1. **Registration**
   - Enter your email.
   - Enter a password.
   - Confirm the password.
   - Add your first and last name.
   - Then select Sign Up.

2. **Confirm Email**
   - Check your email. Select the link to activate your account.
   - Account verification will appear.

3. **Log In**
   - Enter your email.
   - Enter your password.
   - Select Log In.
   - When logged in select Student Lists.

4. **Add Student**
   - Enter the student’s first and last name.
   - Search for school by name or map.
   - Enter the student’s District ID.
   - Select the date of birth (DOB).

4a. **Photo**
   - Select the student icon and upload a photo or take a photo using your device.

4b. **School**
   - Search for school by name or find the school on the map using the map icon.

4c. **District ID**
   - District ID is a unique ID assigned to the student in the district. The district creates this ID.

4d. **DOB**
   - Scroll to DOB on Apple iOS. Select the day and year on the Android.

5. **Approved**
   - Submit the student. Approval is immediate.
   - The student will display as accepted or rejected.

6. **Student List**
   - If rejected, the information you entered did not match the district. Try again or contact the school.

7. **Information**
   - When you select the name from the student list, student information will appear.

8. **Bus**
   - Select Where’s my Bus?
   - The school and bus will be shown on the map with route and trip info.
**Schedule**

When selecting Transportation Schedule, pickup and drop-off time information is shown.

- **Details**

In the Schedule window for pickup and drop-off, select View Details for additional information.

- **My Bus**

When selecting Where's My Bus? in the main menu, this will also show you your student's trip information with a map.

- **Settings**

To adjust your settings, select Settings in the main menu.

- **Notifications**

Select Notifications in Settings. Enable Notifications. Trip and Scan Notifications must be set for AM and PM for each child.

- **Updates**

Select Check For Updates in Settings, to get the most recent update of the application.

- **Password**

Select Change Password, in settings to change your password.

- **Home**

When selecting Home in the main menu, this will show each student’s trip.