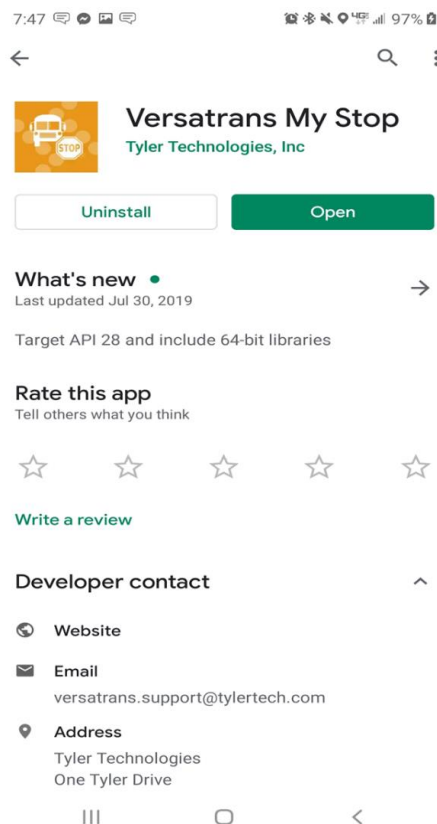


How to Use Versatrans My Stop

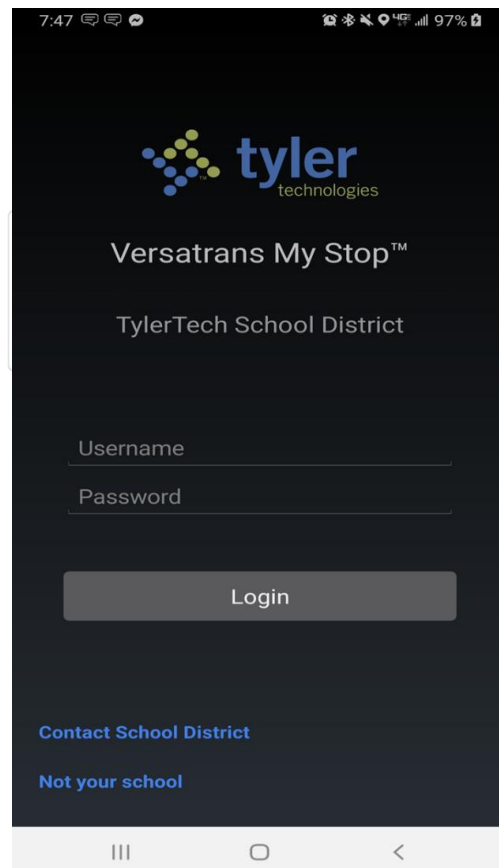
Versatrans My Stop allows parents to track their students' bus location and arrival times as well as receive notifications on delays or other pertinent information. It is an application that can be downloaded on the Apple or Android Store on your smartphone.

Step 1: Downloading the Versatrans My Stop App

- Type "Versatrans My Stop" into the search field in the App Store (for Apple users) or Play Store (for Android Users)
- Select Versatrans My Stop and download
- After downloading My Stop navigate to the application and tap on it to open it.



Install Screen



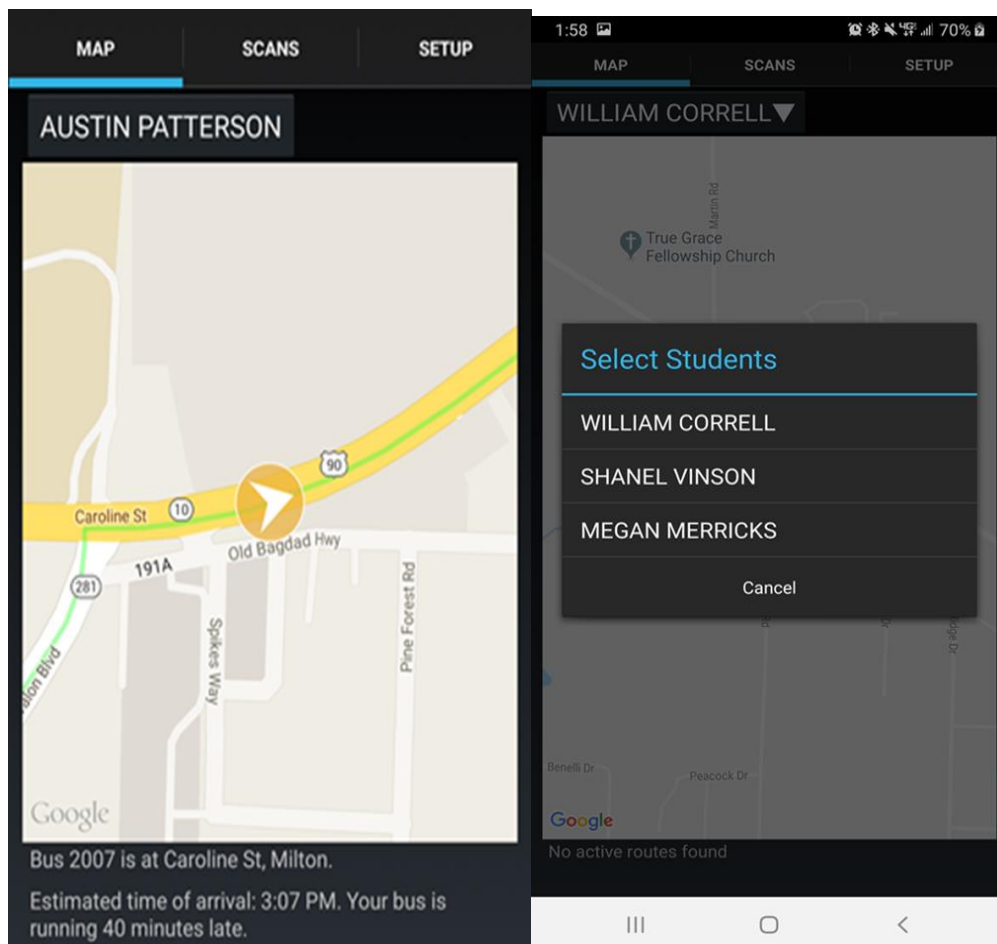
Default Screen After Opening App

Step 2: Logging In

Your username is your student's student number from Harmony. To find the student ID log on to Harmony and scroll down to Schedule and the Student ID is on the upper right hand corner. The password is your student's birthday in the format: MMDDYYYY. For example, if your student's birthday is January 8, 2006 the password would be 01082006. Username: () Password: ()

Step 3: Navigating the Map Page

- After logging in you will arrive at the Map section. Here you will see your student's bus location and the estimated time of arrival.
- If you have multiple students riding buses on this screen there is an arrow with a dropdown menu to switch between your students.
- Remember if the bus is not on route you will not be able to see its location.



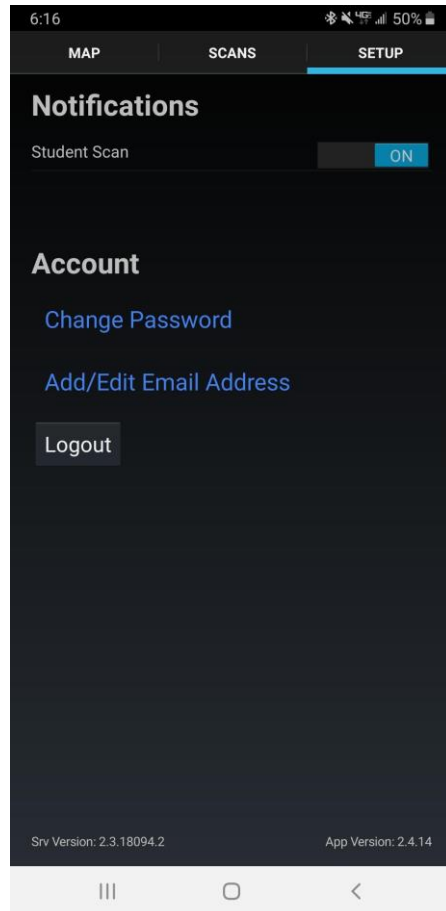
Bus Location and Arrival Time

Dropdown Menu for Students

Step 4: Navigating the Scans and Setup Pages

- The Scans page shows the time and location your students scanned on or off the vehicle.
- Currently we are not scanning students on or off the bus, so this function is not used.
- The Setup page allows for different notifications to be turned to on or off. We recommend all notifications be turned on, as this will allow you to receive the most up-to-date information from the bus and the transportation department.

- You can also log out from the Setup page. Please note, if you are not logged into the application you will not receive notifications to your smartphone.

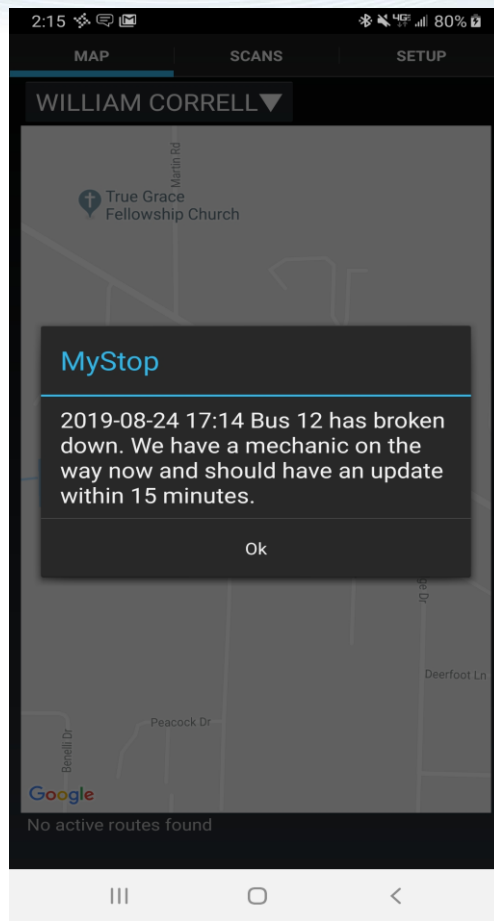


Student Scans Screen

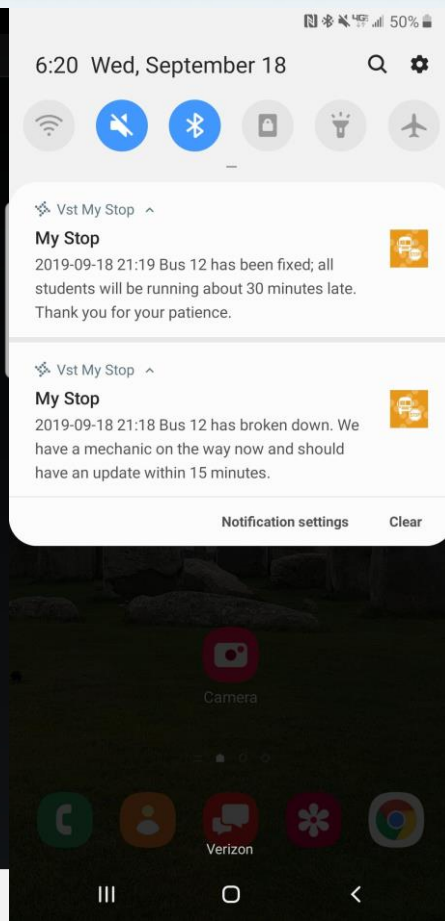
Notifications Screen

Step 5: Understanding Notifications

- The transportation department is now able to communicate bus delays and other information directly through Versatrans My Stop.
- Notifications can be sent to specific students or to all students in the district.
- These notifications will pop up immediately if you are in the application; if you do not have the application open, yet you are logged in, you will see the notification show up similar to how other notifications show up on your smartphone.
- We will be using multiple communication systems: MyStop, Harmony, and/or Text messaging.



Notification While In-App



Notifications in Notification Center

Support

For any questions about Versatrans My Stop, or any transportation related questions, please reach out to the **North Putnam transportation department at 765-522-6218 ext. 607**

