

Quick user guide



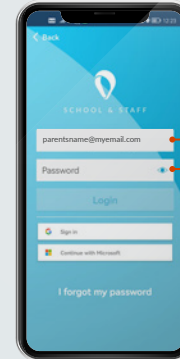
1. Create your password and log into the app

You will receive an email from OnTrack that contains a link to create your password. Click on the button and follow the instructions.

Download and install **OnTrack - for School and Staff** from your app store.



Open the app and select the **Login** button

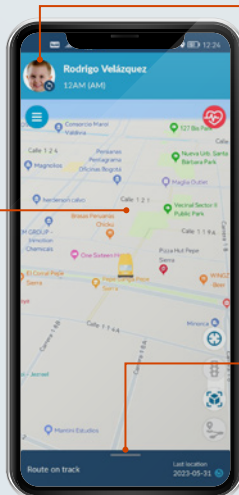


Your login username for the app is the same email address to which we sent the password setup link.

Enter your password and click on **Login**

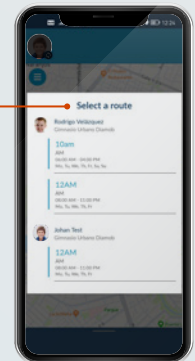
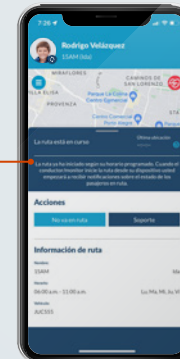
2. Track your routes

On the **main screen** you will see the location and status of the route for each of the students under your supervision.



Select the **passenger** and the related **route** you want to track.

Swipe up the **bottom menu** to view your notifications, route info, and contact support.

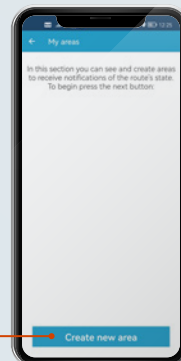
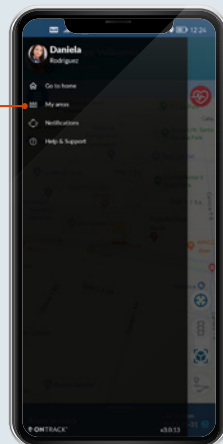


3. Customize your geographic areas

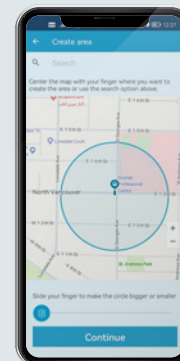
Set up **custom geographic areas** for your passengers and receive notifications when their bus enters these areas. This way, you'll know when the route is approaching the bus stop.



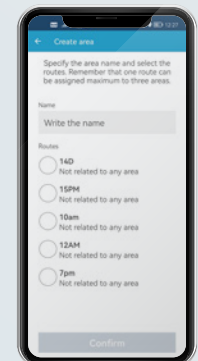
Access the **menu** in the top left corner of the main screen and click on **My areas**



Select **Create new area**



Locate the area of interest on the map. You can zoom in or out to adjust the area size.



Enter a name for your area, associate it with the corresponding routes, and save it.