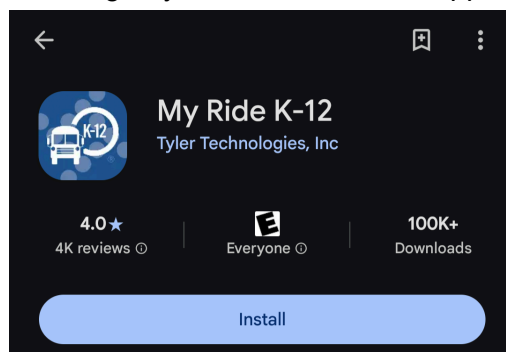


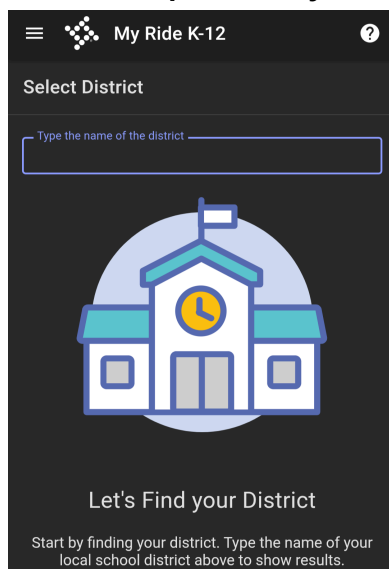
AMERICAN LEADERSHIP ACADEMY

How To: Download and use the “MyRide K-12” App from Tyler to access your student’s transportation information

1. **To Download the App & Create an Account:** Download the “MyRide K-12” App from Tyler Technologies on your mobile device. You can find the app by following the provided link in your email, or by searching “MyRide K-12” into the App store.

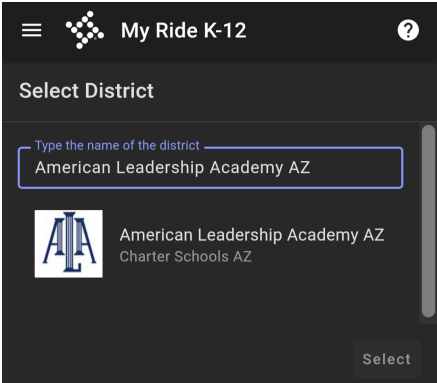


2. Once the app is installed, you will need to create an account and verify your email address. The verification email will be titled “MyRide K-12 Confirmation” from noreply@myridek12.tylerapp.com.
Please Note: You may get a pop-up asking to enable notifications from the MyRide app. Please choose “Yes”/”Allow” so you can receive our messages, including important updates & information about your child’s bus route.
3. Once you verify your email address, the app will ask you to select your School District. Our District Code is **American Leadership Academy AZ**

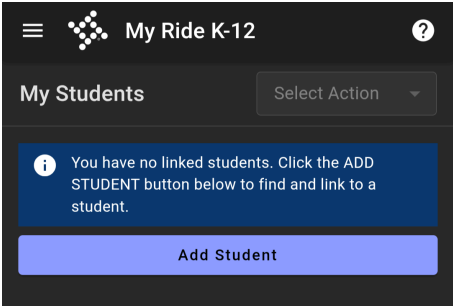




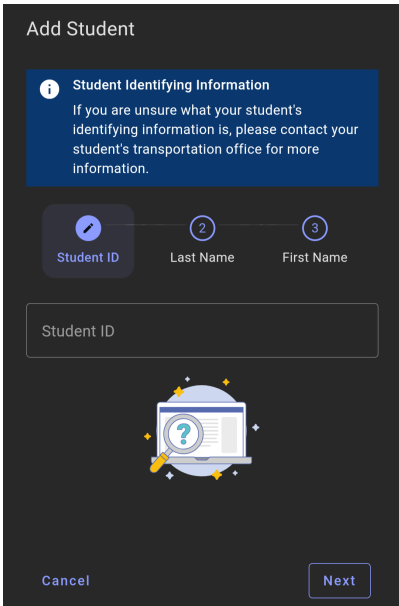
4. Once the app is done searching for our District, tap the option below to highlight it and then choose “Select”.



5. **To Add Your Student(s) To Your Account:** Once the app connects you to our district, you will need to add your student(s) to your account. To begin, tap “Add Student”.

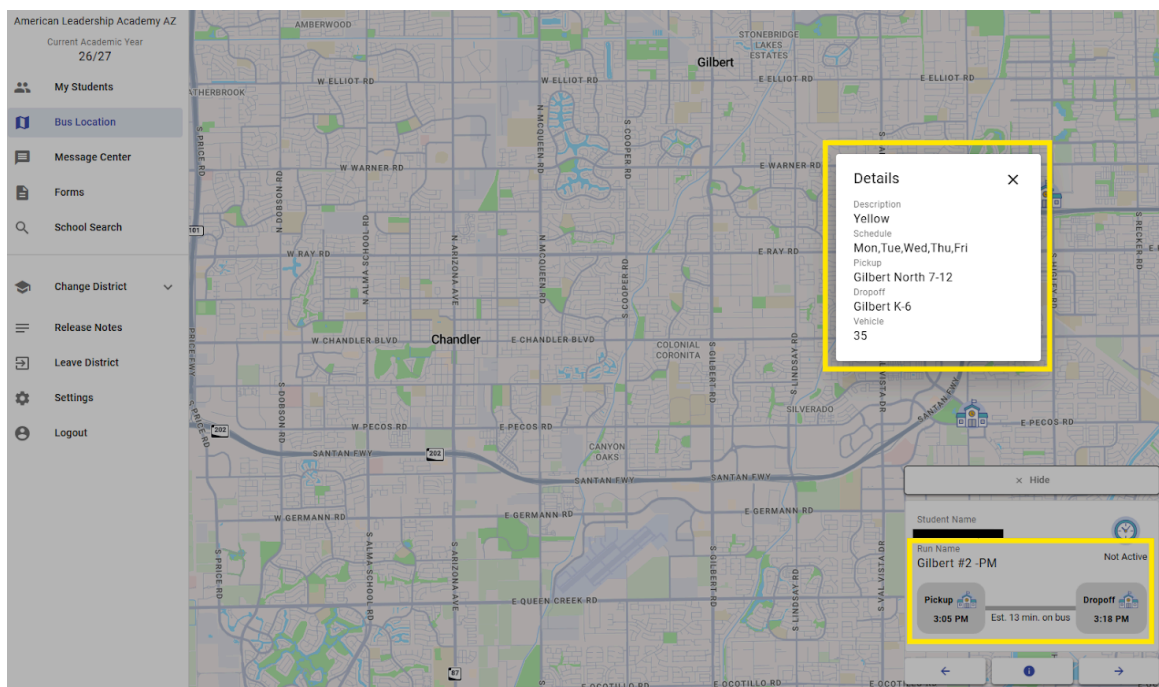


6. The app will ask for your Student’s ID number. *If you do not know your student’s ID number, it can be found on the home page of your Infinite Campus Parent Portal.*



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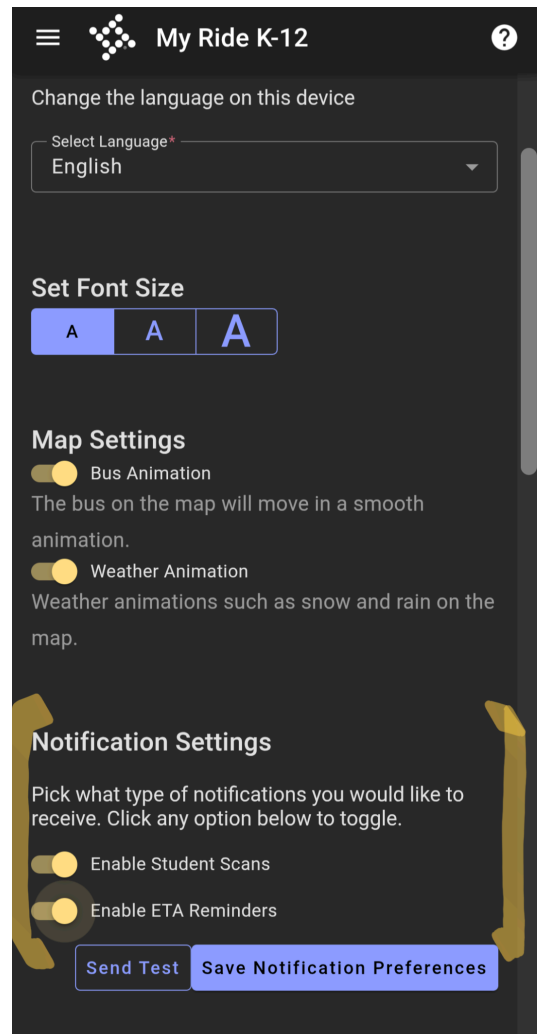
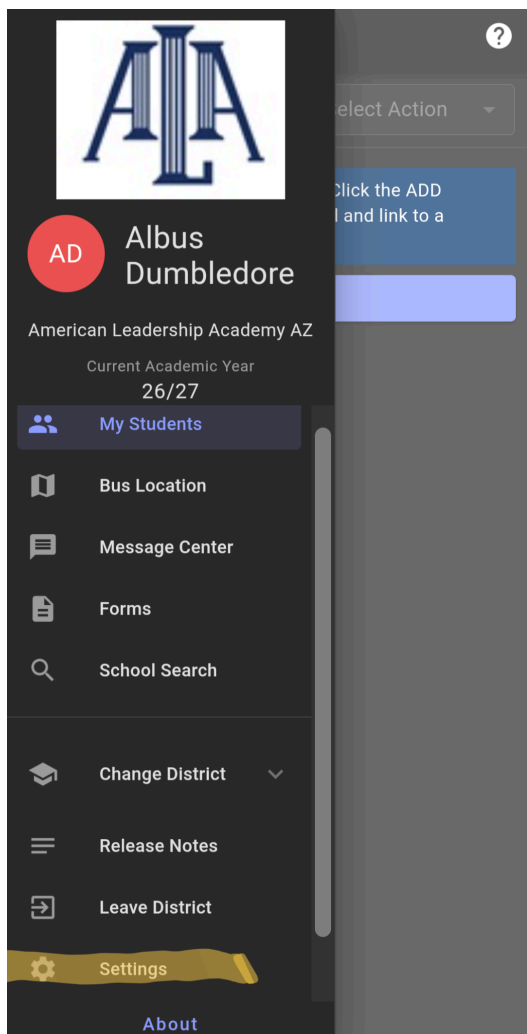
7. Once you enter your student's ID Number, Last Name, and First Name, select "Next". When the app finds your student's information it will say "Student Found" and display the student information. If the information is correct, select "Add Student" to link your student's route(s) to your account.
8. Repeat steps 5-7 for each student you have that has been accepted for transportation. Once all of your students are linked, you can view their information and their route(s) on your App home page.
9. **To view your student's Route Information:** Select the 3 lines in the upper left corner to open up the menu. From there, tap and select "Bus Location". This will open a map with a box that has the student's name, pickup time, and dropoff time. Tap on this box to open a pop-up with the route details, including the route bus color, pickup location, dropoff location and Vehicle number.



You can also navigate to the map by finding your student on the home screen and selecting the option to view their Bus Location from there.

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Reminder: Please make sure notifications are enabled. To do this within the app, select the 3 lines in the upper left corner and choose "Settings". Once in the Settings menu, tap the options under Notifications to turn them on and select "Save Notification Preferences". *Reminder: Once done, double-check that notifications for the MyRide App are also enabled in your device settings.*



If you forget your MyRide K-12 username or password, your account can be reset using the app. If you have any other questions or need further assistance, please contact your campus or the ALA Transportation department at transportation-info@alaschools.org.