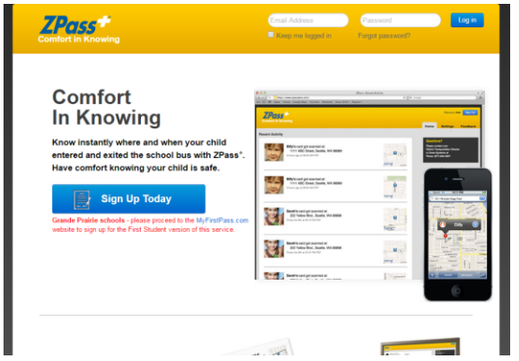
How to Set-up Your Zpass+ Account

What can ZPass+ do for you?

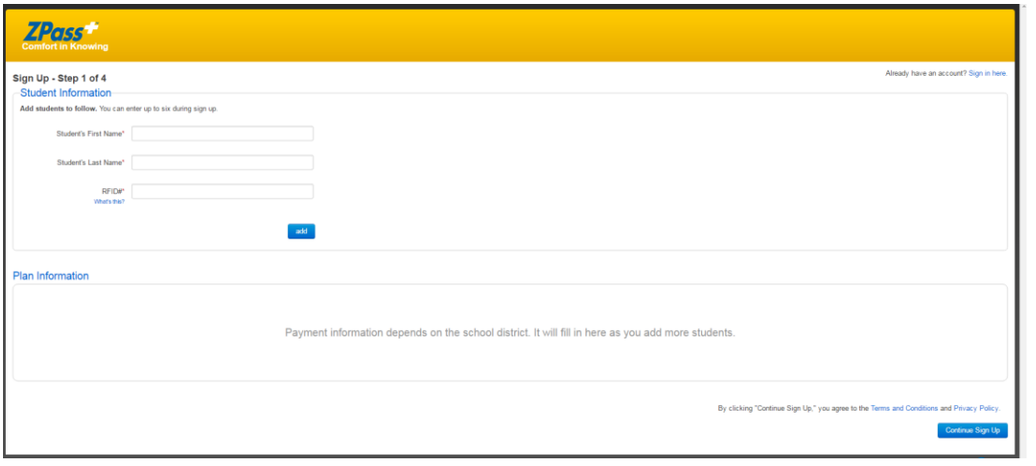
- Zpass+ is a free service for St. Vrain Valley School District parents. Zpass+ can send parents both text and email notifications when their student scans on and off the school bus.
- Parents can also set up permissions to allow others to receive the same notifications.
- When loaded on your mobile phone, the Zpass+ App will enable you to see a geographical map location of where your student scanned on or off the bus. *"A great tool to help locate your student should they inadvertently get off the bus at a different stop."*

How do I get started?

1. Set-up an account by going to www.zpassplus.com.

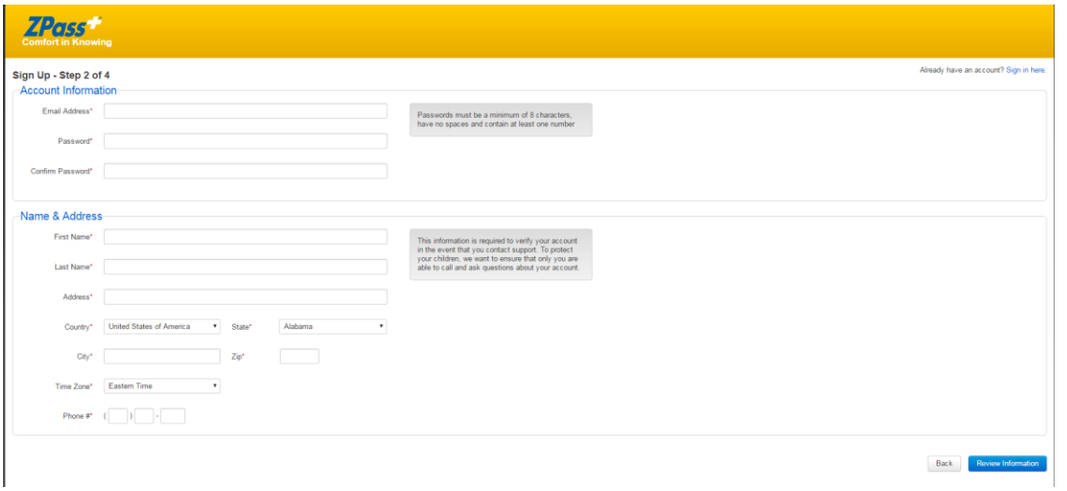


2. Select "Sign Up Today"
3. You will need the RFID number from your student's bus pass to sign up.

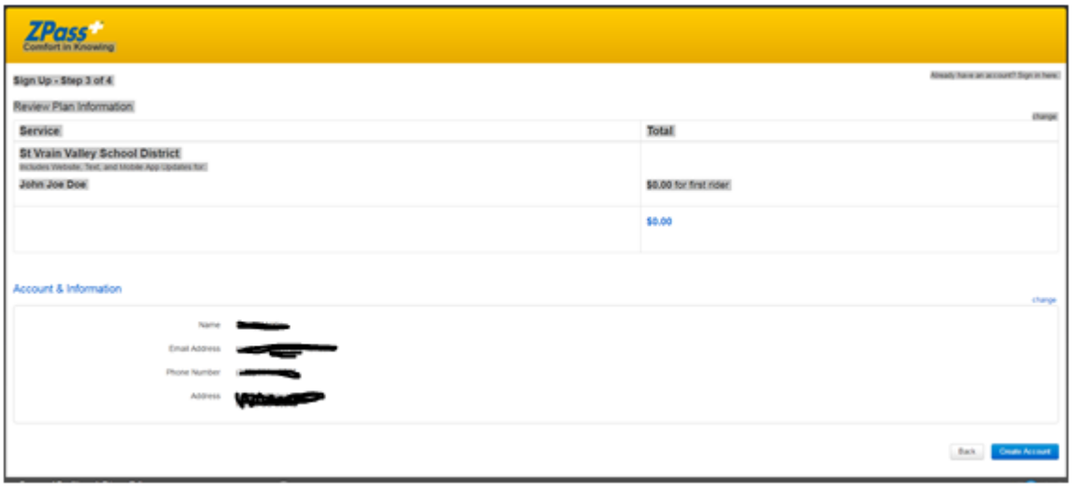


4. In the block labeled "Student's First Name*" Type your students first and middle name exactly as it appears in Infinite Campus**. Example:** For a student named John Joe Doe, enter **John Joe** in the "First Name*" block.
5. If your student does not have a middle name, and Infinite Campus shows the letters "**nmn**" following their first name, you must also include these letters in the "Student's First Name" block of the Zpass+ form.
6. In the block labeled "Student's Last Name*" Type your student's last name exactly as it shows in Infinite Campus**.** Using the name in the example above, you would enter **Doe** in "Student's Last Name" block.

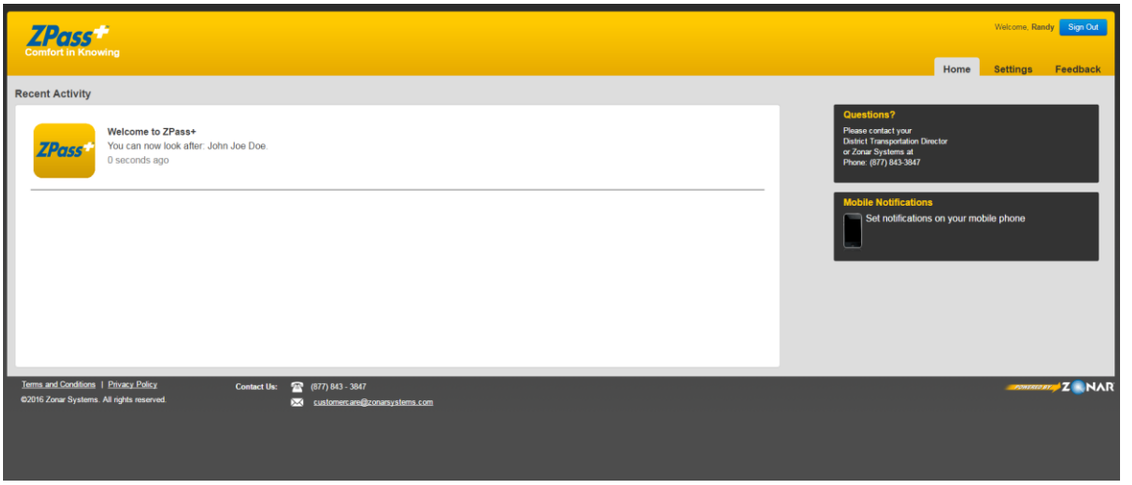
7. In the block labeled “RFID*” please enter the number found on the back of your student’s bus pass.
8. Select the blue “add” button.
9. If you have more students to register, follow steps 4-8 again.
10. When you have completed entering students, select the blue “Continue Sign Up” button in the lower right corner of the page.



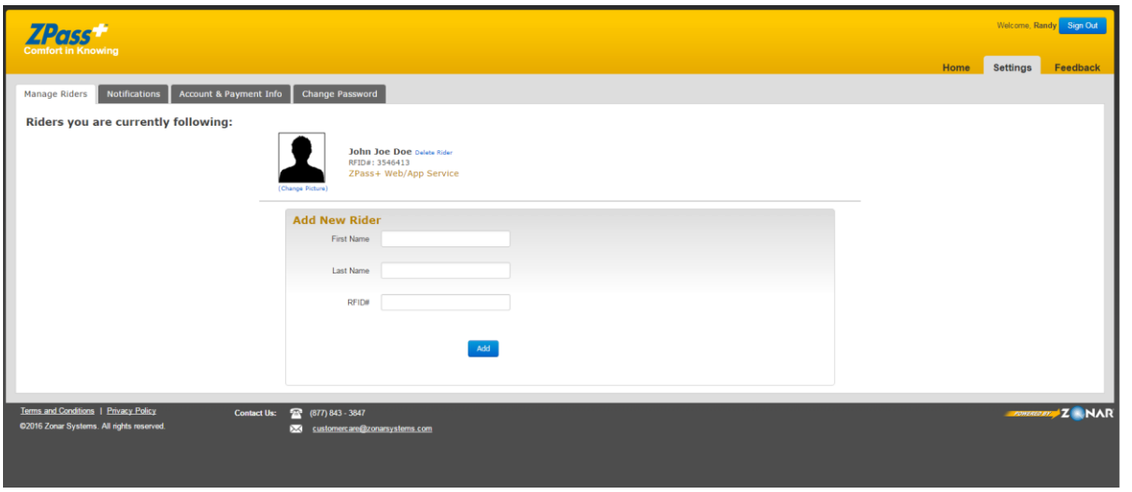
11. Enter the required information then select the blue “Review Button” in the lower right hand corner of the page.



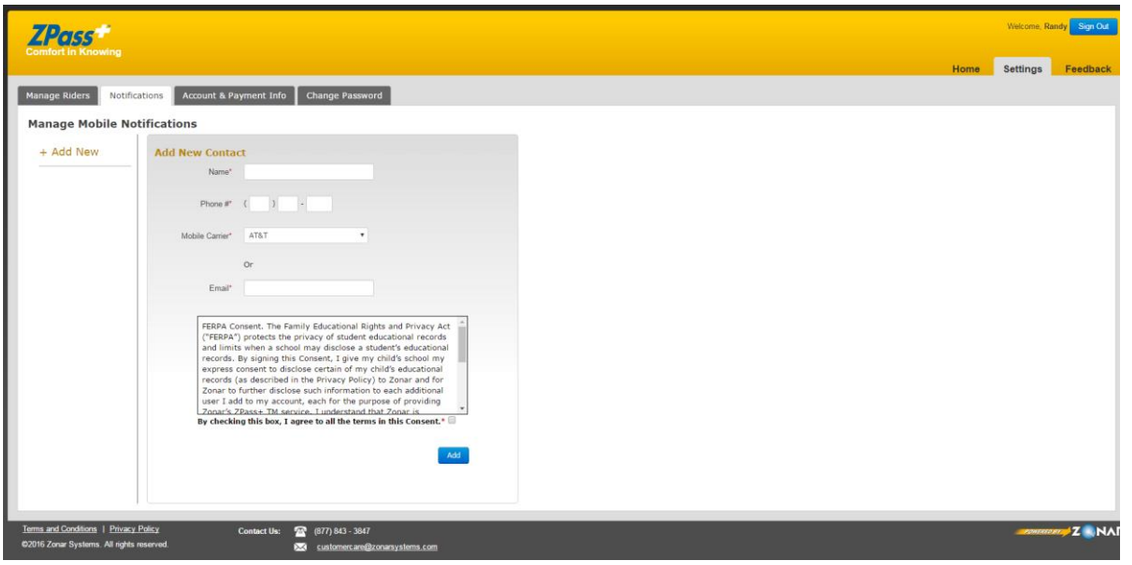
12. If you have entered the information correctly, a confirmation page with your registered student’s name and your account information will show up on screen. If the information is correct, select the blue “Create Account” button.
13. At this point, you will be told to check your email for a confirmation with further activation instructions.
14. Open the email and select the activation link. A new browser will open to your ZPass+ home page. Your account is now active; and you are currently logged in.



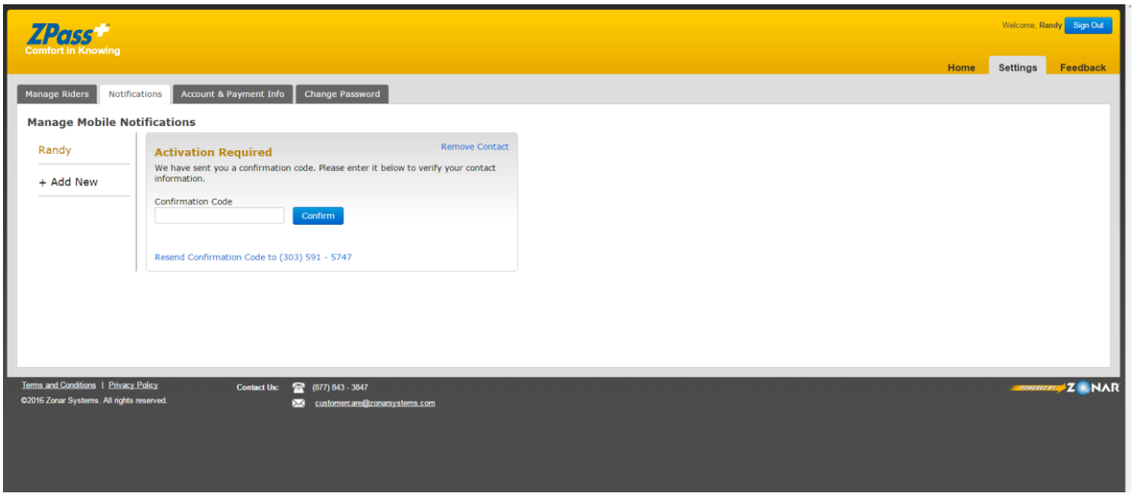
15. To set-up student tracking, select the “Settings” tab in the upper right corner.



16. The “Manage Riders” Tab will already be open. If you need to add a rider, simply repeat the process in steps 4-8 above.
17. Select the “Notifications” Tab in the upper left corner.



18. To receive mobile notifications, you must enter the information for each phone. To receive text messages, please be certain to select the appropriate Mobile Carrier from the drop down list.
19. Check the box at the bottom that you agree to FERPA Consent.
20. Select the blue “Add” button.



21. Zpass+ will send a confirmation text with a code to the mobile phone. Enter this code in the block and select the blue “Confirm” button.
22. Once confirmed, the phone will begin receiving text notifications.
23. To add other individuals to be notified repeat steps 18-22.

How Do I See Geographical Map Locations of Where My Student Scanned On and Off the Bus?

1. To see graphical map locations of on and off scans, you will need down load the Z Pass+ App on you Smart Phone.
2. Depending on what type of smart phone you use, go to either the itunes App Store or Google Play Store and type in “Z Pass +”.
3. Down load and install the App.
4. Open the App and log in using your email address and the password you created.
5. Now whenever your students scan on or off the bus simply open the Z Pass+ App, select the scan and view a geographical location of where the scan took place