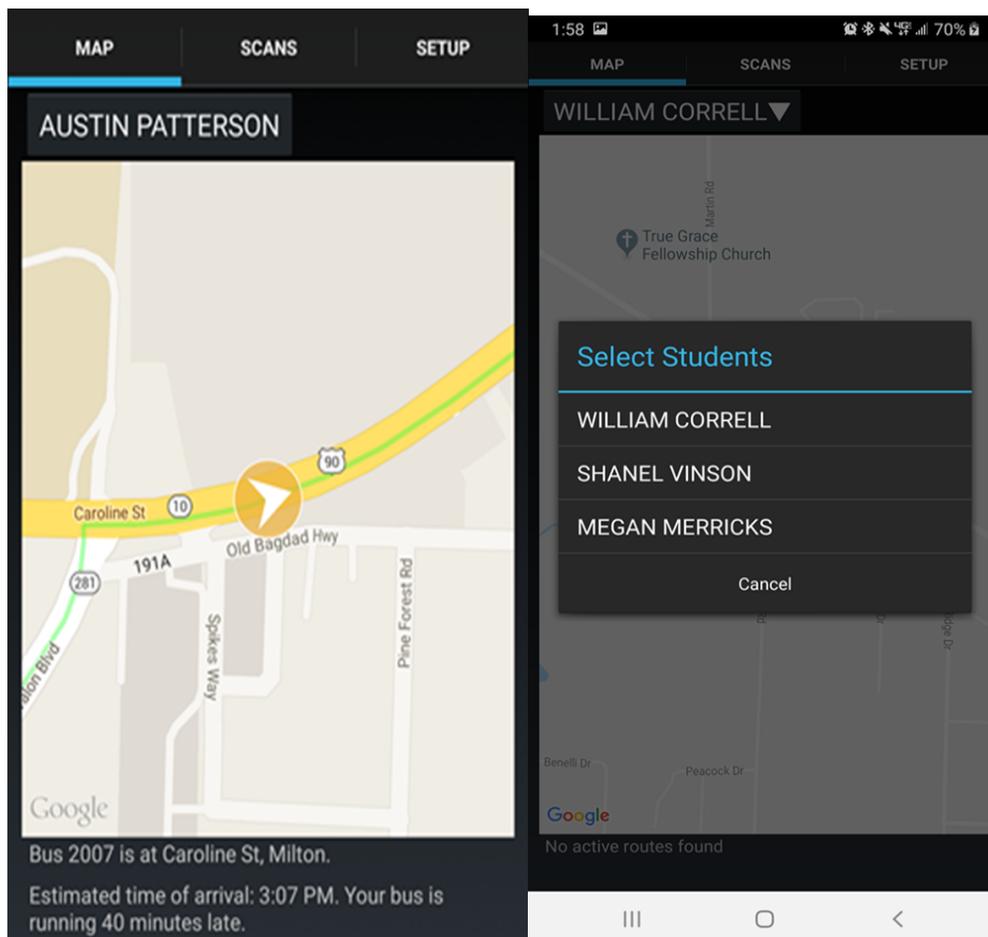
Lakes International Language Academy (LILA) students can [click here](#) to fill out a request form to get your student PERM ID.

North Lake Academy students will receive an email via Power School with their students PERM ID.

St. Peter's students can find their Student PERM ID by contacting the main office of your school.

Step 3: Navigating the Map Page

- After logging in you will arrive at the Map section. Here you will see your student's bus location and the estimated time of arrival.
- If you have multiple students riding buses on this screen there is an arrow with a dropdown menu to switch between your students.
- **If the bus is not on route you will not be able to see its location and the ETA will be the time listed in our routing software.** When your student's bus is not running then the message will be No Active Route Found. As soon as the bus is running you will see route information and updated ETA.



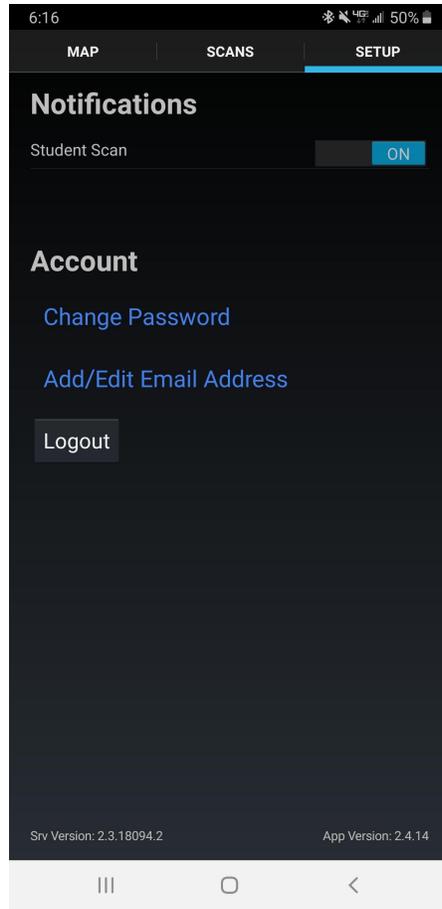
Bus Location and Arrival Time

Dropdown Menu for Students

Step 4: Setup Page

The Setup page allows for different notifications to be turned to on or off. We recommend all notifications be turned on, as this will allow you to receive the most up-to-date information from the bus and the transportation department.

You can also log out from the Setup page. Please note, if you are not logged into the application you will not receive notifications to your smartphone.



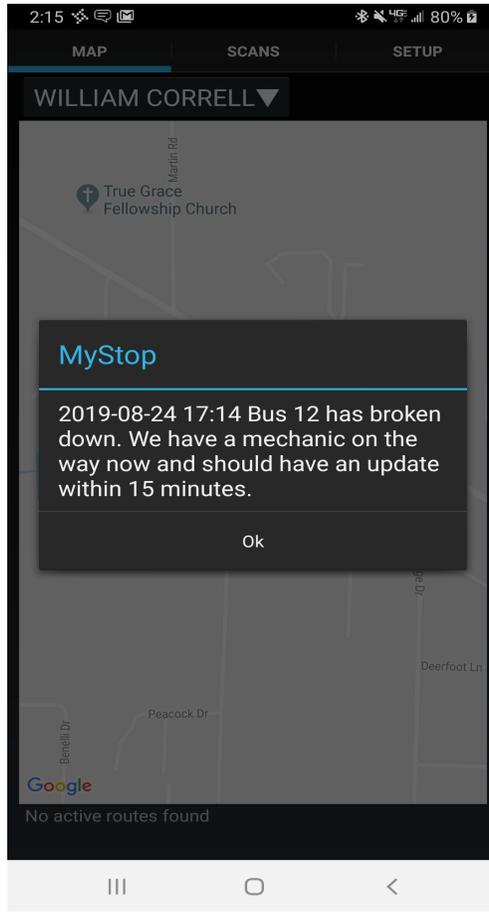
Notifications Screen

Step 5: Understanding Notifications

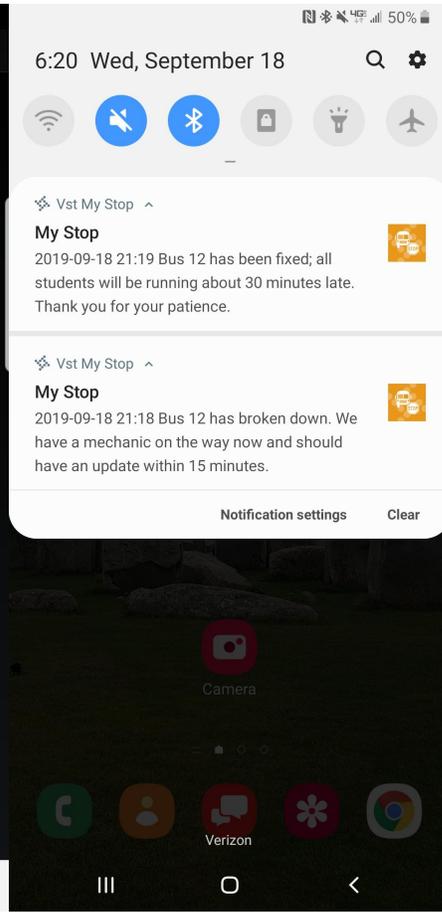
The transportation department is now able to communicate bus delays and other information directly through Versatrans My Stop.

Notifications can be sent to specific students or to all students in the district.

These notifications will pop up immediately if you are in the application; if you do not have the application open, but you are logged in, you will see the notification show up similar to how other notifications show up on your smartphone.



Notification While In-App



Notifications in Notification Center

Support

For any questions about Versatrans My Stop, or any transportation related questions, please reach out to the district transportation department at 651-982-8190