#### Parent Portal Infographic

# **1** Install App



Find the Edulog Parent Portal app in the Google Play Store or iOS App Store and install. You can also use the QR code provided in #2.

#### 2 QR Code



Scan the QR code with your smart phone to install the Edulog Parent Portal App.

Once the app is installed, tap on Sign Up at the Login Screen.



#### **3** Registration



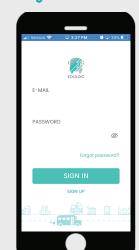
Add your First and Last Name. Enter your Email. Enter and Confirm a Password. Then tap on Sign Up.

#### **4** Verification



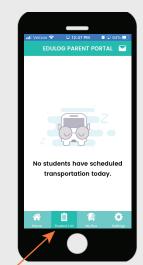
You will receive a message: Registration successful! Please check your email from support@edulog.cloud to confirm your email address.

#### 5 Sign In



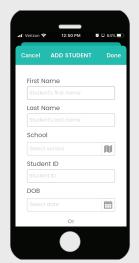
Enter your email. Enter your password. Select Sign In.

#### Education Logistics ' **6** Students



Student Transportation will not be listed yet. Go to Student List in the menu at the bottom of the app then tap on Add Student.

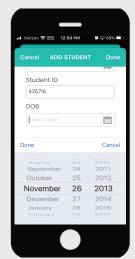
#### **7** Add Student



Enter the student's First and Last name. Enter the name of the School or find using the map icon. 

Then enter the Student ID and date of birth.

#### **8** Date of Birth



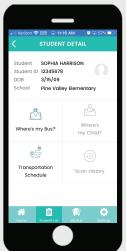
Scroll to DOB on Apple iOS. Select the day and then the year on the Android. Then tap Done. Approval is immediate.

### Approval

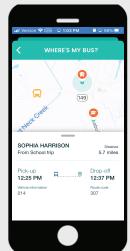


The student will display as Approved. If rejected, the information you entered did not match the district. Contact the school.

# **10** Student Details **11** Where's My Bus? **12** Schedule



When you select the name from the student list, student detail information will appear. Name, ID, DOB, School and Bus and Schedule buttons.



Select Where's my Bus? in the Student Detail. The school, stop and bus will be shown on the map with trip information below.



To go back to Student Detail, select the back arrow < Then select Transportation Schedule



## Education Logistics '

**1 3** Schedule

14 Student Trips 15 Trip Alerts 16 Alert Zone 17 Alert Time

18 Home



When selecting Transportation Schedule, Pickup and Drop-off time location is shown.

Andrea Brunson

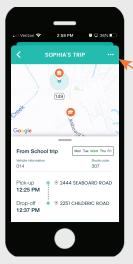
English 3

v1.5.0 (16) O

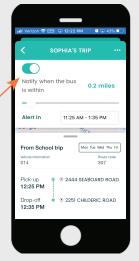
Change Password

Notification Settings Lanauaae

Units



In the Schedule window for Pickup and Drop-off, select View Details for additional information.



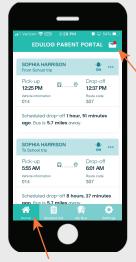
You can set notifications from this window by selecting the ... icon. Then tap the slide button to turn them on.



Slide down the trip window so you can see the radius. Then adjust the radius with the slide button. Then set the Alert in time.



Choose a Start Time and End Time during which you will receive notifications that the bus has entered the Zone. Then select Done.



To get back to the main menu, choose the back arrow. < Upcoming trip information and your Inbox are at Home.

24 Units

**19** Settings





Select Change Password In the main menu, tap on Settings. Here you can change in Settings to change your your password, set notifications password and Submit. choose your language, select Then check your email from units and check for updates. support@edulog.com.

# **21** Notifications **22** Trip Alerts Zones **23** Language



Enable notifications by tapping on the slide button. This will take you to your phone notification settings.



When selecting Trip Alert Zone Notifications, you can set Alert Zones and Times following the procedures shown in #15-17 above.



Tap on Language in Settings to select your language and Save.



When selecting Units in the Settings screen, you can select Miles or Kilometers and then Save.