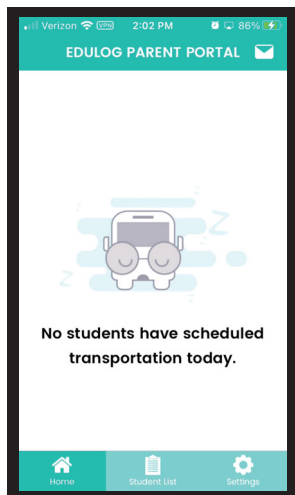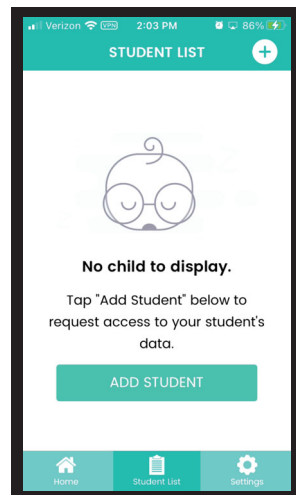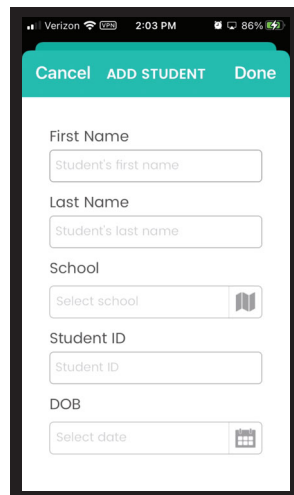## 1 Home

Once logged in, you will arrive at the Home screen. To add students, go to Student List in the menu below.
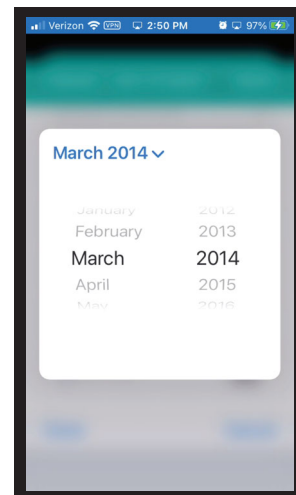
2 Student List

Select Add Student and the Add Student form will open.
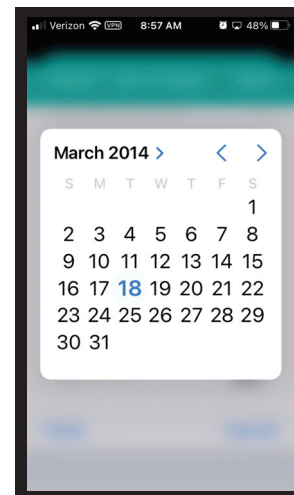
3 Add Student

Add First Name, Last Name, School, Student ID and DOB (Date of Birth). Tap on the calendar icon and the calendar window will open.

4 Date of Birth

First select the month and year, then tap outside the window. Then select the day of the week. Then tap outside the window.
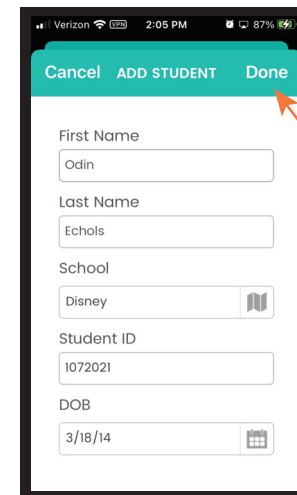
5 Date of Birth

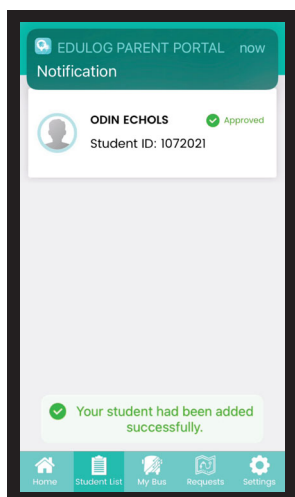Select Done at the bottom of the Add Student form.
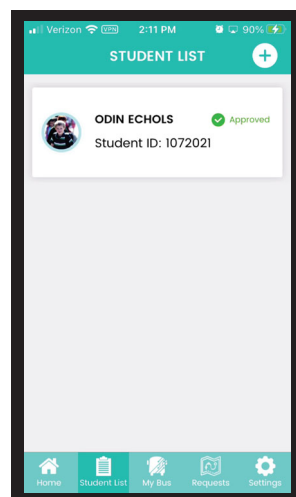
6 Add Student

Note: the DOB process is different in the Android. Once all information is entered, select Done at the top of the Add Student form window.
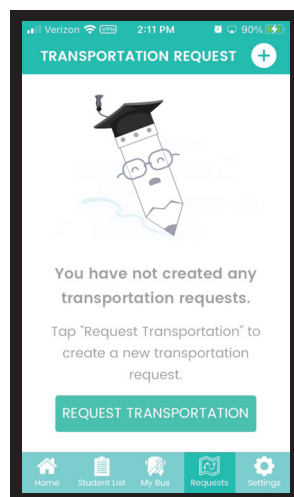
7 Student Added

If all information was entered correclty, your student will automatically be approved and you will receive a notification.
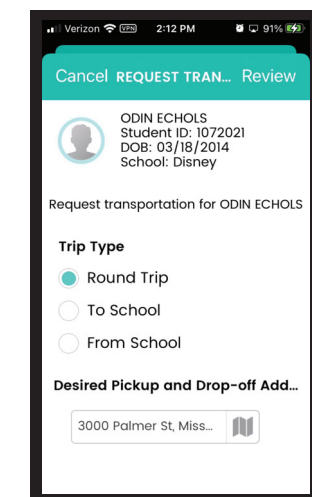
8 Approved

Once approved you can go to Requests to Request Transportation for this student.
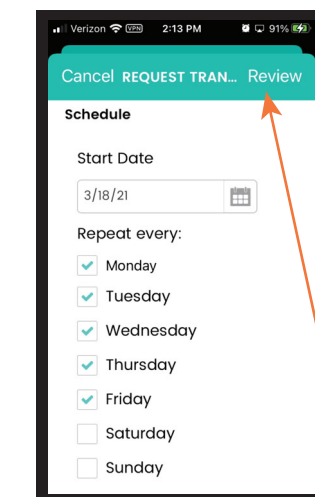
9 Request

Tap on Request Transportation button or the + icon and a Request Form will open.
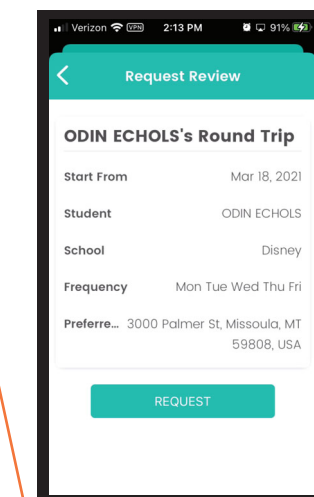
10 Request Form

Select the Trip Type and add the Requested Pickup and Requested Drop-off Address.
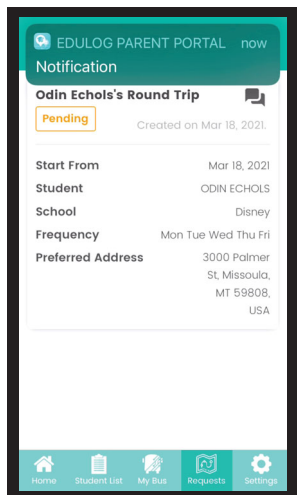
11 Request Form

Scroll down and select the Requested Start Date and days of the week.
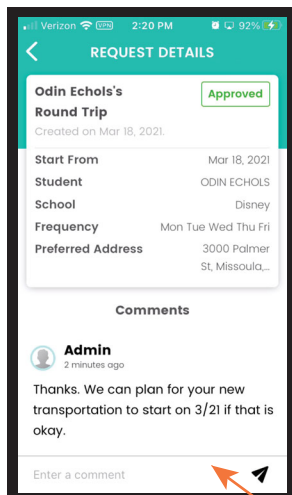
12 Review

Once you complete the Request Form, tap on Review. If it looks good, select the Request button.
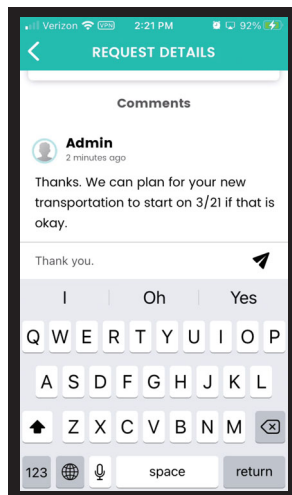
13 Notification

You will recieve notification that the request has been received. The status will show as Pending.
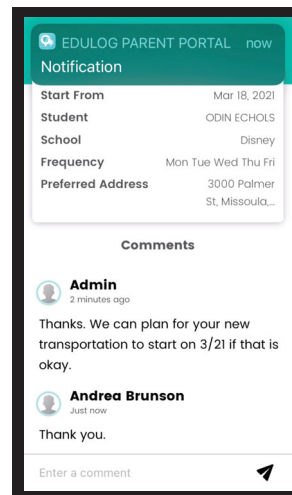
14 Message

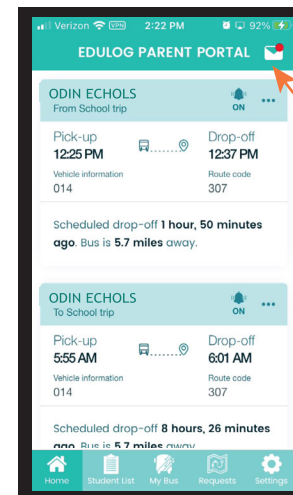When the request is approved by the district, you may receive some comments.

15 Reply

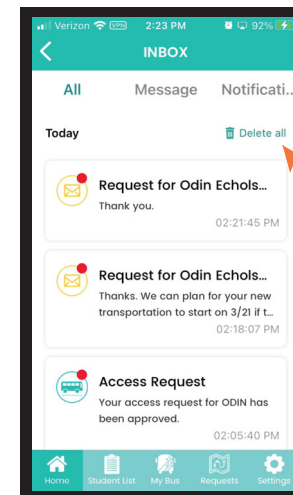You may reply in the Enter a Comment field.

16 Comments

You will receive another notification and comments will be listed at the bottom of Request Details.
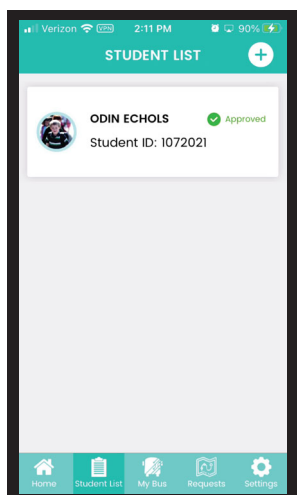
17 Home

To view your messages and notifications, go to the home page and select the inbox icon.
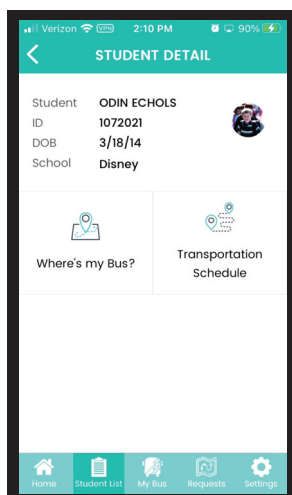
18 Inbox

Tap on the message or notification to view its entirety. Swipe left to delete. You can also tap on Delete all to clear your inbox.
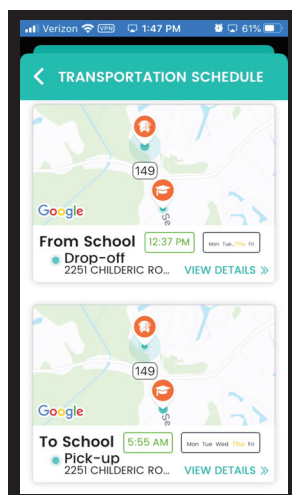
19 Student List

To view your transportation, go to Student List in the main menu.
Then tap on your student in the list.
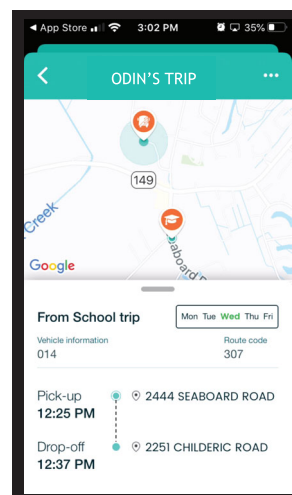
20 Student Details

You will come to the Student Detail window.
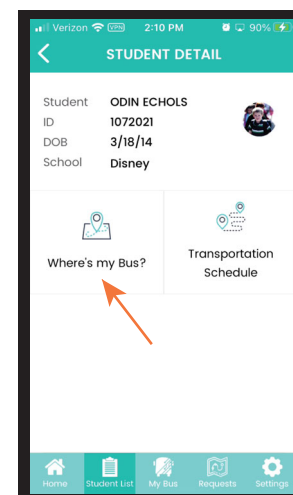Then tap on Transportaion Schedule.

21 Schedule

In the Transportation Schedule window, you will see To and From School trips. Tap View Details to view.
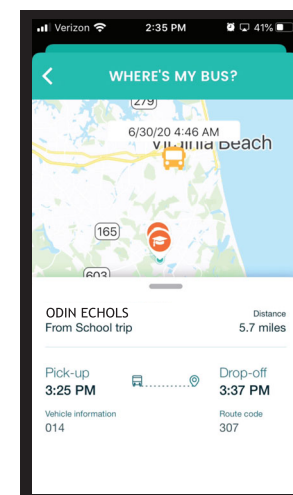
22 Trip Details

To go back to Student Details, click the back arrow until you reach the Student Detail page.

23 My Bus

To see the current location of the school bus, tap Where's My Bus.

24 Wheres My Bus?

Where's My Bus will also give you trip details and show your bus graphically on the map.