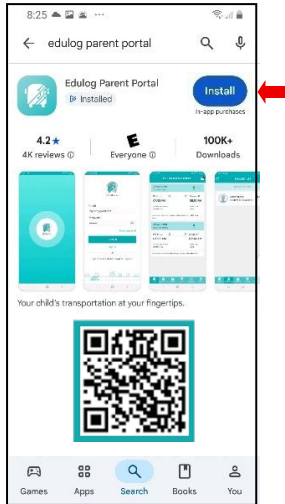


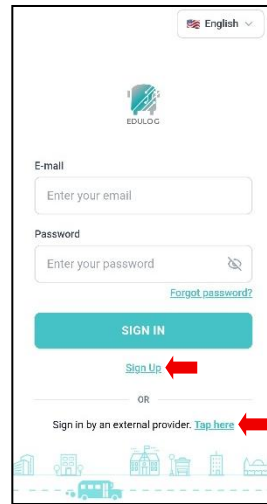
1 Install App

Find the **Edulog Parent Portal** app in the Google Play Store or iOS App Store and install. Look for the teal Edulog icon. You can also use the QR code provided.



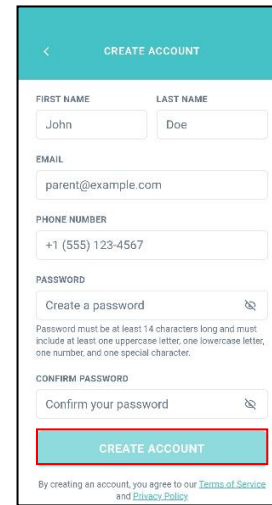
2 Sign Up

Once the app is installed, tap on **Sign Up** at the login screen. If your school district tells you to sign on through your district provider, select **Tap here**.



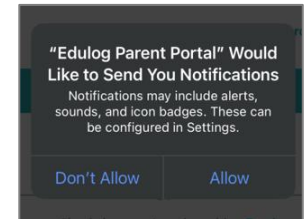
3 Registration

Add your First and Last Name. Enter your Email and Phone Number. Enter and Confirm a Password. Then tap on **CREATE ACCOUNT**.



4 Enable Notifications & Verify

Allowing notifications will be useful when it comes to receiving communications from the app. This can always be adjusted in your phone's settings.



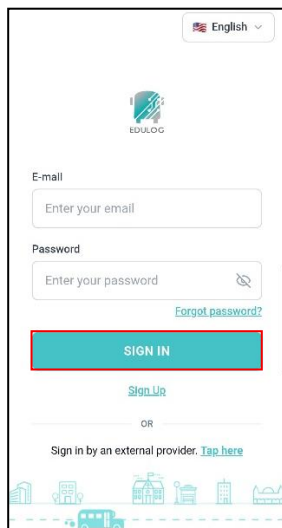
You will receive a message: Registration successful! Please check your email from no-reply@edulog.com to confirm your email address.

Registration successful!

Confirm your email address from no-reply@edulog.com

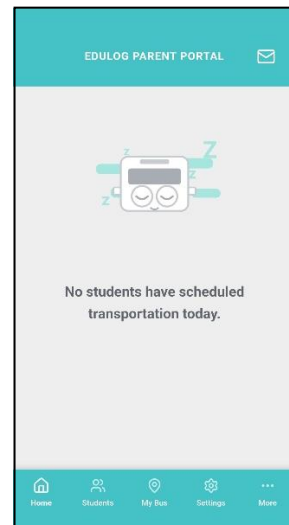
5 Sign In

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



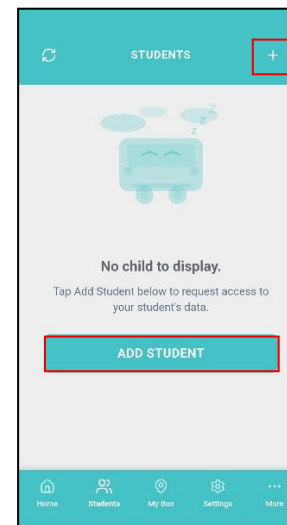
6 Add Student

Student Transportation will not be listed yet. Go to Students in the menu at the bottom of the app.



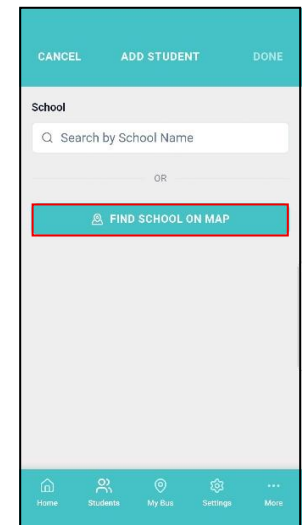
7 Add Student

Tap **ADD STUDENT** to request access to your student's data. You can also select the + icon.



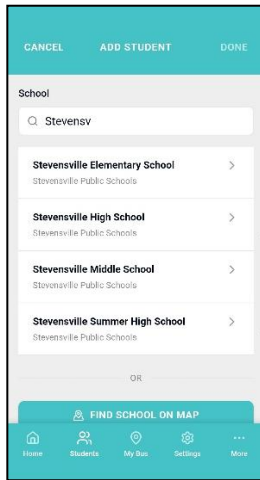
8 Search School

Just select Search by School Name or use the **FIND SCHOOL ON MAP** button.

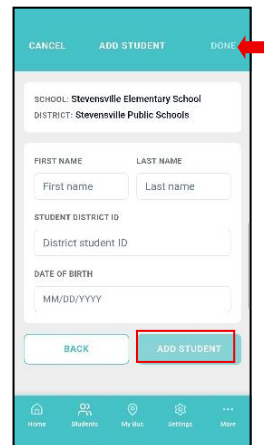


9 Find School

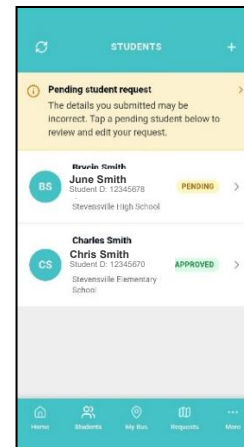
When searching for the school, start typing the school name of the student's school. Then confirm that you have selected the right school from your school district.

**10 Add Student**

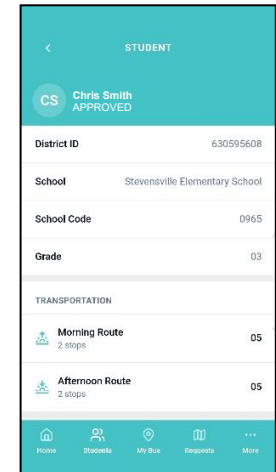
Enter the data requested, which may include the student's name, Student ID, and Date of Birth. If you are prompted for the Student Access Request (SAR) code, use the 8-character code provided by your school / district for this purpose. Select **Add Student**, then press **Done**.

**11 Approval**

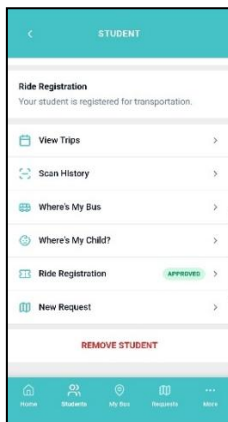
The student should display as **APPROVED**. A **PENDING** status means one or more items you entered did not match district records (e.g. name spelling or student ID #). To fix it, tap the pending request, scroll to the bottom, and select **Edit Request** to correct the information.

**12 Student Details**

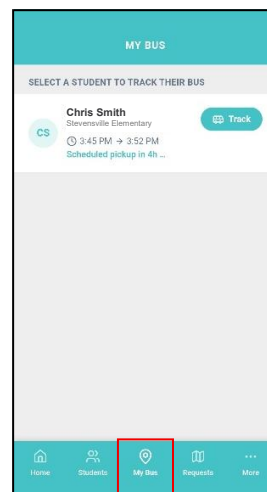
When you select the name from the student list, student detail information will appear, which includes Student name, District ID, DOB, School, Grade, Morning Route, and Afternoon Route.

**13 Student Detail Options**

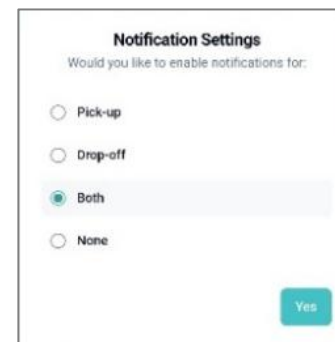
Scroll down the page. You have the option to view AM and/or PM trips and current bus location (Where's My Bus?). If your district uses Student Ridership you can see student scans and student location (Where's My Child?). If your district receives transportation requests and registrations via the app, you will take care of that here as well.

**14 Where's My Bus?**

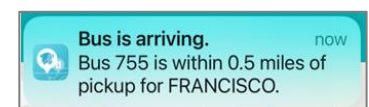
Select **My Bus** from the previous screen or from the main menu. The student, school, and upcoming stop time will be shown. Select the **Track** or **Track All** button to see additional trip details.

**15 Notification Settings**

You can select when you would like to receive bus arrival notifications. Most parents select "Pick-Up" for the To-School trip and "Drop-Off" for the From-School trip. Some parents choose to receive notifications when the bus is approaching the school for the To-School trip. Note: The "Pick-up" notification at the school for the From-School trip may not be available for your school district.

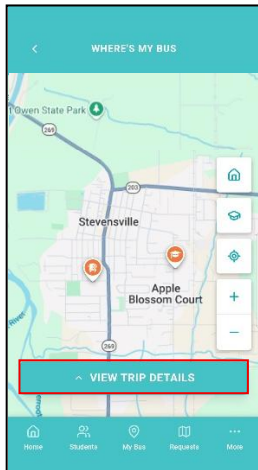
**16 Notifications**

Bus arrival notifications are only received when the specific vehicle assigned to your student passes WITHIN THE NOTIFICATION ZONE and only DURING THE NOTIFICATION TIME WINDOW ("Alert In"). To set and modify notification settings select the bell icon (step 18). This is where you can set the time, distance and center of your alert zone.



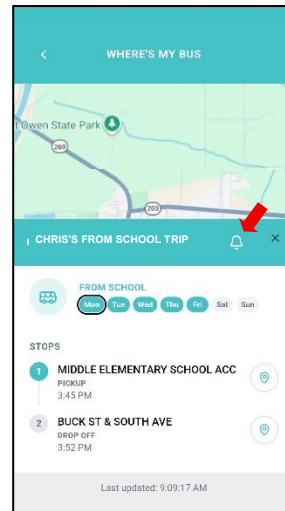
17 Track and View Trip Details

When you select Track or Track All, from the My Bus screen, you will navigate to a map and Trip Details. Select **View Trip Details**. This is where you can view your student trips and create Alert Zones by selecting the bell icon.



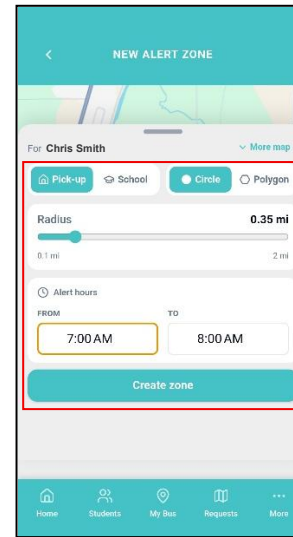
18a Alert Zones — Overview

To modify notification settings, select the bell icon. This is where you can set the time, distance, and center of your alert zone.



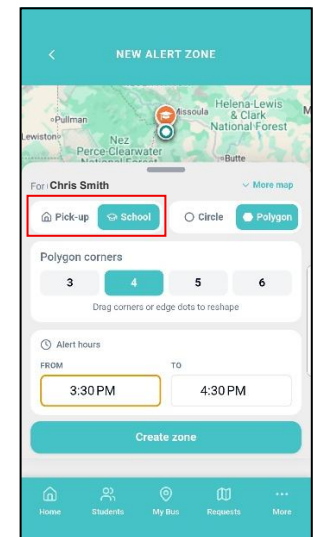
18b New Alert Zone

Set the time, distance, and center of your alert zone using the **New Alert Zone** screen.



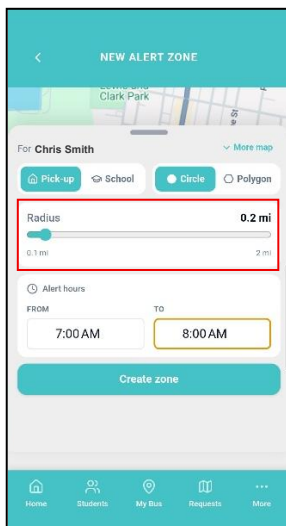
18c Pick-up / School Alert Zones

You have options to set alert zones for both pick up and drop off.



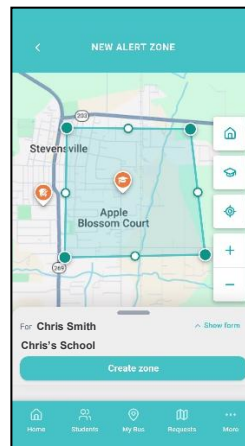
18d Adjust Radius

When selecting a Circle, you can also adjust the radius from .1 mile to 2 miles.



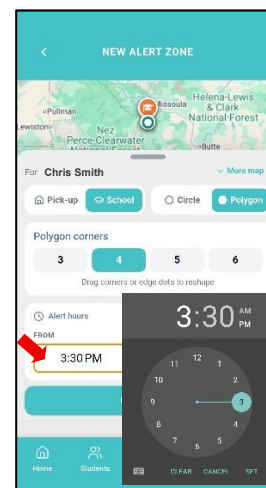
18e Polygon Shape

When selecting **Polygon** you can choose from a 3, 4, 5, or 6-sided area. You can move the individual points (nodes) to customize the alert zone to include some areas and exclude others. Press a node point for a second or two, then move it to the desired location.



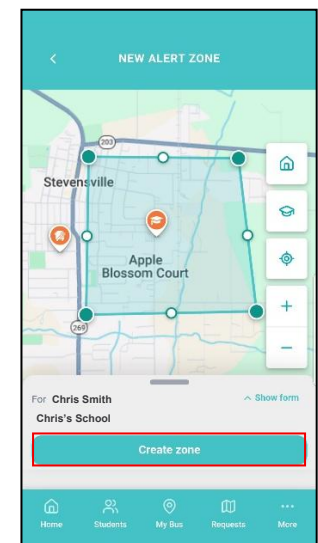
18f Set Alert Time

After setting your Alert Zone circle and radius, set the Alert time by tapping on Alert hours From time and To time. Notifications are sent only during this time window.



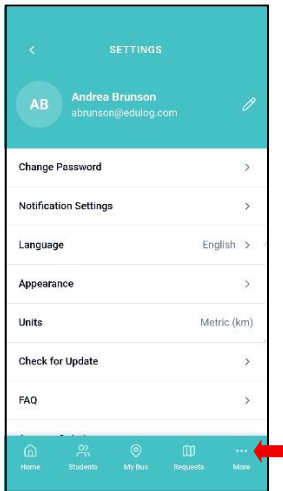
18g Create Alert Zone

Then select the **Create Alert Zone** button.



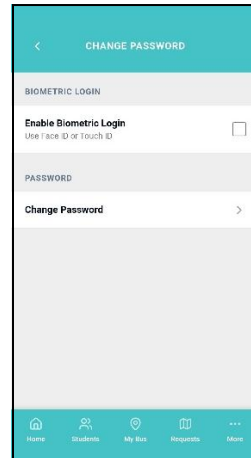
19 Settings

In the main menu, tap **More/Settings**. Here you can change your password, set notifications, choose your language, change the appearance, select units, check for updates, and view FAQs.



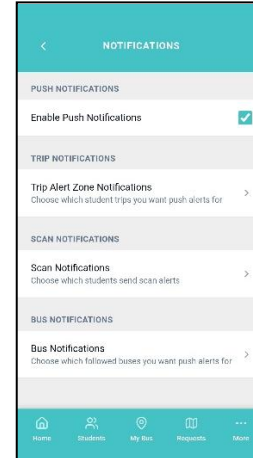
20 Change Password

Select **Change Password** in Settings. Here you can select Biometrics Login or select Change Password and enter your current password, then select Send Reset Email. Check your email from no-reply@edulog.com to reset your password.



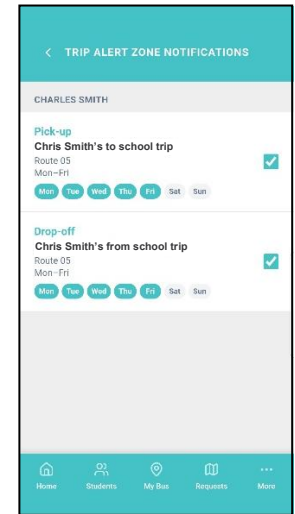
21 Notifications

Enable notifications by tapping on the box to the right. This will take you to your phone's notification settings to enable notifications. You also have the option to enable Trip, Scan, and Bus Notifications.



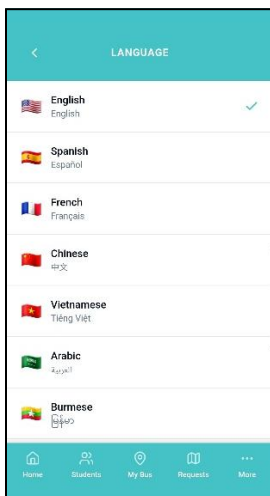
22 Trip, Scan, & Bus Notifications

When selecting Trip Alert Zone Notifications, Scan, and Bus Notifications, you select the trips, students, and bus to enable notifications.



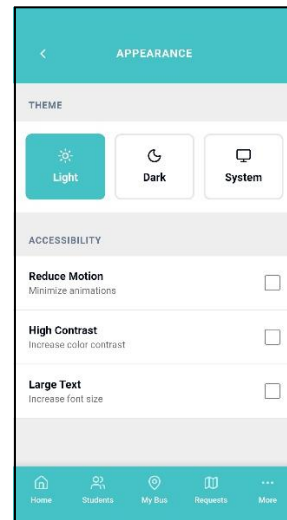
23 Language

Tap on **Language** in Settings to select your language. Currently there are 15 languages to choose from.



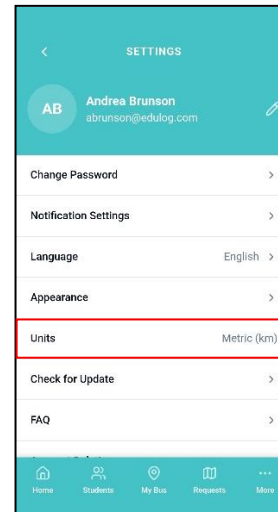
24 Appearance

Tap on **Appearance** in Settings to change your app appearance.



25 Units

To change **Units** from Imperial to Metric, select the Units and it will change.



26 Home

On the **Home** tab in the main menu, you will see upcoming trip information. You will also find the In Box where your notifications and messages are stored. Your **In Box** keeps notifications received in the app.

