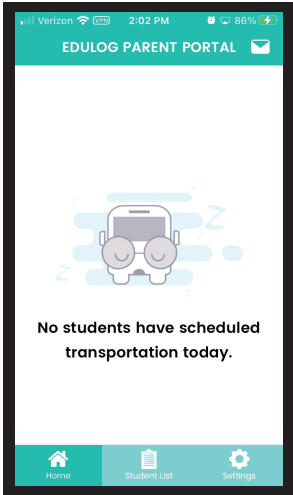
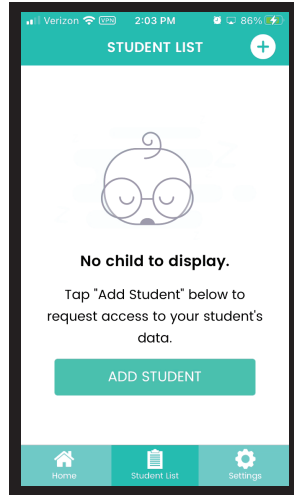


# 1 Home



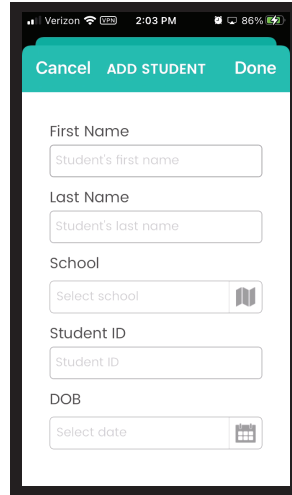
Once logged in, you will arrive at the Home screen. To add students, go to Student List in the menu below.

# 2 Student List



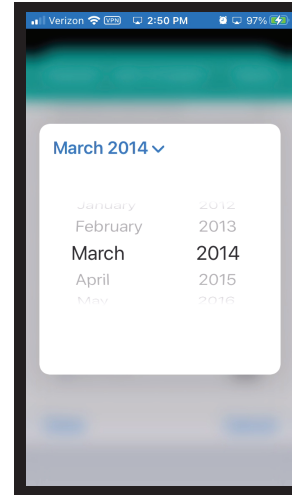
Select Add Student and the Add Student form will open.

# 3 Add Student



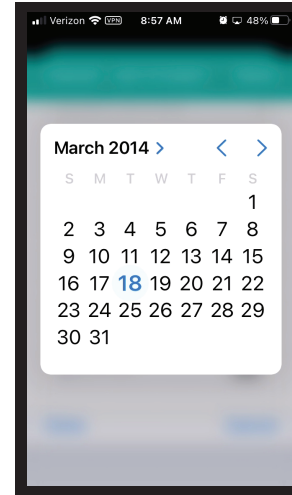
Add First Name, Last Name, School, Student ID and DOB (Date of Birth). Tap on the calendar icon and the calendar window will open.

# 4 Date of Birth

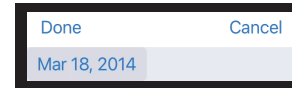


First select the month and year, then tap outside the window. Then select the day of the week. Then tap outside the window.

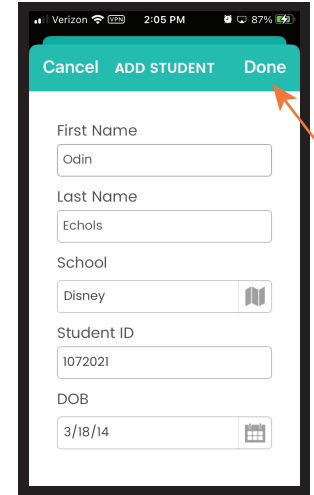
# 5 Date of Birth



Select Done at the bottom of the Add Student form.

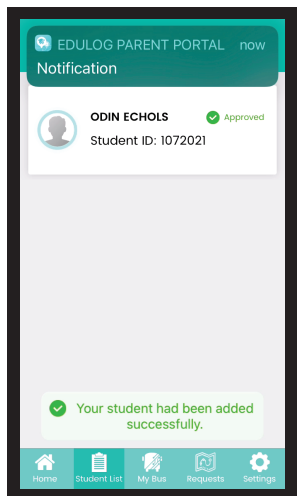


# 6 Add Student



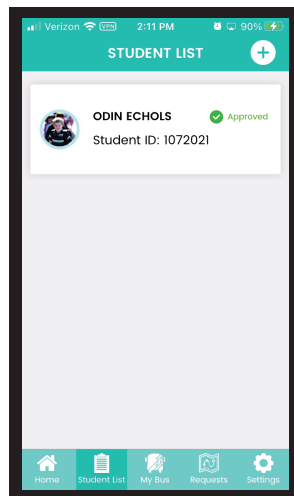
Note: the DOB process is different in the Android. Once all information is entered, select Done at the top of the Add Student form window.

# 7 Student Added



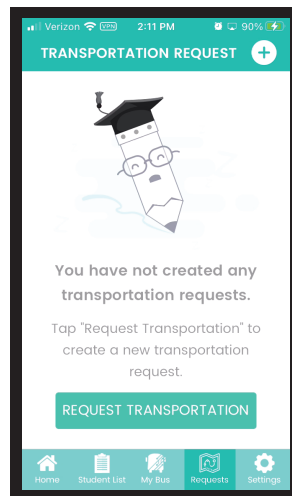
If all information was entered correctly, your student will automatically be approved and you will receive a notification.

# 8 Approved



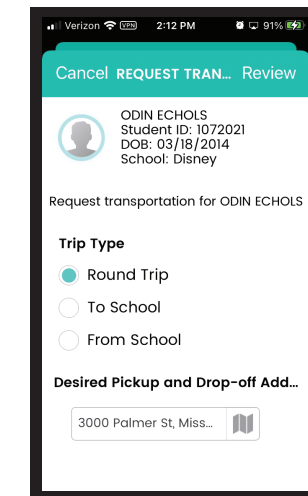
Once approved you can go to Requests to Request Transportation for this student.

# 9 Request



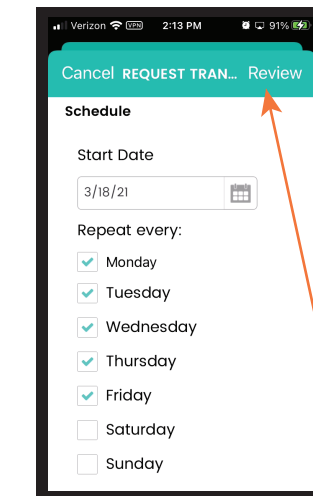
Tap on Request Transportation button or the + icon and a Request Form will open.

# 10 Request Form



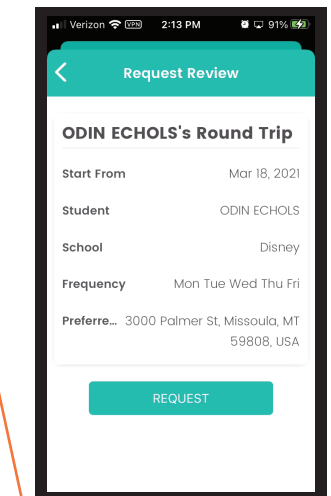
Select the Trip Type and add the Requested Pickup and Requested Drop-off Address.

# 11 Request Form



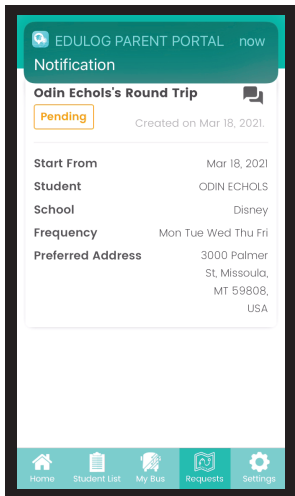
Scroll down and select the Requested Start Date and days of the week.

# 12 Review



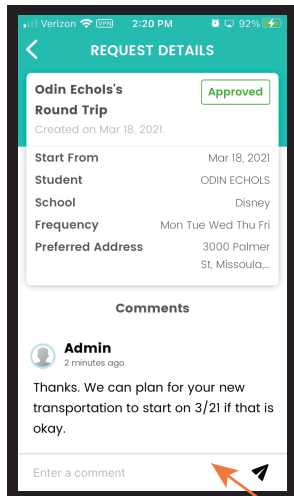
Once you complete the Request Form, tap on Review. If it looks good, select the Request button.

### 13 Notification



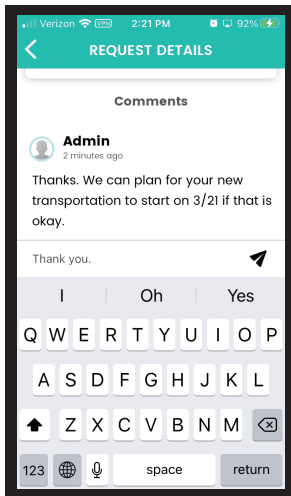
You will receive notification that the request has been received. The status will show as Pending.

### 14 Message



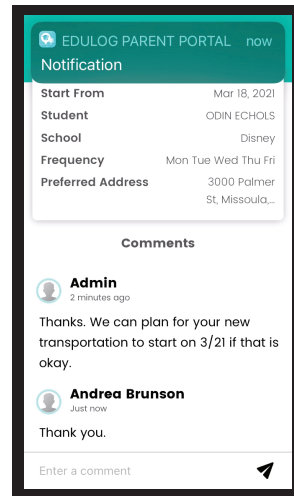
When the request is approved by the district, you may receive some comments.

### 15 Reply



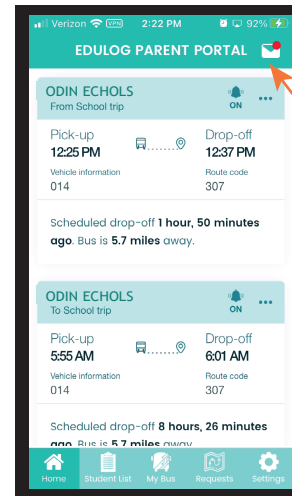
You may reply in the Enter a Comment field.


### 16 Comments



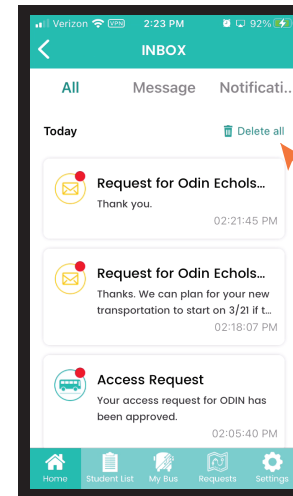
You will receive another notification and comments will be listed at the bottom of Request Details.

### 17 Home



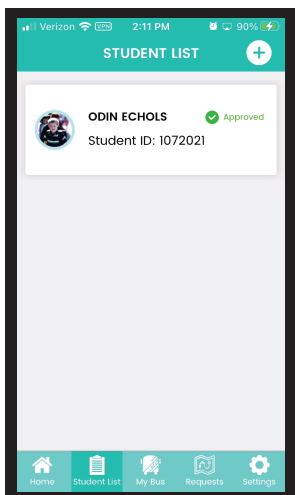
To view your messages and notifications, go to the home page and select the inbox icon. 

### 18 Inbox



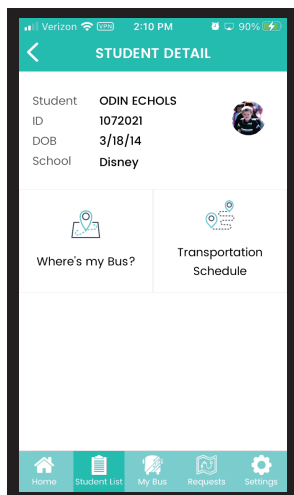
Tap on the message or notification to view its entirety. Swipe left to delete. You can also tap on Delete all to clear your inbox.

### 19 Student List



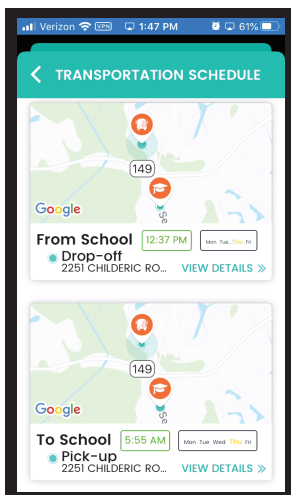
To view your transportation, go to Student List in the main menu. Then tap on your student in the list.

### 20 Student Details



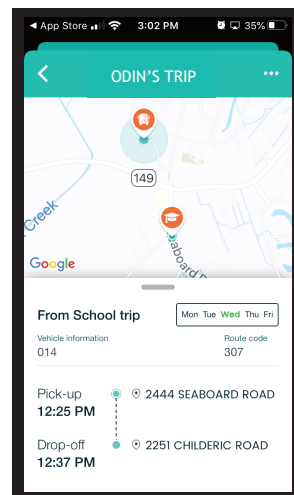
You will come to the Student Detail window. Then tap on Transportation Schedule.

### 21 Schedule



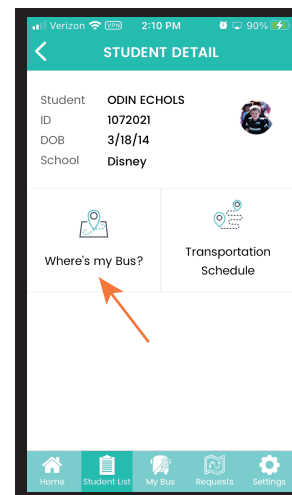
In the Transportation Schedule window, you will see To and From School trips. Tap View Details to view.

### 22 Trip Details



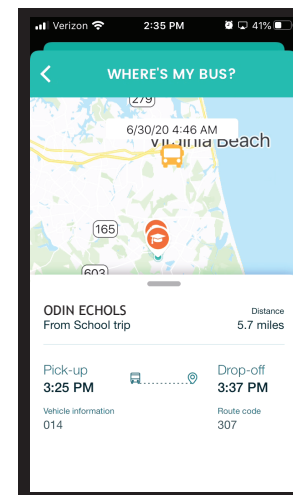
To go back to Student Details, click the back arrow until you reach the Student Detail page.

### 23 My Bus



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

### 24 Where's My Bus?



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