

# **User Guide**

#### Welcome

Welcome to Chipmunk! When you download Chipmunk for the first time, this is the first page you'll see. This page contains a short greeting message and summary of the app.

Click Next, then agree to the disclaimer to continue.



This app allows you to see estimated arrival times for your student's transportation to and from school and receive alerts.

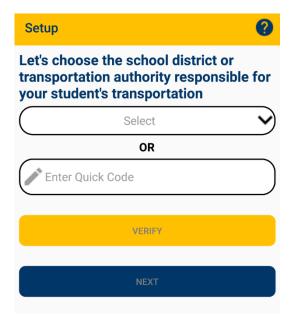
Since this app is used by school districts across the continent, there will be a few setup steps to ensure you have access to all the information you need.

Please contact your school district for assistance if needed.

NEXT

#### **Choose Your School District**

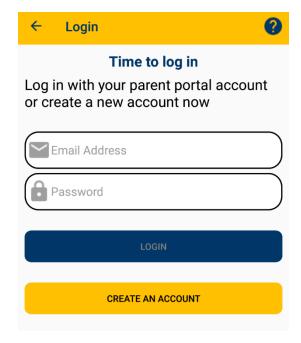
Choose your child's school district or transportation authority from the dropdown, or enter a "quick code" provided to you by your transportation department.



# **Login Page**

Your login information will be the same as your Parent Portal account on BusPlanner Web.

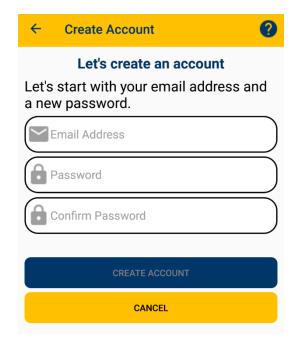
Note: If you don't have an account, create one by tapping the **Create an Account** button.



## **Creating an Account**

You can create a new account here by entering in the required information.

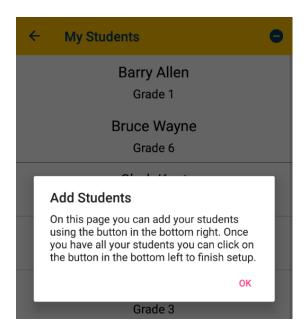
Cancelling will bring you back to the Login page.

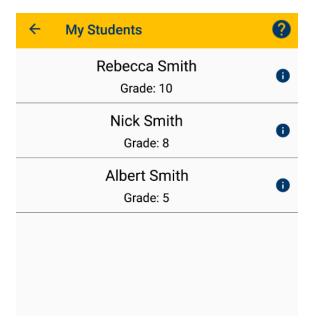


## **My Students**

The first time you arrive at this page, a popup will give you information on what to do next.

- 1) The button in the bottom left only appears when going through setup. If you have arrived here from the **Menu** on the **Main Page**, you can use the back button to return to the main page.
- 2) Use the button to add a student.
  - a. Tip: Students can be removed by tapping and holding, or swiping the student.
- 3) Tap on a student to go to their Student Information page.





#### **Add Students**

Use this page to identify the student you wish to add.

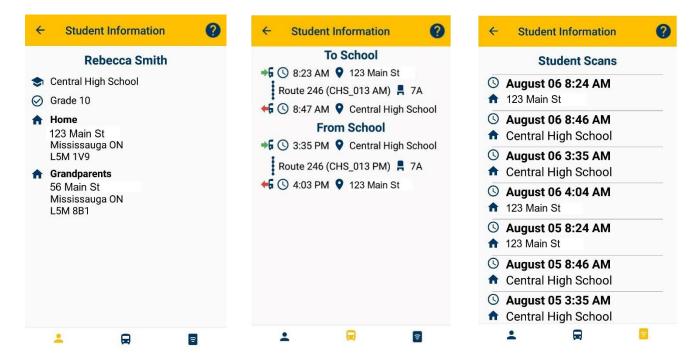
**Note:** The required information is customized by your school district or transportation authority, so it may not exactly match the image at right.



#### **Student Information**

The student information page has three tabs. You can flip between tabs using the buttons at the bottom of your phone screen.

- 1) One shows general information like their **school**, **grade** and **addresses**.
- 2) The second shows transportation information, including their bus seat assignment.
- 3) The third shows student **scan** records, if your child's school district uses school bus RFID cards.

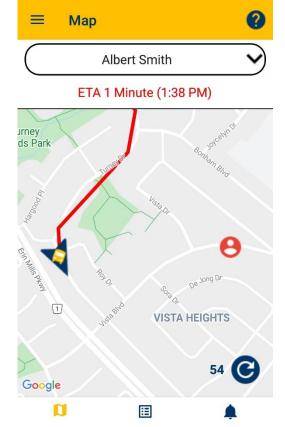


## **Students: Map Tab**

The main page of Chipmunk has three tabs. It also has a menu that appears by tapping the icon at top left.

For each student on the account, the Map tab shows:

- 1) The location of the student's bus stop
- 2) The most up-to-date GPS location of the school bus
- 3) The path the bus is traveling
- 4) The bus's estimated time of arrival (ETA)

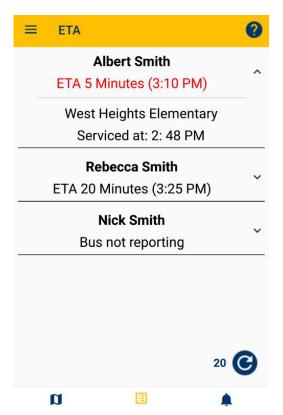


### **Students: ETA Tab**

This tab on the main page gives the Estimated Time of Arrival (ETA) for all the transported students that the user has added.

Like the other tabs, it will automatically refresh every minute by default, or when the refresh button is pushed.

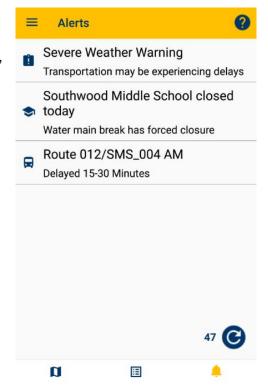
Note: Tap on a student to show their bus's expected arrival time at their school.



#### **Students: Alerts Tab**

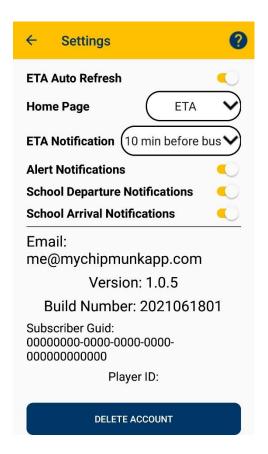
This tab shows any alerts that are applicable to your students, such as:

- 1) A posted delay or cancellation for your child's bus
- 2) A school-based alert for your child's school
- 3) A general notification to all parents



# **Settings**

The settings page can be accessed through the menu on the main page. You can customize some features of Chipmunk here.



## **Message Transportation**

This page allows you to send a message to the transportation department. You can select a specific student, or select the "**Multiple Students**" option and send a message to transportation.

Transportation can see and acknowledge the message (seen on the bottom right of the messages) on the **Chipmunk Message Manager** page in their BusPlanner Web.

Note: This option may not be available for all transportation departments.

