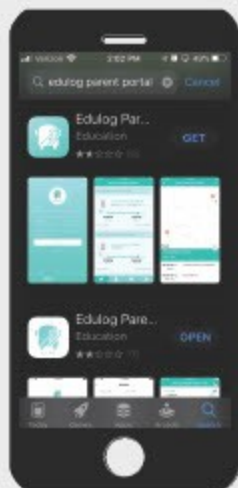


1 Install App



Find the EduLog Parent Portal app in the Google Play Store or iOS App Store and install. You can also use the QR code provided in #2.

2 QR Code



Scan the QR code with your smart phone to install the EduLog Parent Portal App.

Once the app is installed, tap on Sign Up at the Login Screen.

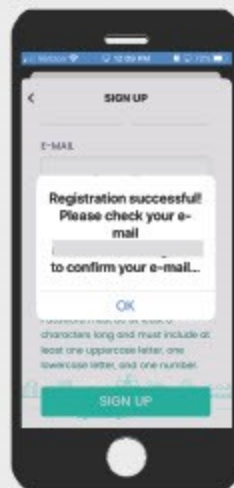


3 Registration



Add your First and Last Name. Enter your Email. Enter and Confirm a Password. Then tap on Sign Up.

4 Verification



You will receive a message: Registration successful! Please check your email from support@edulog.cloud to confirm your email address.

5 Sign In



Enter your email. Enter your password. Select Sign In.

6 Students



Student Transportation will not be listed yet. Go to Student List in the menu at the bottom of the app then tap on Add Student.

7 Add Student



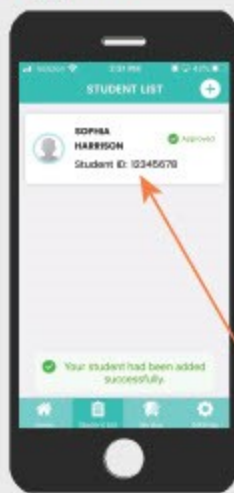
Enter the student's First and Last name. Enter the name of the School or find using the map icon.  Then enter the Student ID and date of birth.

8 Date of Birth



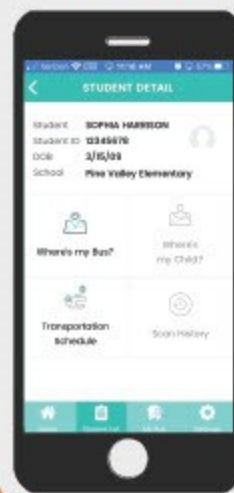
Scroll to DOB on Apple iOS. Select the day and then the year on the Android. Then tap Done. Approval is immediate.

9 Approval



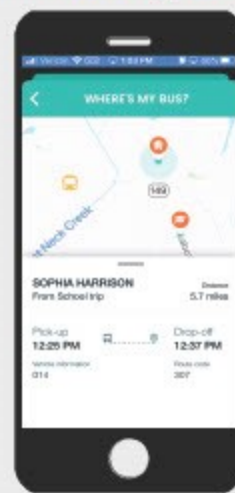
The student will display as Approved. If rejected, the information you entered did not match the district. Contact the school.

10 Student Details



When you select the name from the student list, student detail information will appear. Name, ID, DOB, School and Bus and Schedule buttons.

11 Where's My Bus?



Select Where's my Bus?  in the Student Detail. The school, stop and bus will be shown on the map with trip information below.

12 Schedule



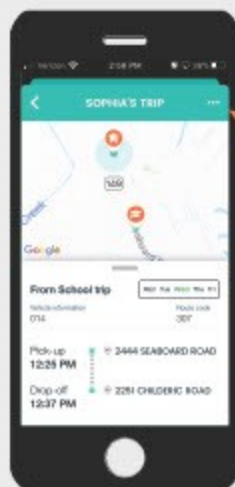
To go back to Student Detail, select the back arrow  Then select Transportation Schedule

13 Schedule



When selecting Transportation Schedule, Pickup and Drop-off time location is shown.

14 Student Trips



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

15 Trip Alerts



You can set notifications from this window by selecting the **...** icon. Then tap the slide button to turn them on.

16 Alert Zone



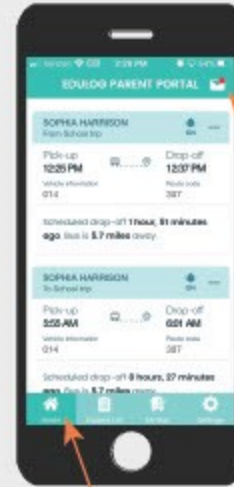
Slide down the trip window so you can see the radius. Then adjust the radius by the slide button. Then set the Alert in time.

17 Alert Time



Choose a Start Time and End Time during which you will receive notifications that the bus has entered the Zone. Then select Done.

18 Home



To get back to the main menu, choose the back arrow. **<** Upcoming trip information and your Inbox are at Home.

19 Settings



In the main menu, tap on Settings. Here you can change your password, set notifications choose your language, select units and check for updates.

20 Password



Select Change Password in Settings to change your password and Submit. Then check your email from support@edulog.com.

21 Notifications



Enable notifications by tapping on the slide button. This will take you to your phone notification settings.

22 Trip Alerts Zones



When selecting Trip Alert Zone Notifications, you can set Alert Zones and Times following the procedures shown in #15-17 above.

23 Language



Tap on Language in Settings to select your language and Save.

24 Units



When selecting Units in the Settings screen, you can select Miles or Kilometers and then Save.