

# Edulog Parent Portal App

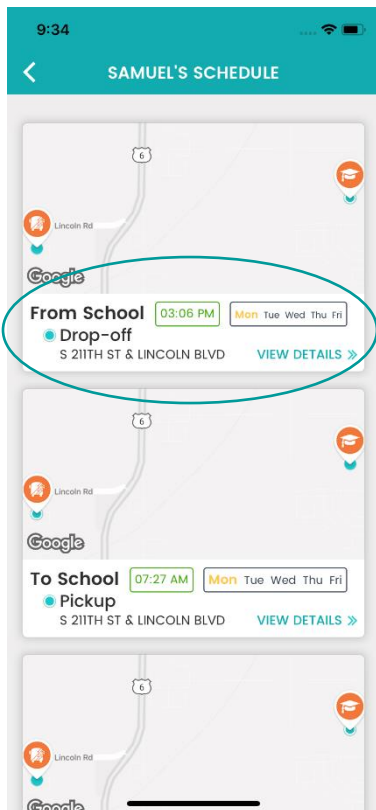
New for Gretna Public Schools 2019-2020 School Year

Edulog Parent Portal is a mobile application that allows parents to view the exact location of their child's bus during transportation hours.

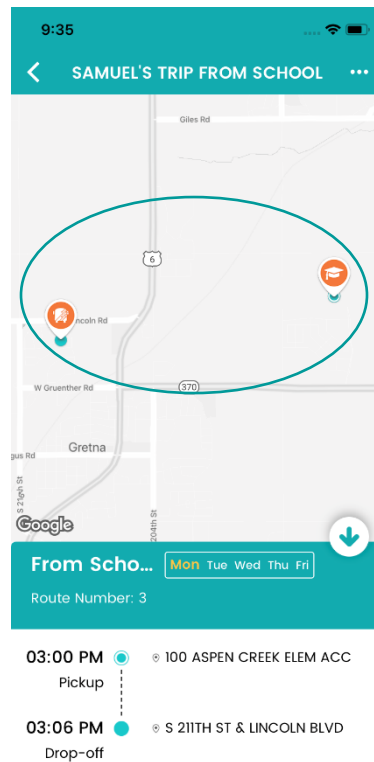


## Key Features

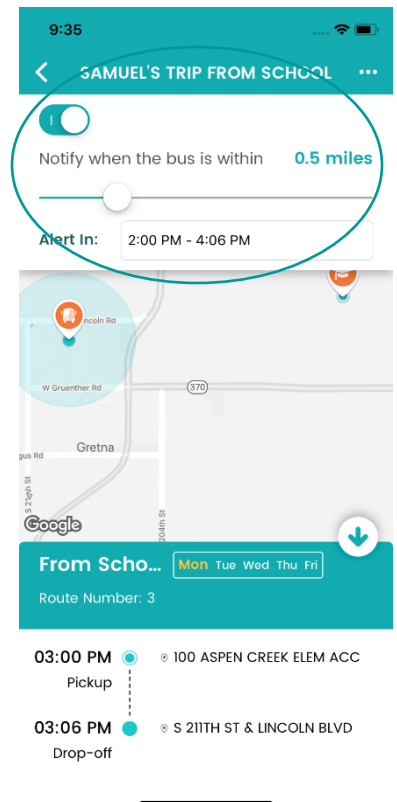
Provides your child's scheduled pick up and drop off time as well as location of the bus stop



Track the current location of your child's bus

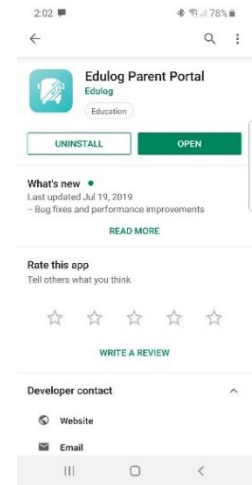
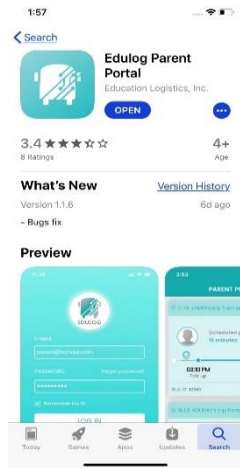



Select to receive notifications when your child's bus is approaching the bus stop



# Instructions on Setting Up Your Child's Edulog Parent Portal Account

Please make sure  
to download the  
**FULL Version**  
of Edulog  
Parent Portal



1. Go to the App Store or Google Play and download Edulog Parent Portal FULL version
2. Create an account with Edulog Parent Portal and confirm your email address via email
3. Once you have created an account, **LOGIN** with your user name and password
4. You will be directed to the Home screen. Select the **STUDENT LIST** tab at the bottom of the screen.
5. You may either select the **+** in the top right of the screen or the **ADD STUDENT** box in the middle of the screen to add your child's information
6. Enter your child's information exactly as it appears on their bus pass or on our website located under the Parent-Student Records option. This is also the same area that you complete Student Verification or view your child's grades and report cards. After logging in, your child's district id will appear before their name under Student List.
7. Edulog Parent Portal will ask for your child's First and Last name, School, District ID and their Date of Birth. When entering your child's school please be specific i.e. Squire John Thomas Elementary School. Once all information has been entered, please select **DONE** at the top right of the screen
8. A prompt will appear indicating that your request was submitted. Select **OK**.
9. Your child's name should appear on the **STUDENT LIST** screen with **APPROVED** to the right. If Approved is not indicated or Rejected appears, please return to step #5 and ensure that all the information provided was correct.
10. While in the **STUDENT LIST** tab, please select your student. After doing so, a new window will open and the following tabs will appear - **Transportation Schedule** and **Where's My Bus?**
  - a. **Transportation Schedule** – this selection will provide you with the scheduled Drop Off and Pick Up times as well as the Stop information. If you select View Details, a map will appear indicating the exact location of both the school and the stop. In addition, you may enable notifications by selecting the  at the top right corner of the screen. **This option is best used for confirming the scheduled time and location of your child's bus stop.**
  - b. **Where's My Bus?** – this selection will provide you with the exact current location of the bus as well as the buses distance from either the bus stop or from the school. You may alternate between the location of the bus (the bus icon) or the distance of the bus from the school or the bus stop (the child icon). **This option is best used for determining the current location of your child's bus.**
11. You will find the above information under the **MY BUS** tab as well, which is located at the bottom of your screen between STUDENT LIST and SETTINGS.
12. The **SETTINGS** tab allows for you make changes to your account
  - a. Change your password
  - b. Enable your notification settings – including enable notifications for specific trips such as to school or from school
  - c. Check for updates