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## Bus Tracking App with FirstView ParentView: Let's Get Started

### 1. Download the FirstView ParentView App

Go to [web.firstviewapp.com](http://web.firstviewapp.com) or find **FirstView** in the App Store or Google Play. Follow the instructions to download the app to your smartphone.

### 2. Set Up Your Profile

Open the ParentView app from your home screen and begin the registration process. You will need to create an account using your email and secure password.

You'll also be asked to:

- Select State: OREGON
- Select District: PENDLETON
- Student ID: (aka student lunch number)
- Route Number: (see back of this sheet)

*\*Registration information pertaining to your student's route is provided by your student's school. FirstView Customer Support cannot provide this information to you.*

### 3. Follow a Route

Once you have confirmed your account, login and select **Profile** to "**Add A Student**" using the Student ID Number. Next, you will select AM/MID/PM Route, search for your route number and select your school (if applicable). You may add more than one student to your account as well as add more than one bus route number to your student's profile.

### 4. Setup Distance Alerts

To setup alerts for tracking the bus, you will be prompted to "**Configure Notification**". Select the location you want to track the bus to (i.e. your student's stop), choose a geofence size around that location, and set your time range. When the bus enters your geofence within the time range selected, you will get a notification that the bus is near. (Students should still be at their assigned bus stop 10 minutes prior to the scheduled arrival time.)

### 5. Receive Notifications

Go to **Settings** and select "**Notification Recipients**" to add email notifications for up to 3 recipients, including yourself. From this screen, you can also edit your **Profile** or follow another route. Alerts and notifications from your district or the bus depot will appear under **Notifications** in the menu.

*\*To receive push notifications, you must allow your mobile device to receive notifications from the FirstView app. You will be prompted upon downloading the app or you can confirm/update your settings within your phone's app settings.*

### 6. Ask for Help

If you have questions or need assistance, please let us know.

- Call Karen Weber at 541-966-3419 or 541-276-6711 from 7:30 a.m. to 4:30 p.m.