1 Registration

- Enter Your Email
- Enter Password
- Confirm Password
- Add your First & Last Name
- Click on Sign Up

2 Confirm E-mail

- Check your email
- Click on the link to activate account
- Account verification will appear

3 Log In

- Enter Email
- Enter Password
- Click Log In
- Logged in, go to Student List

4 Add Student

- Enter First & Last Name
- School by search or map icon
- Enter District ID
- Select Date of Birth (DOB)

4a Add Photo

- Tap the student icon and upload a photo or take a photo from your device.

4b Add School

- Search for school by name or find school on map using the map icon.

4c Add District ID

- District ID is a unique ID assigned to the child in the district. The district creates the ID.

4d Add Date of Birth (DOB)

- Scroll to DOB on Apple iOS.
- Select Day then scroll to year on Android.

5 Request Submitted

- Approval is immediate.

6 Student List

- Student will display as accepted or rejected.
- If rejected, the information you entered did not match.
- Try again or contact the school.

- Click on Student Name from the Student List and Student Info will appear.

7 Student Info

- Click on Transportation Schedule and Student Schedule will appear.

- Click on the day to view Student Schedule.
- Click to go back.

8 Student Info

- Click on Where’s my Bus? and Student Map will appear.

9 Student Map

- Where’s my bus? will also show trip information in real time.

10 Notifications

- Go to Settings in the main menu to turn on Notifications.
- Notifications must be set for the morning and afternoon for each student.

- Click on Home in the main menu and it will display Student Trips.