



## Dartmouth Public Schools

Office of the Superintendent

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**Bonny L. Gifford, Ed.D.**  
Superintendent

**James A. Kiely, M.B.A.**  
Assistant Superintendent of  
Finance and Operations

Dear parents and caregivers:

Our school district is excited to announce that you now have access to a revolutionary smartphone app that helps to improve communication, school bus safety, and efficiency. The **Edulog Parent Portal** app provides you with planned time and location information for your child's bus ride to school. On a daily basis, the app will show you the GPS location of the bus and send you a push notification when it is nearing your bus stop.

This app is free of charge for our parents, caregivers, and students. In addition to displaying the location of your bus and sending the notifications, you can also receive time-sensitive messages from our transportation department.

The **Edulog Parent Portal** app integrates with our school bus routing system, which is also provided by Education Logistics, Inc. (Edulog), a premier provider of school bus technology. School bus locations are sent from a GPS device installed on each bus which not only provides up-to-date information for you, but also for our school bus maintenance staff who need to know the real-time location of each bus for maintenance and other service requirements.

The app can be downloaded from the Google Play Store or the Apple App Store – either of which can be accessed by pointing your smartphone camera at this QR code:



Security is important. Only you have access to your student's transportation information through the app via a secure login process. You must know your student's school of attendance, ID number and date of birth in addition to the exact spelling of his or her first name and last name.

Please know that our goal is to provide safe and efficient transportation for all Dartmouth Public School children riding the school bus. By improving communication and expanding the information available to you by implementing this app, we are working hard to meet and exceed that goal.

Additional information about using Edulog Parent Portal is available on our web site at: [www.dartmouth.school](http://www.dartmouth.school) and click on the Transportation Icon in the top right.

If you have additional questions regarding the app, please contact our transportation department at: [Transportation@dartmouthschools.org](mailto:Transportation@dartmouthschools.org)

### *"Quality Education for All Learners"*

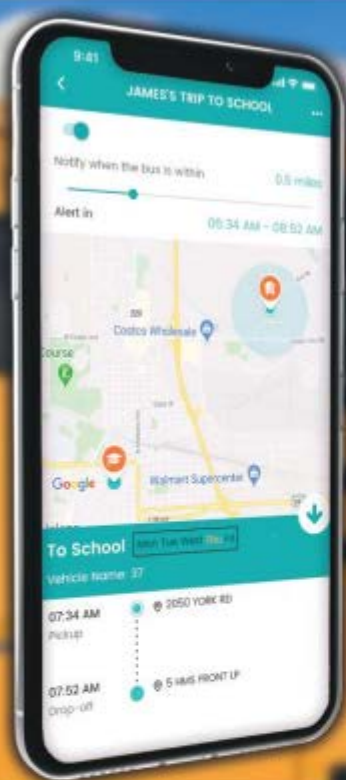
*The Dartmouth Public Schools, in partnership with parents and the community, will deliver challenging, standards-based instruction for all students that fosters academic, physical, social and emotional development. Utilizing data analysis to drive instruction, we will implement specific strategies to support every student to think critically, solve problems and become a responsible, contributing citizen. Our high school graduates will possess the required skills and knowledge necessary to thrive in their academic and vocational ambitions.*

# Edulog Parent Portal

UP-TO-THE-MINUTE BUS ROUTE INFO



DOWNLOAD



PARENTS  
EMPOWERED!

## Parent Bus Tracking Application

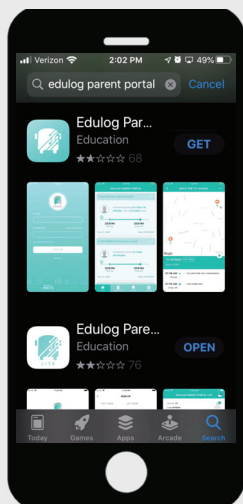
- ▶ Where's My Bus?
- ▶ Bus Arrival Notifications
- ▶ Planned Stop Information
- ▶ Access to All Children in the Family
- ▶ Incoming Transportation Messages
- ▶ Apple (iOS) and Android
- ▶ Secure Access

## Real Time Bus Location Information



Edulog Parent Portal lets parents see the time and location planned for school bus arrival at their child's bus stop. The app also lets them view the location of the school bus to gauge arrival times each day and sends a push notification to their smartphone when the bus enters a user-defined geographic area around the stop. Parents only receive access by registering with data unique to their child. It's all information to help parents feel secure about their child's trip on the school bus!

## 1 Install App



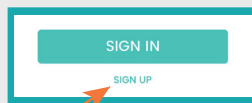
Find the Edulog Parent Portal app in the Google Play Store or iOS App Store and install. You can also use the QR code provided in #2.

## 2 QR Code

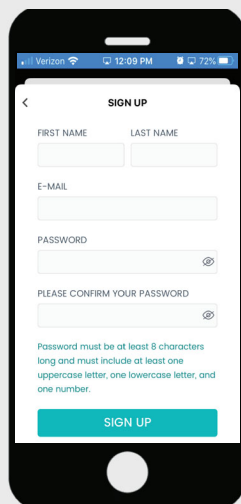


Scan the QR code with your smart phone to install the Edulog Parent Portal App.

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

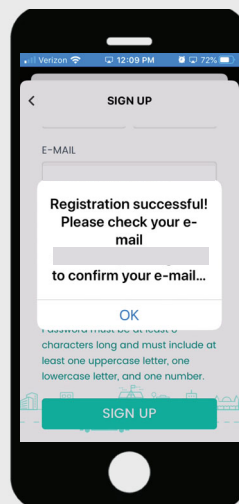


## 3 Registration



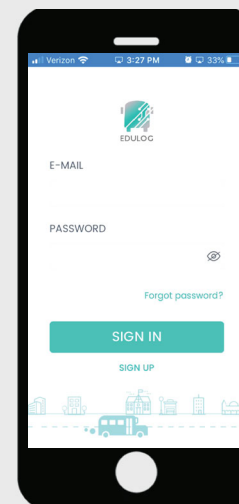
Add your First and Last Name. Enter your Email. Enter and Confirm a Password. Then tap on Sign Up.

## 4 Verification



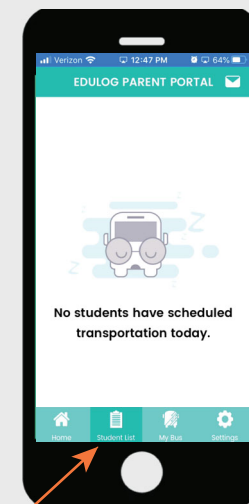
You will receive a message: Registration successful! Please check your email from support@edulog.cloud to confirm your email address.

## 5 Sign In



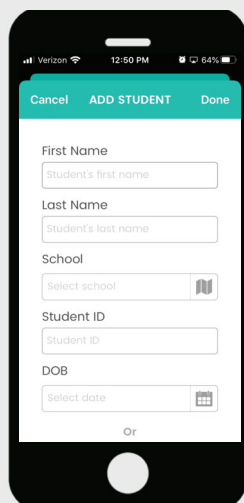
Enter your email. Enter your password. Select Sign In.


## 6 Students



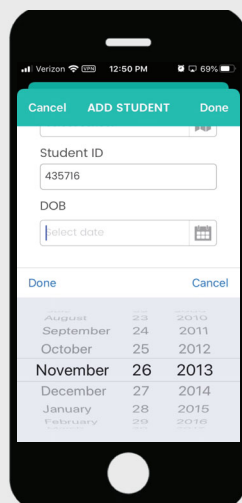
Student Transportation will not be listed yet. Go to Student List in the menu at the bottom of the app then tap on Add Student.

## 7 Add Student



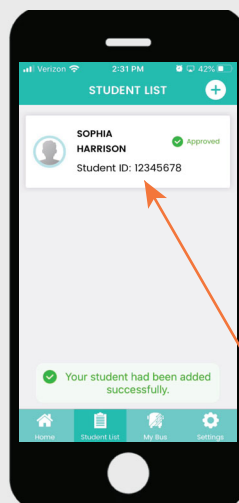
Enter the student's First and Last name. Enter the name of the School or find using the map icon.  Then enter the Student ID and date of birth.

## 8 Date of Birth



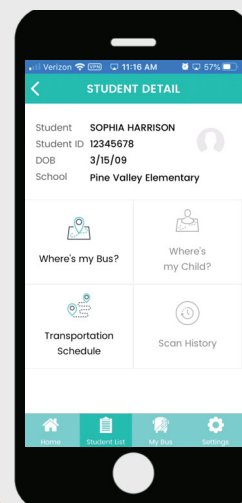
Scroll to DOB on Apple iOS. Select the day and then the year on the Android. Then tap Done. Approval is immediate.

## 9 Approval



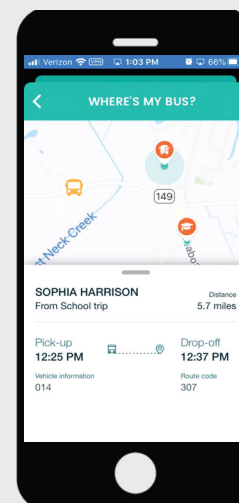
The student will display as Approved. If rejected, the information you entered did not match the district. Contact the school.


## 10 Student Details



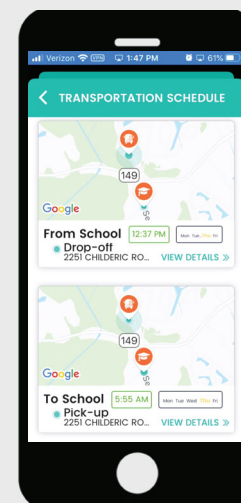
When you select the name from the student list, student detail information will appear. Name, ID, DOB, School and Bus and Schedule buttons.


## 11 Where's My Bus?



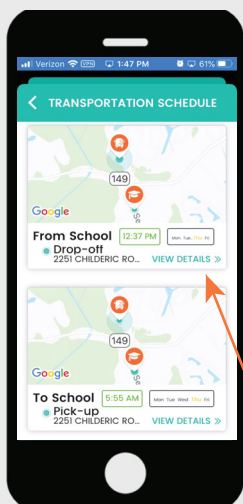
Select Where's my Bus?  in the Student Detail. The school, stop and bus will be shown on the map with trip information below.

## 12 Schedule



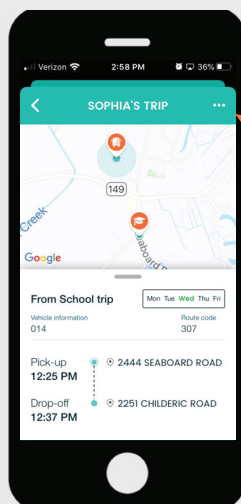
To go back to Student Detail, select the back arrow  Then select Transportation Schedule

## 13 Schedule



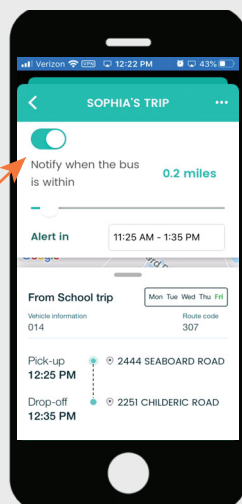
When selecting Transportation Schedule, Pickup and Drop-off time location is shown.

## 14 Student Trips



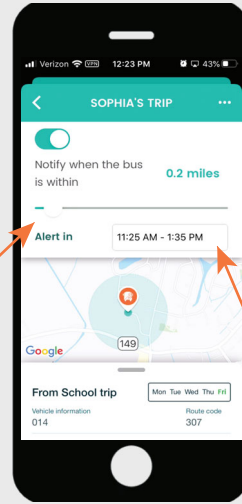
In the Schedule window for Pickup and Drop-off, select View Details for additional information.

## 15 Trip Alerts



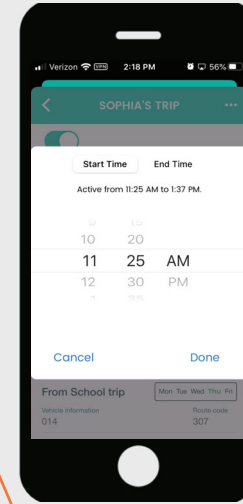
You can set notifications from this window by selecting the icon. Then tap the slide button to turn them on.

## 16 Alert Zone



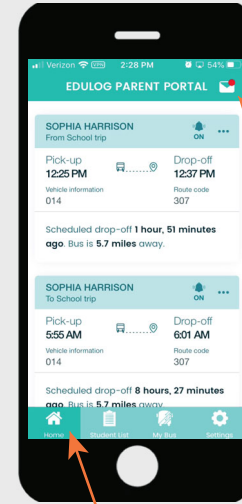
Slide down the trip window so you can see the radius. Then adjust the radius with the slide button. Then set the Alert in time.

## 17 Alert Time



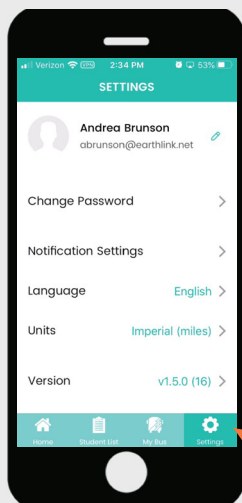
Choose a Start Time and End Time during which you will receive notifications that the bus has entered the Zone. Then select Done.

## 18 Home



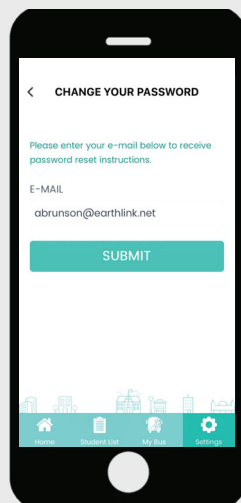
To get back to the main menu, choose the back arrow. Upcoming trip information and your Inbox are at Home.

## 19 Settings



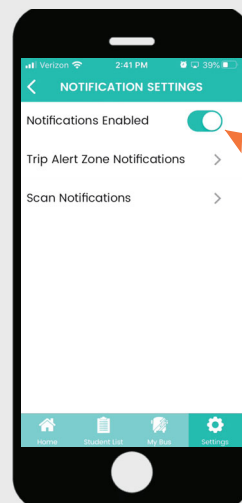
In the main menu, tap on Settings. Here you can change your password, set notifications, choose your language, select units and check for updates.

## 20 Password



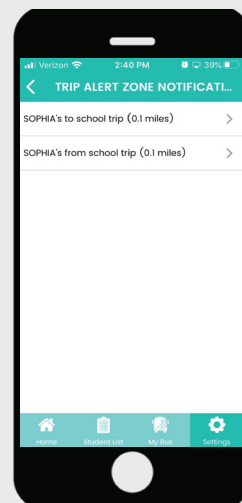
Select Change Password in Settings to change your password and Submit. Then check your email from support@edulog.com.

## 21 Notifications



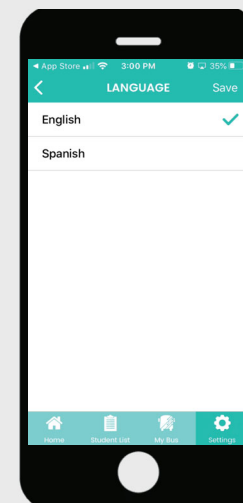
Enable notifications by tapping on the slide button. This will take you to your phone notification settings.

## 22 Trip Alerts Zones



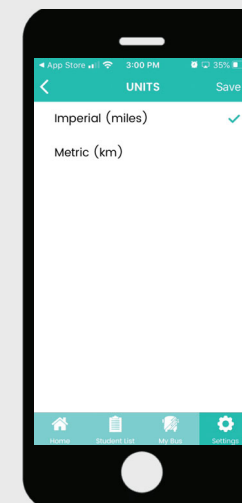
When selecting Trip Alert Zone Notifications, you can set Alert Zones and Times following the procedures shown in #15-17 above.

## 23 Language



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

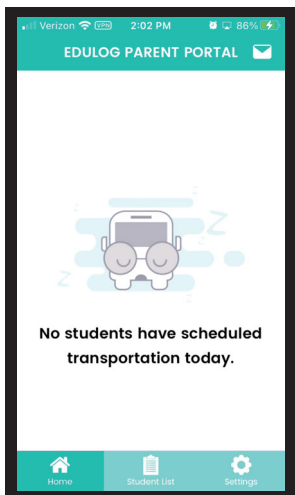
## 24 Units



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

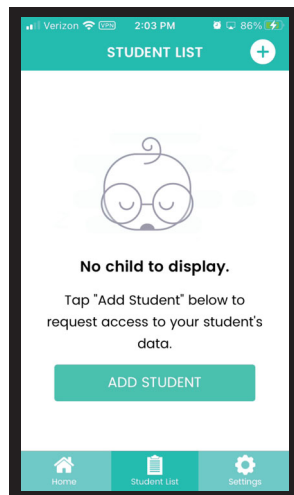


## 1 Home



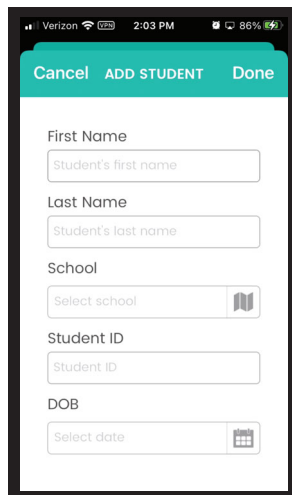
Once logged in, you will arrive at the Home screen. To add students, go to Student List in the menu below.

## 2 Student List



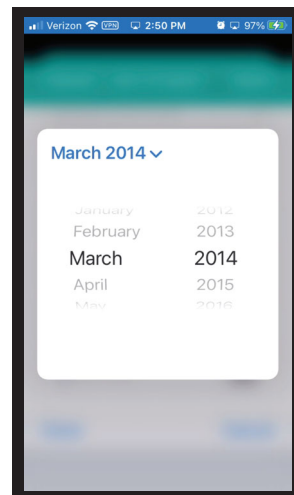
Select Add Student and the Add Student form will open.

## 3 Add Student



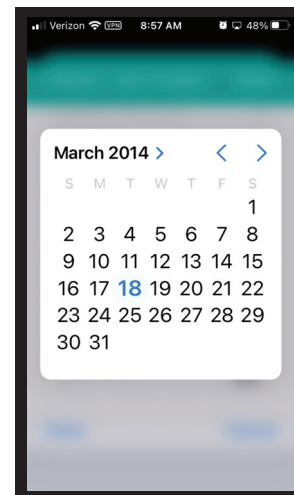
Add First Name, Last Name, School, Student ID and DOB (Date of Birth). Tap on the calendar icon and the calendar window will open.

## 4 Date of Birth



First select the month and year, then tap outside the window. Then select the day of the week. Then tap outside the window.

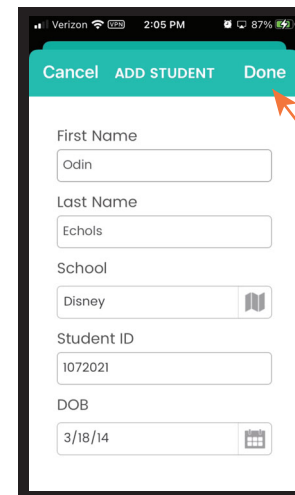
## 5 Date of Birth



Select Done at the bottom of the Add Student form.

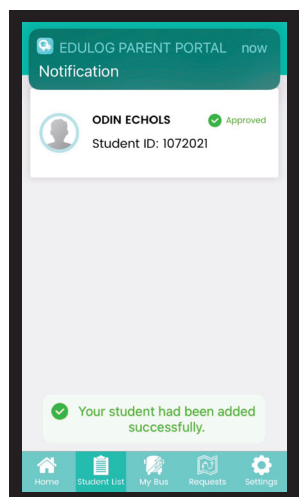


## 6 Add Student



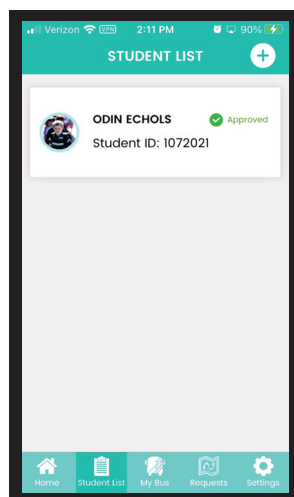
Note: the DOB process is different in the Android. Once all information is entered, select Done at the top of the Add Student form window.

## 7 Student Added



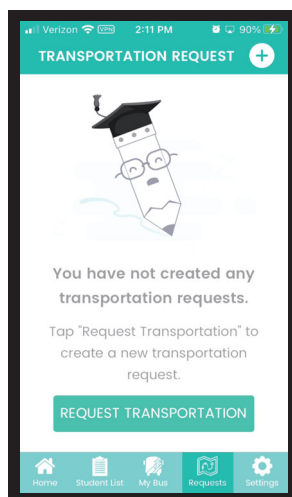
If all information was entered correctly, your student will automatically be approved and you will receive a notification.

## 8 Approved



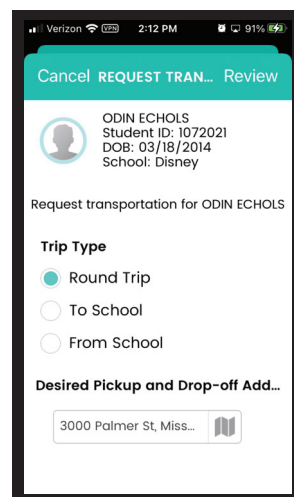
Once approved you can go to Requests to Request Transportation for this student.

## 9 Request



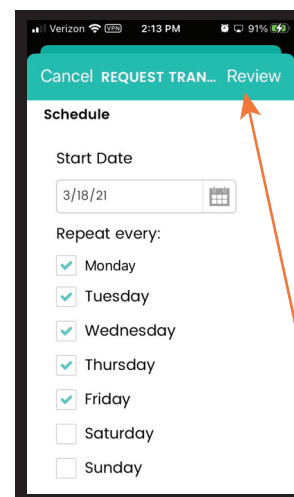
Tap on Request Transportation button or the + icon and a Request Form will open.

## 10 Request Form



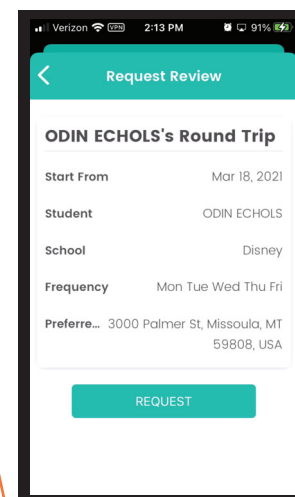
Select the Trip Type and add the Requested Pickup and Requested Drop-off Address.

## 11 Request Form



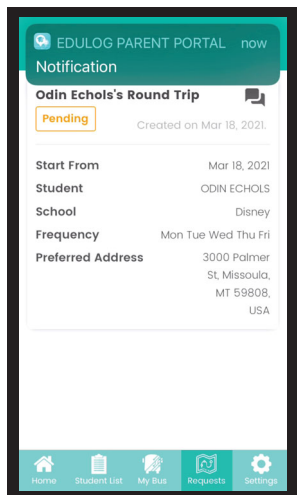
Scroll down and select the Requested Start Date and days of the week.

## 12 Review



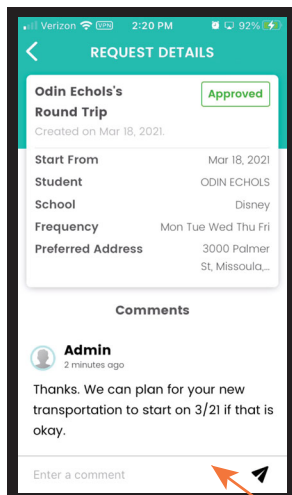
Once you complete the Request Form, tap on Review. If it looks good, select the Request button.

# 13 Notification



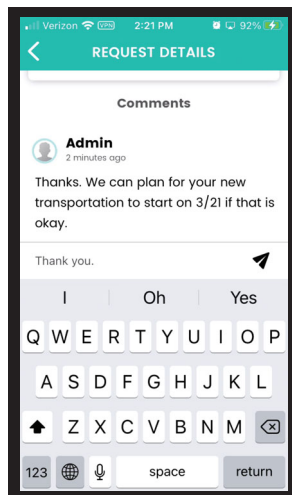
You will receive notification that the request has been received. The status will show as Pending.

# 14 Message



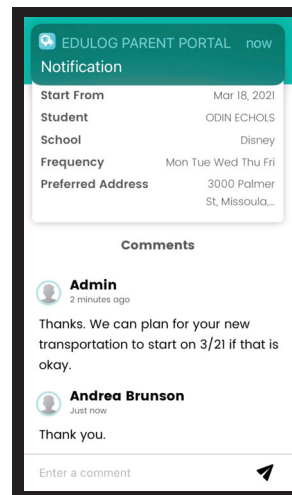
When the request is approved by the district, you may receive some comments.

# 15 Reply



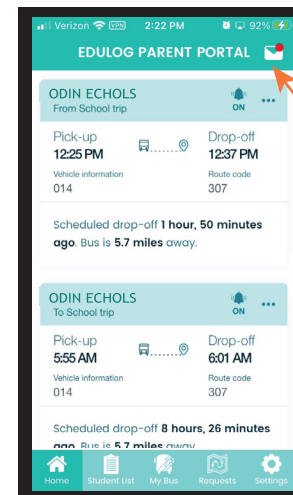
You may reply in the Enter a Comment field.

# 16 Comments



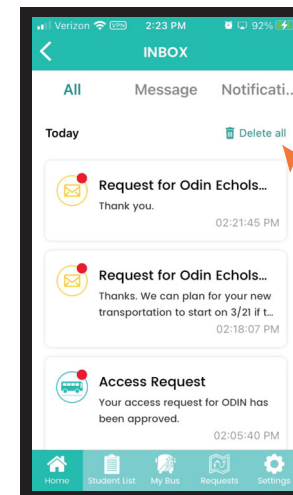
You will receive another notification and comments will be listed at the bottom of Request Details.

# 17 Home



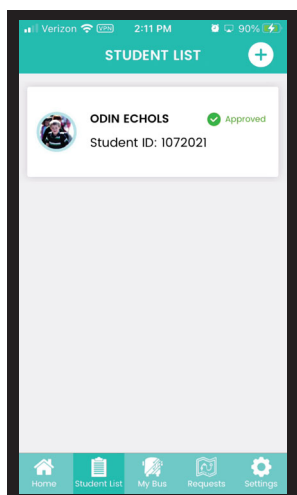
To view your messages and notifications, go to the home page and select the inbox icon.

# 18 Inbox



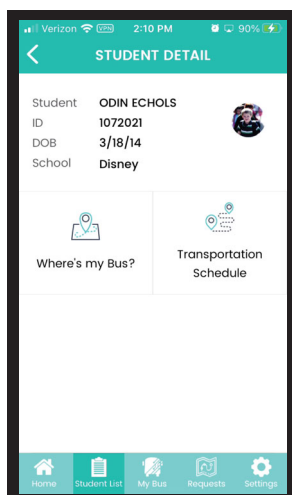
Tap on the message or notification to view its entirety. Swipe left to delete. You can also tap on Delete all to clear your inbox.

# 19 Student List



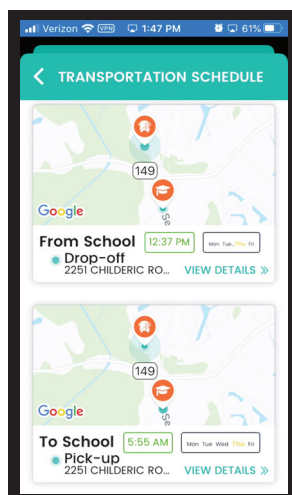
To view your transportation, go to Student List in the main menu. Then tap on your student in the list.

# 20 Student Details



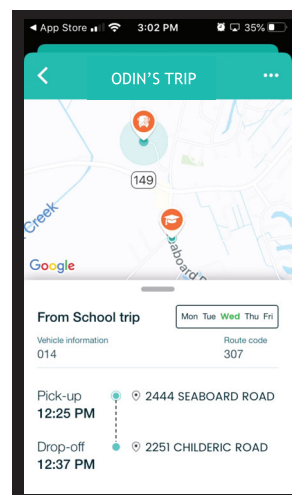
You will come to the Student Detail window. Then tap on Transportation Schedule.

# 21 Schedule



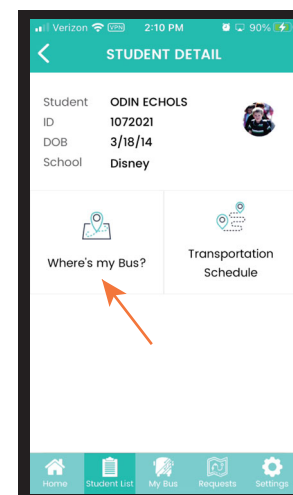
In the Transportation Schedule window, you will see To and From School trips. Tap View Details to view.

# 22 Trip Details



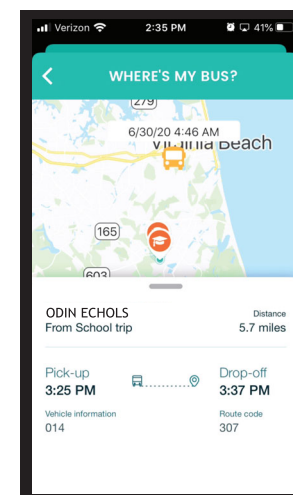
To go back to Student Details, click the back arrow until you reach the Student Detail page.

# 23 My Bus



To see the current location of the school bus, tap Where's My Bus.

# 24 Wheres My Bus?



Where's My Bus will also give you trip details and show your bus graphically on the map.