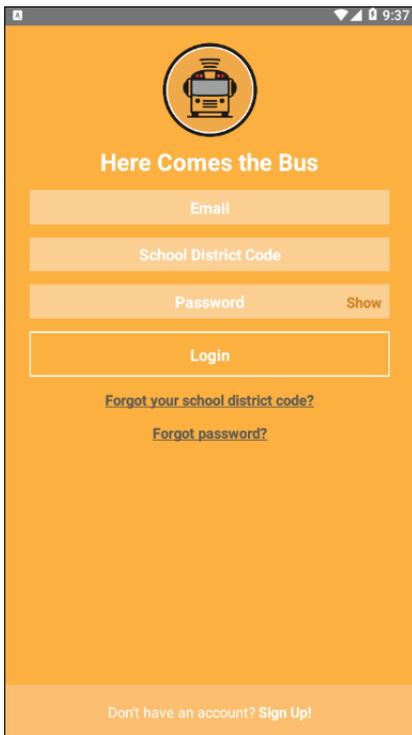# Here Comes the Bus App Instructions

Please note, we will be phasing in all features of the app over the coming weeks. We should have full functionality of the **Here Comes the Bus** app by March 2021.
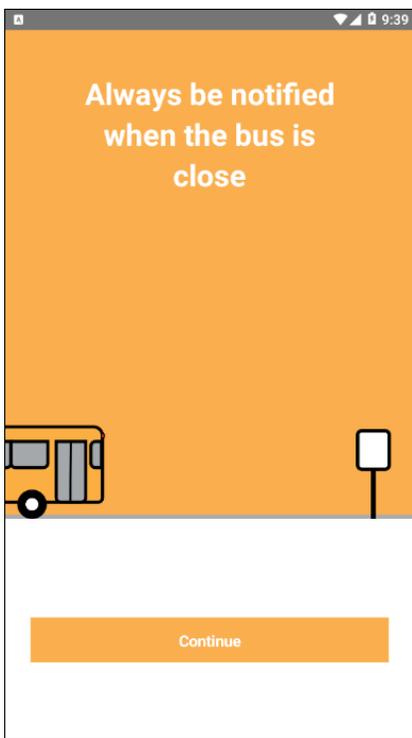
1. Download and install the Here Comes the Bus app from the Apple App Store or Google Play.

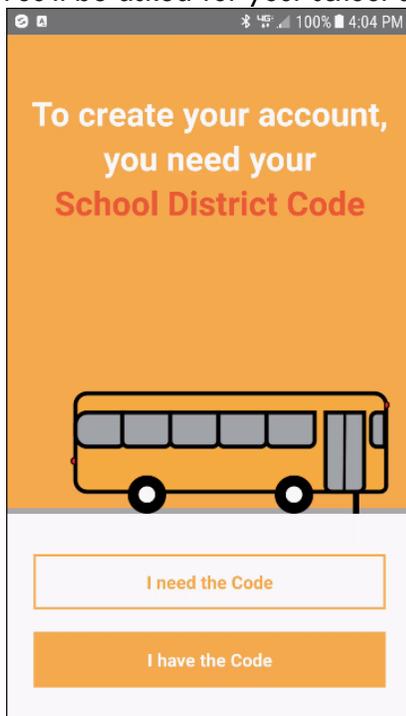   When you first open the app, you'll be presented with this screen.

2. Tap Sign Up! at the bottom of the page.

   The following screen will appear.

3. Tap Continue.

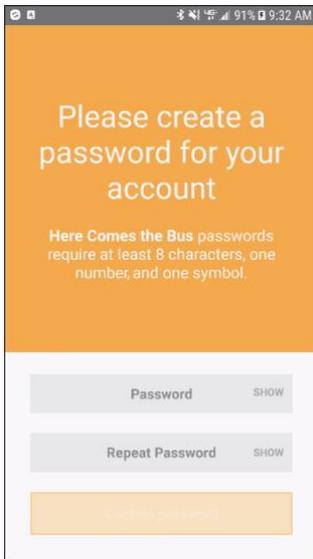You'll be asked for your school district's code.

1. Tap I Have the Code. The code for Somers is 29525.
   Type your email address, Your first and last name (not your child's), and school district code (29525).

2. Tap Continue.

Your school district name will appear in a dialog box.

School District Code

Please confirm you are registering
for Westeros School District

CANCEL   CONFIRM
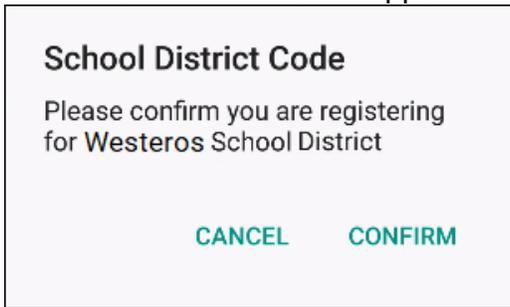
3. If the district name is the correct one, tap Confirm.

The Password screen will appear.

Please create a
password for your
account

Here Comes the Bus passwords
require at least 8 characters, one
number, and one symbol.

Password   SHOW

Repeat Password   SHOW

4. Type the password you'd like to use for the Here Comes the Bus app in both the Password and Repeat Password fields.

Note: You can select Show if you'd like to verify the characters you entered.
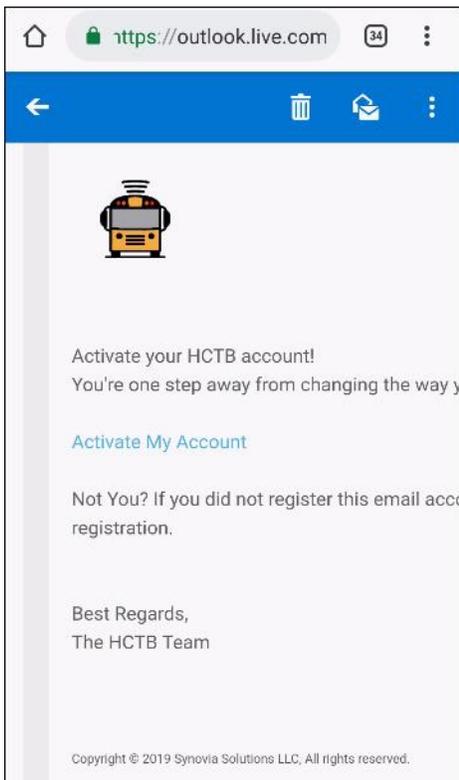
Your password needs to be 8 to 16 characters and contain both uppercase and lowercase letters and at least one number and special character.

5. Tap Confirm Password.

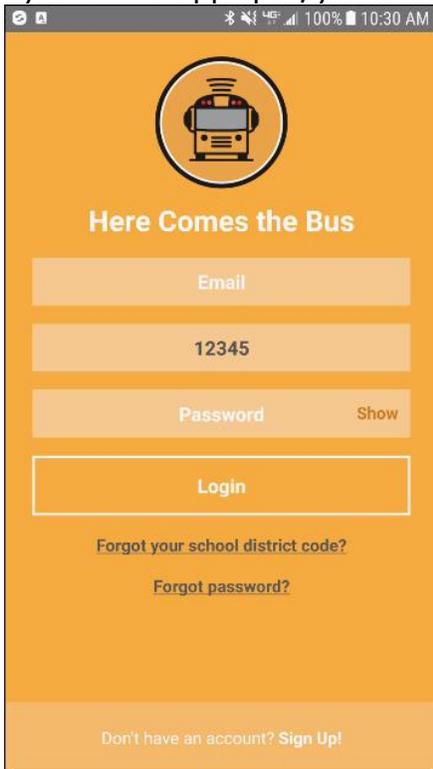You'll be thanked for registering for Here Comes the Bus.

6. Open the email sent to you from noreply@synovia.com.

7. Tap Activate My Account.

You'll be taken to the HCTB website, but you can finish the account-creation process in the app.
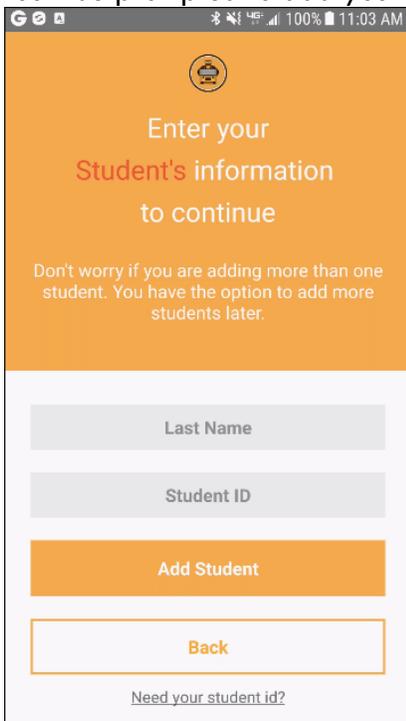
8. If you left the app open, you can click Login. If not, when you open the app, you'll be on the login screen.

9. Type your HCTB email address, school district code (if it's not already there), and password.

10. Tap Login.

11. You'll be prompted to add your student's information.

12. If you don't have your student's ID number you may find it on the Infinite Campus Parent Portal.
13. Press Add Student and you will see a popup box that states "Congratulations, Student, Student Name has been added to your account.
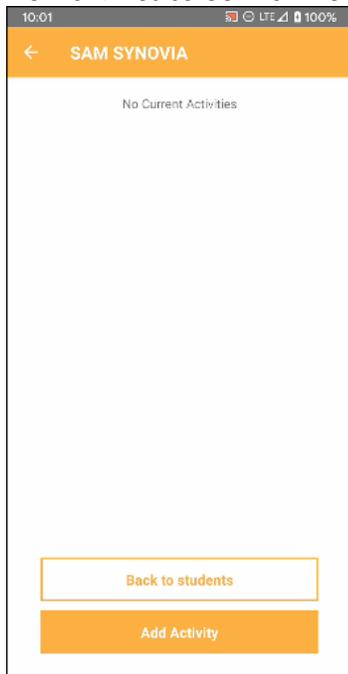14. Type your student's last name and student ID.

The Student Information screen, will appear again.

15. The Students screen will appear and display the names of the students in your account.
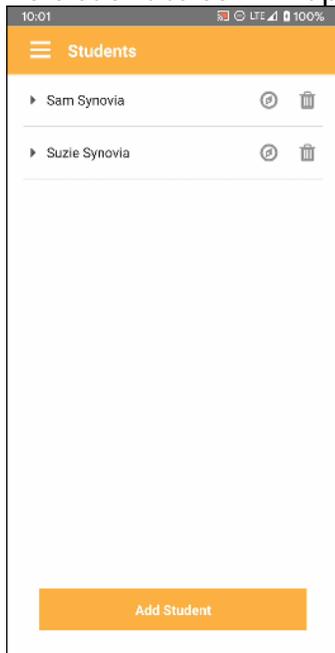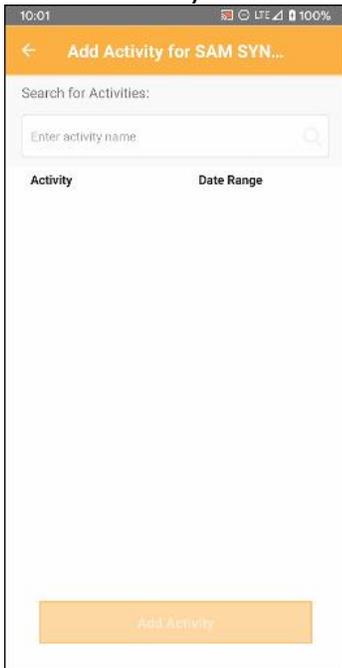

16. Tap to the right of the name of the student for whom you want to add a HCTB activity.

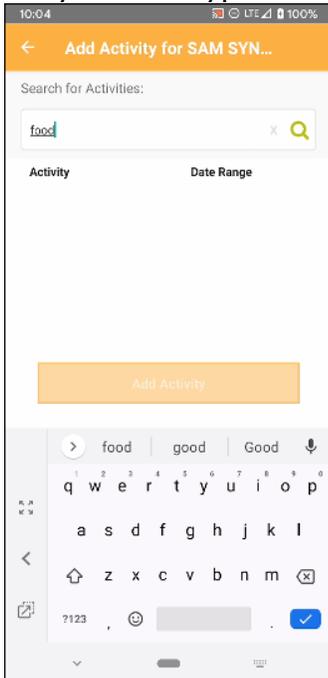The Activities screen for the student will appear.
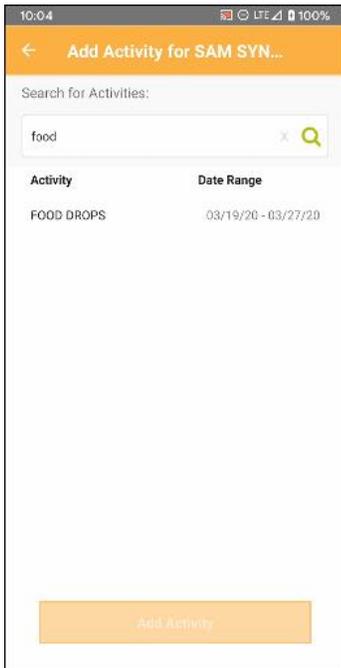

17. Tap Add Activity.

The Add Activity screen for the student will appear.

18. Type the route number for the child you are adding an activity. For example if your child is on SIS Route T then you would type T in the search field

19. Tap ![Q icon].Matching activities will be displayed in a list. Find the correct route in the route list. Please note that SMS & SHS routes have A Red / B White routes. You must select the proper cohort of your child for the notifications to work correctly. (6th Grade Students must add both A & B day routes as they report the whole week)

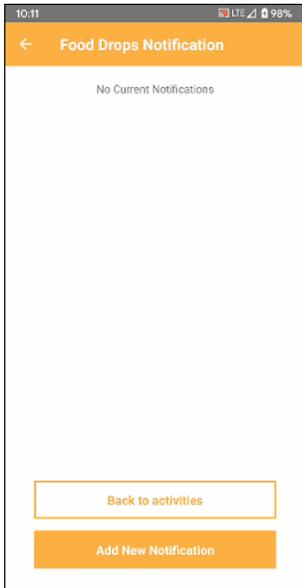20. Tap the activity you want to add.

21. Tap Add Selected Activity.

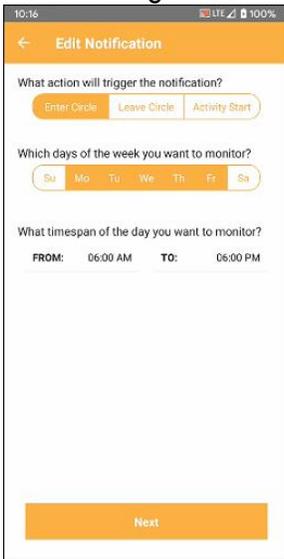A success message will appear, plus a prompt to set up notifications for the activity.

22. Tap .

The Notification screen for the activity will appear.

23. Tap Add New Notification.

The following screen will prompt you to choose the notifying event and time frame you want to monitor.

24. If you want to be alerted when the bus first crosses the threshold of the circular area around the activity zone you will add, you can leave the first option at its default setting of Enter Circle. If you want to be notified when the vehicle *exits* the circle, tap Leave Circle instead. To use the beginning of the activity as your trigger, tap Activity Start.

    By default, the activity is set to be monitored (and the notification sent out) only Monday through Friday.

25. If the activity will occur on the weekend, tap Saturday and/or Sunday to select it as well. Or tap any selected day of the week you don't want to monitor (to deselect it).

    By default, the activity is set to be monitored from 6:00 in the morning to 6:00 in the evening.

26. Tap Next.

   A list of all the users tied to your account will appear.
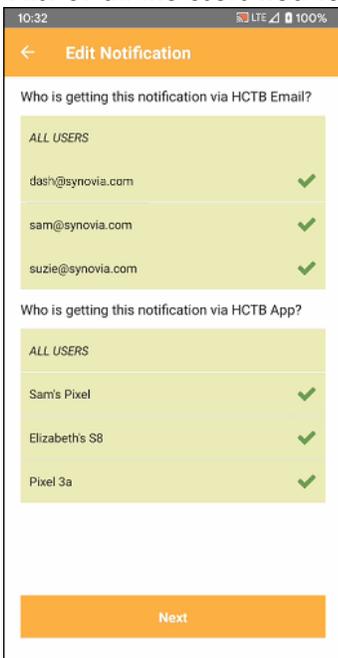
27. If you want all your users to receive an alert for this activity both by email and push notification on a mobile device, you can leave the default setting of everyone selected. If a user on the list doesn't need to be

    notified by email or via the app, tap [✓] to the right of their email address or mobile device name to
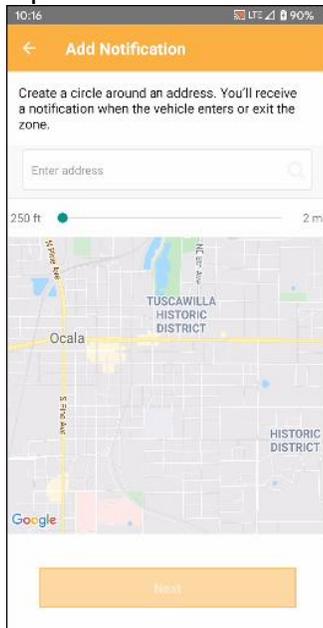
deselect them.

28. Tap Next.

    You will prompted to add a zone for the notification.

    Note: If you have previously added an activity notification zone, it will appear on this screen for you to select.

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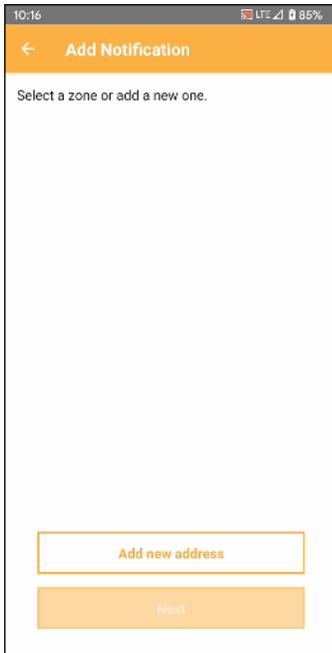
29. Tap Add New Address to add a new zone.

30. Type the address you want to use for your notification in the Enter Address box and then tap [🔍]; for example, if you are adding a notification for an orchestra trip, and the bus is returning your student to the school afterward, you might want to use the address of the school — so that you'll be notified when the vehicle enters the circular area you specify around the school.

The map will place a pin at that location and zoom to it.
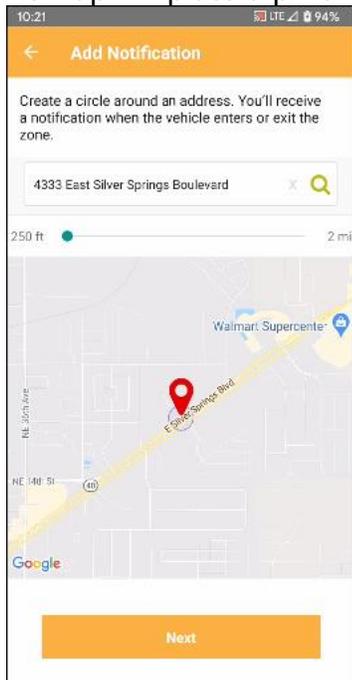
31. On the slider bar below the address field (with 250 ft on the left in the example in the preceding figure), tap and drag ⬤ to the right to make your notification circle larger (or to the left to make it smaller).

32. When the circle is the size you want, tap Next.

You'll be prompted to name the zone.

33. In the Enter Name field, type a name that will easily identify it for you, such as Sam's School.

34. Tap Next

The Notification Summary screen will appear.
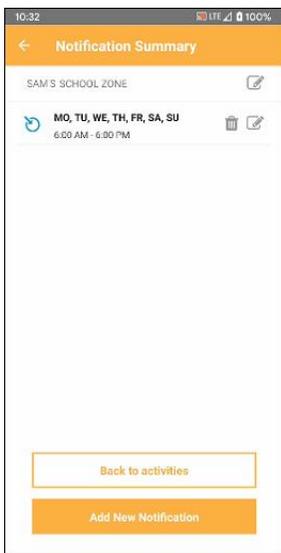
You will now be alerted when the activity occurs according to your settings. You can also track the activity on the map. (See Tracking Your Student's Bus for details.)