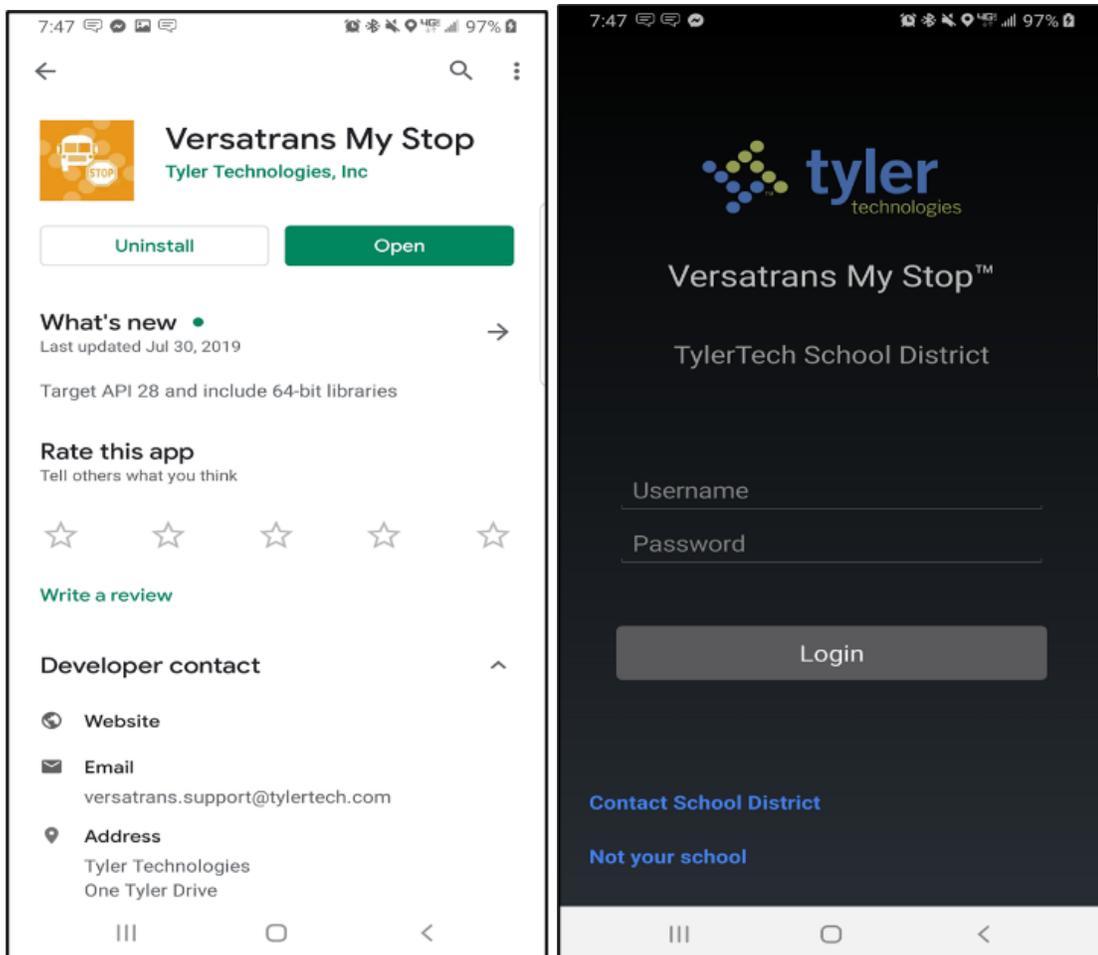


How to Use **My Stop** - AAPS New Mobile Bus App

AAPS is pleased to introduce **My Stop**, a mobile app that provides parents access to bus information such as a child's assigned bus, bus stop location and real-time updates on the estimated time of arrival at the bus stop. **My Stop** allows parents and students to plan for late or on-time arrival and prevent missed pick-ups. Below are step by step directions on how to set up and use the application found for free on the Apple or Android Store on your smartphone.

Step 1: Downloading the Versatrans My Stop App

- 1) Type "Versatrans My Stop" into the search field in the App Store (for Apple users) or Play Store (for Android Users)
- 2) Select Versatrans My Stop and download
- 3) After downloading My Stop navigate to the application and tap on it to open it.



Step 2: Logging In

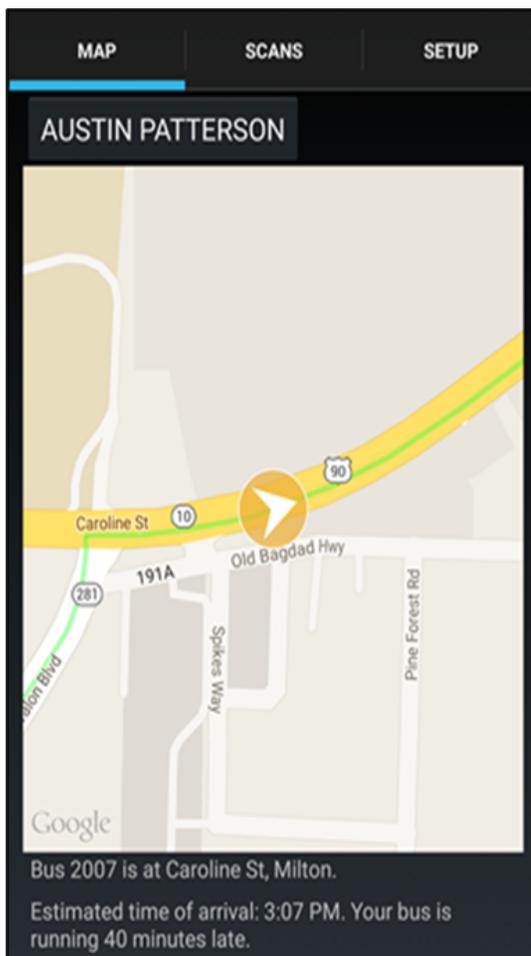
Families will use the Student ID for each student and the Family ID which is the same for all family members attending AAPS and will be sent to you via email.

User name = Student ID

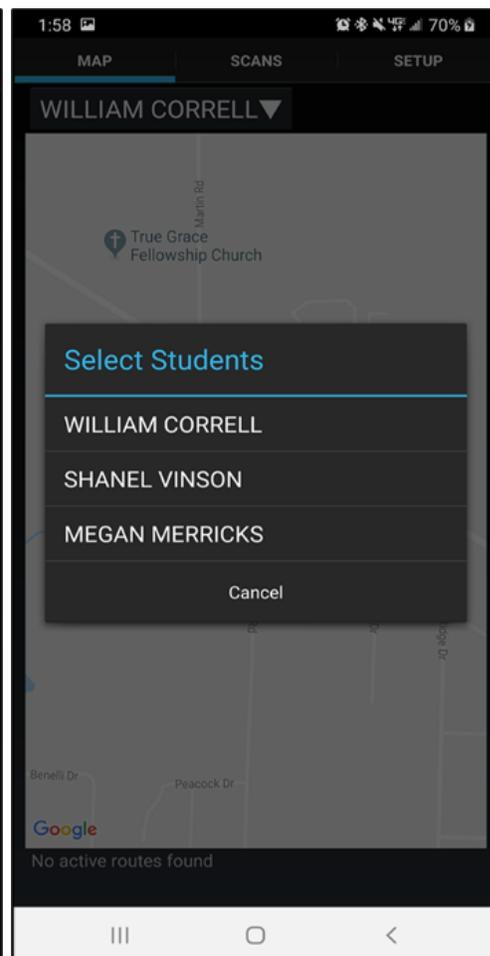
Password = Family ID

Step 3: Navigating the Map Page

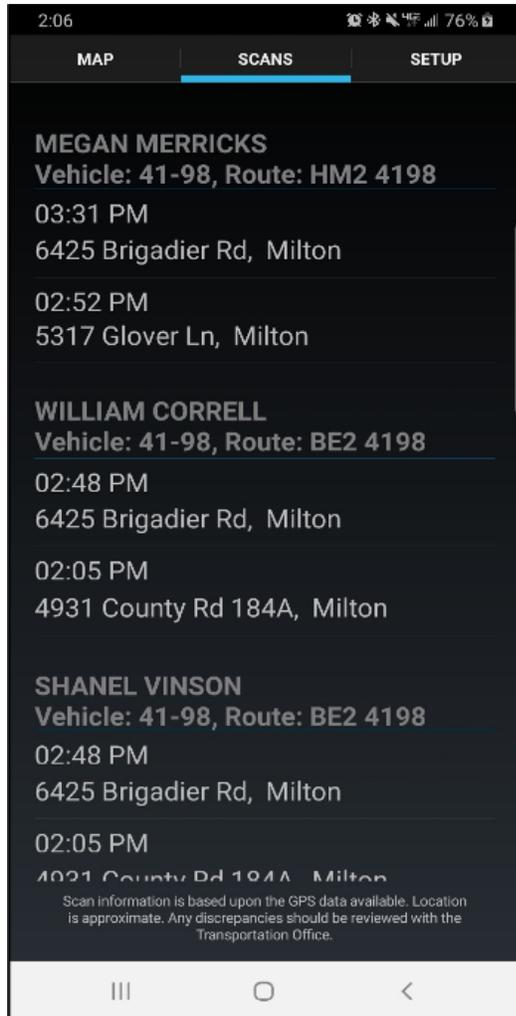
- 1) After logging in you will arrive at the Map section. Here you will see your student's estimated time of arrival.
- 2) If you have multiple students riding buses on this screen there is an arrow with a dropdown menu to switch between your students.
- 3) Remember if the bus is not on route you will not be able to see its location.



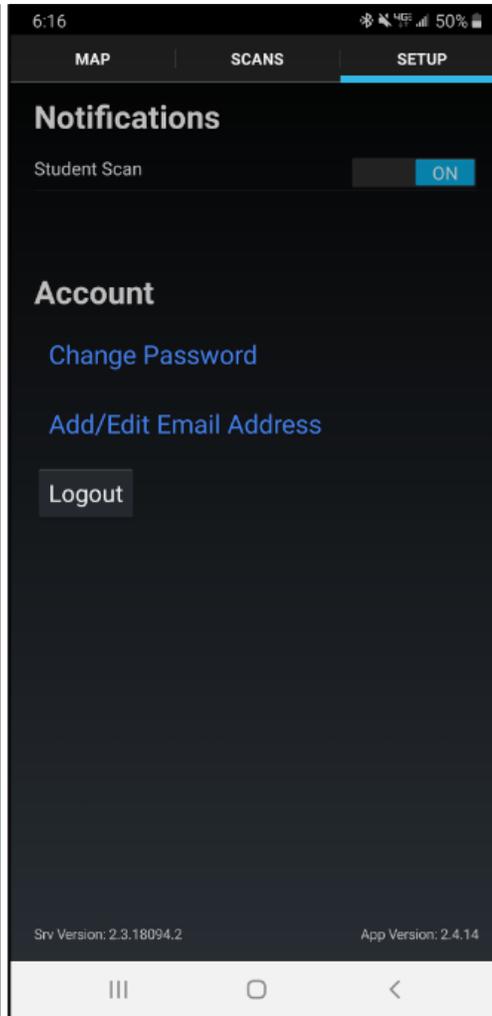
Bus Arrival Time



Dropdown Menu for Students



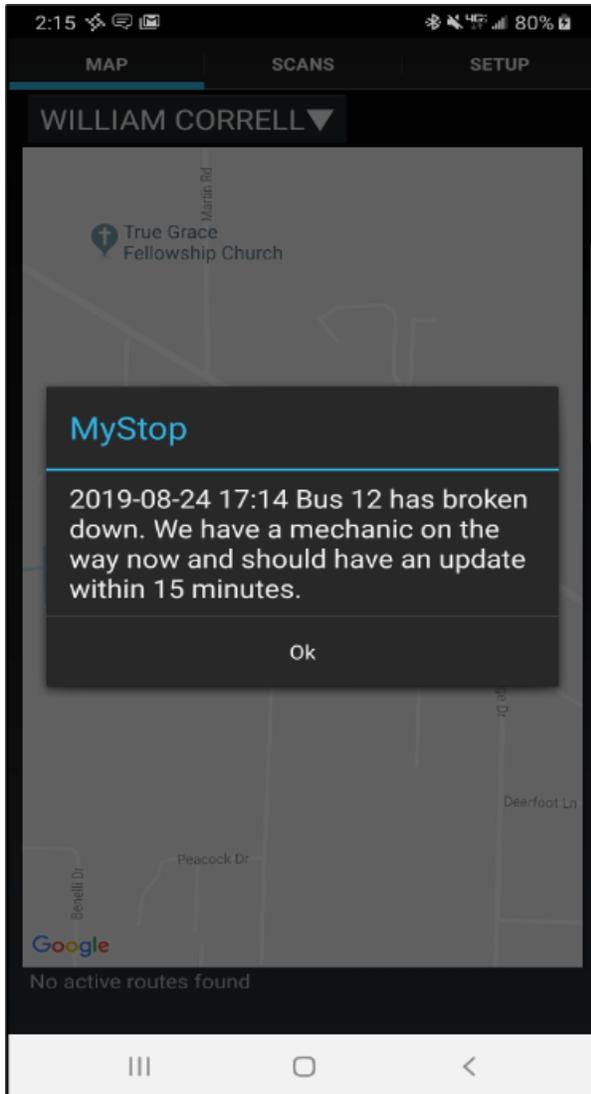
Student Scans Screen



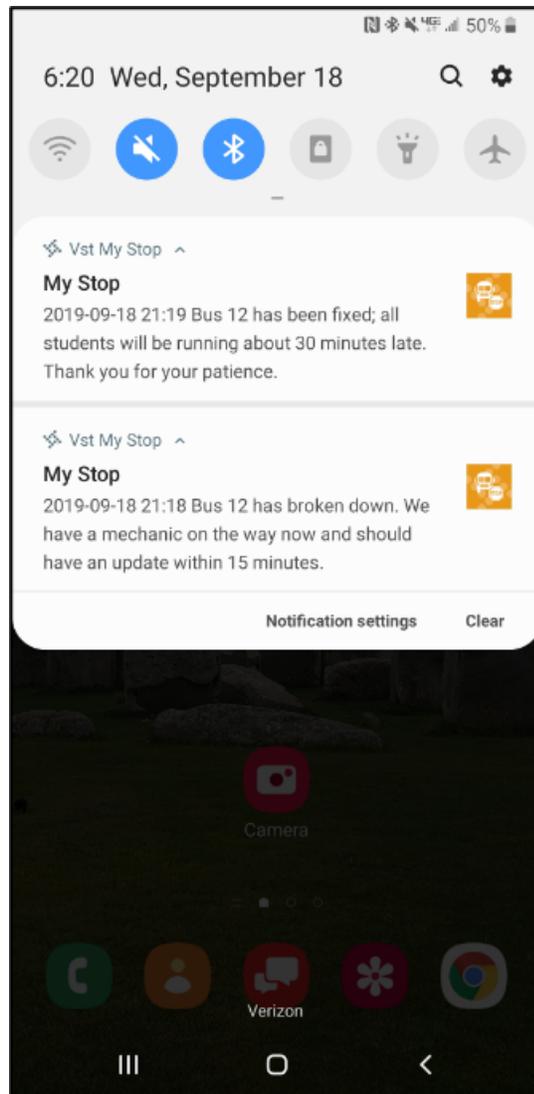
Notifications Screen

Step 4: Understanding Notifications

- The transportation department is now able to communicate bus delays and other information directly through **My Stop**.
- Notifications can be sent to specific students on the specific route if there is an extended delay in arrival times.
- These notifications will pop up immediately if you are in the application; if you do not have the application open, yet you are logged in, you will see the notification show up similar to how other notifications show up on your smartphone.



Notification While In-App



Notifications in Notification Center

Support

For any questions about **My Stop**, or any transportation related questions, please reach out to AAPS Transportation – 994-2300 ext 3. Or email:

Liz Margolis – margolisl@aaps.k12.mi.us

Laura Hayman – lhayman@durhamschoolservices.com

Ashanda King - asking@durhamschoolservices.com