



## Parent User Guide

## Student Transportation Routing Schedule

\*NOTE: This tool is used to find your student's <u>PERSONAL TRANSPORTATION ROUTING SCHEDULE</u>, including bus number, pick up location, and pick up/drop off times.

## How to access the My Ride website

- 1. Please read the following directions completely and use them to register your student and gain access to his/her transportation schedule.
- Click the QR code to the right to go directly to the website, -OR- Go to https://myridek12.tylerapp.com/login. (The Chrome browser is suggested.)



- 3. Click 'Register'.
- 4. To register, enter the guardian's email address, the guardian's first (given) and last (family) name, and create a password.
- 5. A confirmation email will be sent to you. Click on the link in your email to verify your email and confirm your registration through the My Ride K-12 website.
- 6. To continue, go back to https://myridek12.tylerapp.com. Click 'Log in,' and sign in with your email address and password. In the 'Select the District' box, type "Bellevue Public Schools." Click on 'Bellevue Public Schools' and then click 'Select.'
- 7. Click 'My Students' in the left-hand menu, and then click 'Add Students' in the middle of the screen.
- 8. To find your student, enter his or her Student ID (lunch number) and date of birth, entered in the following format: MM/DD/YYYY. Repeat this step to add additional students.
- 9. Once you have linked to a student, you can click on that student's profile to see his or her bus route information.
- 10. To share a student link with another person, select a student and click the '**Share**' button. Enter the email address of the person you would like to share with. That person will receive a confirmation email that will automatically link them to the shared student(s). If they have not already done so, recipients must register with My Ride K-12 using the steps above in order to access the student's information.

\*\*Please Note: If you need assistance, please contact Transportation Director, Matt Moore, at 402-293-5041 or by email at matthew.moore@bpsne.net.\*\*

