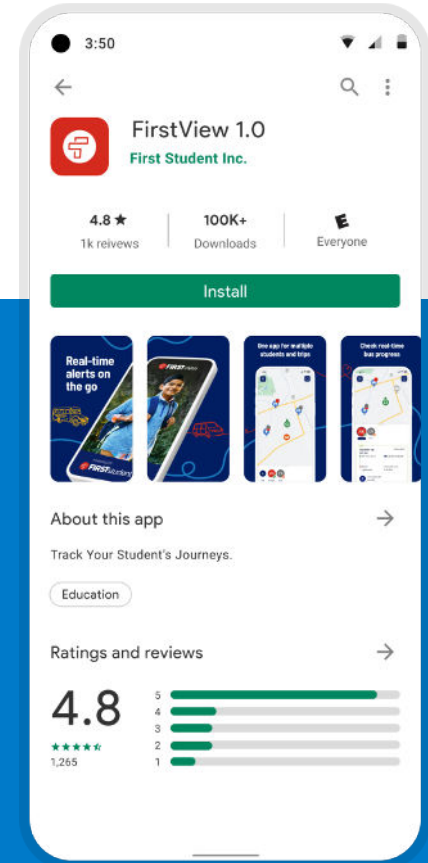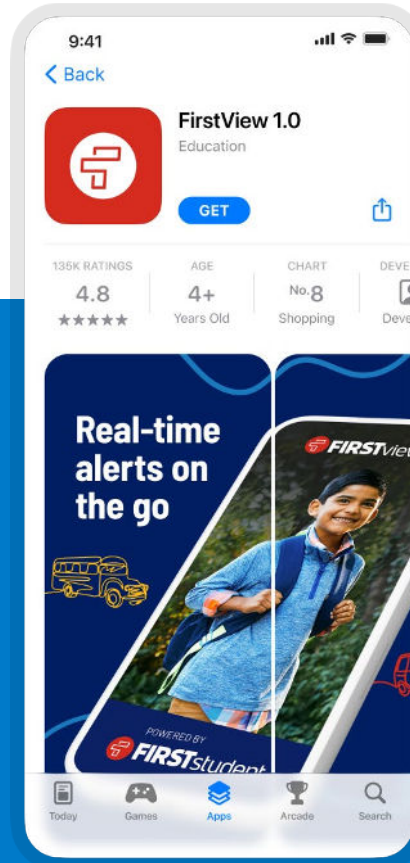# CREATE FIRSTVIEW 1.0 ACCOUNT

STEP 1:
DOWNLOAD APP,
CREATE ACCOUNT &
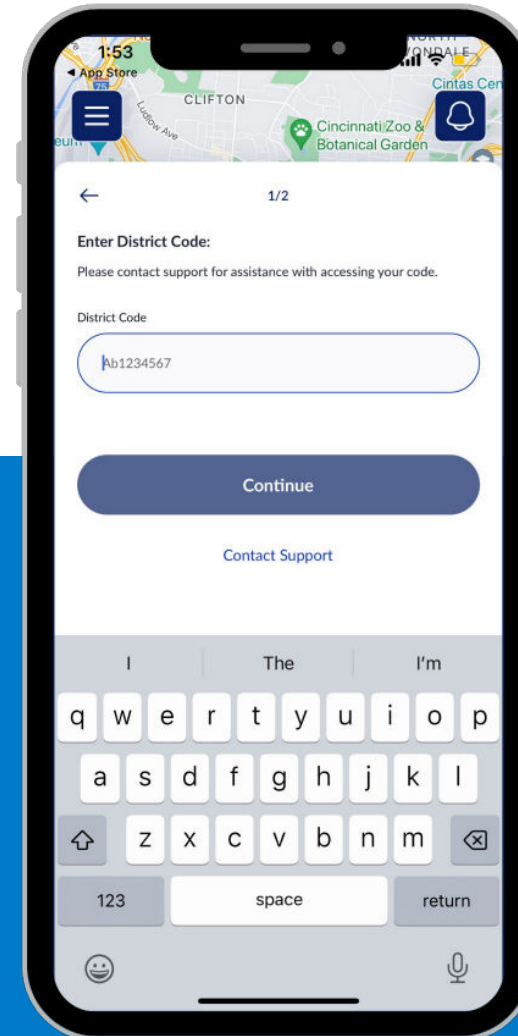## LOG IN

1. You can also download the FirstView 1.0 app by visiting myfirstview.com.

2. When creating an account, users must enter their Email, Choose a Password, First Name, Last Name and Phone Number. By registering for and using a FirstView account, you also consent to our Terms of Use and our Privacy Policy.

ADD YOUR STUDENT(S)

STEP 2:
ENTER DISTRICT CODE

1. Enter the unique 5-character district code for your student's district.

2. If you don't know your student's district code or are unsure if your district is offering tracking for your student in the app, please contact your student's school or tap **Contact Support** within the app for assistance.
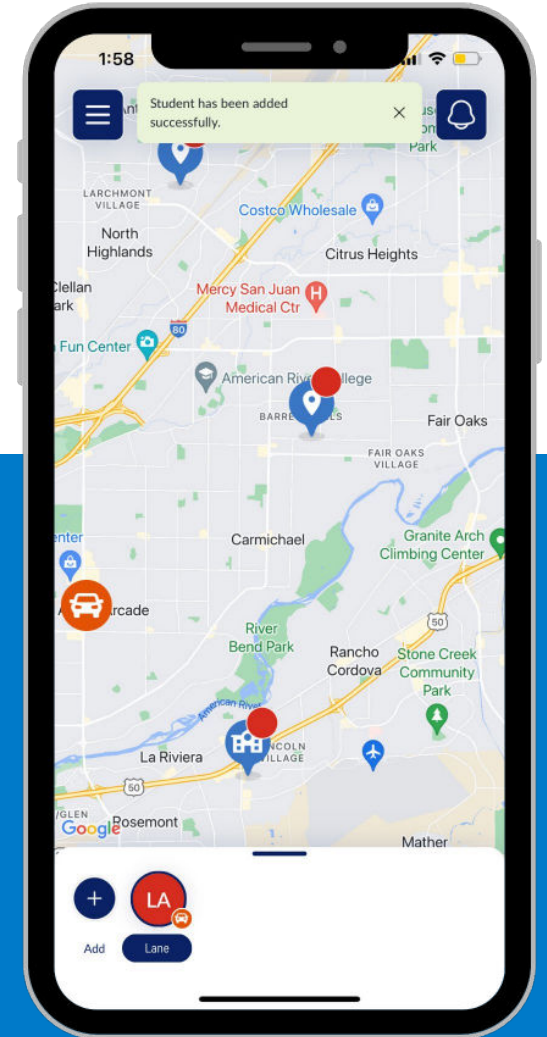
FIRSTstudent

Caring for students. That is our First priority.   2

ADD YOUR STUDENT(S)

STEP 3:
ENTER STUDENT'S
DETAILS

1. Your student's district name will now be displayed at the top of the screen.

2. Next, enter in your student's date of birth and the phone number of the primary guardian on file.
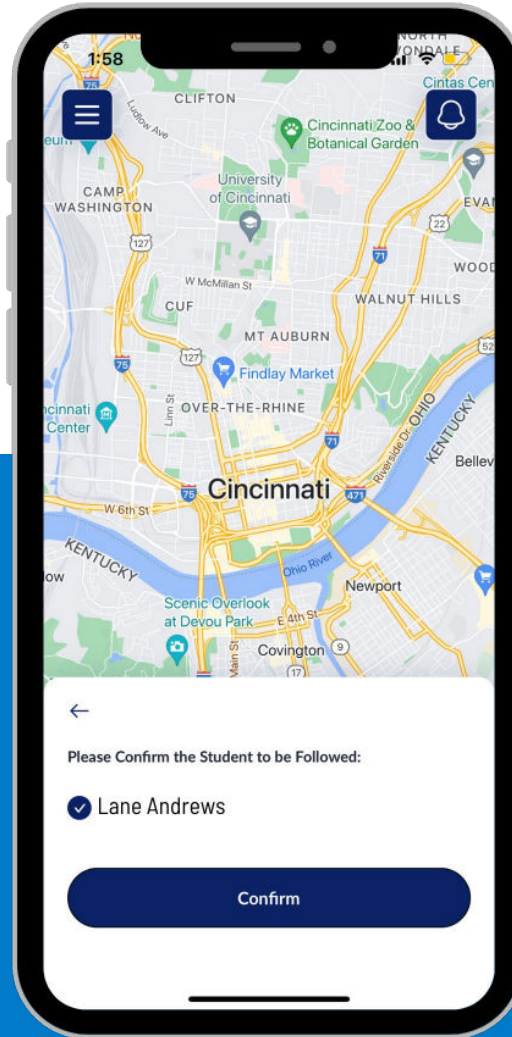
ADD YOUR STUDENT(S)
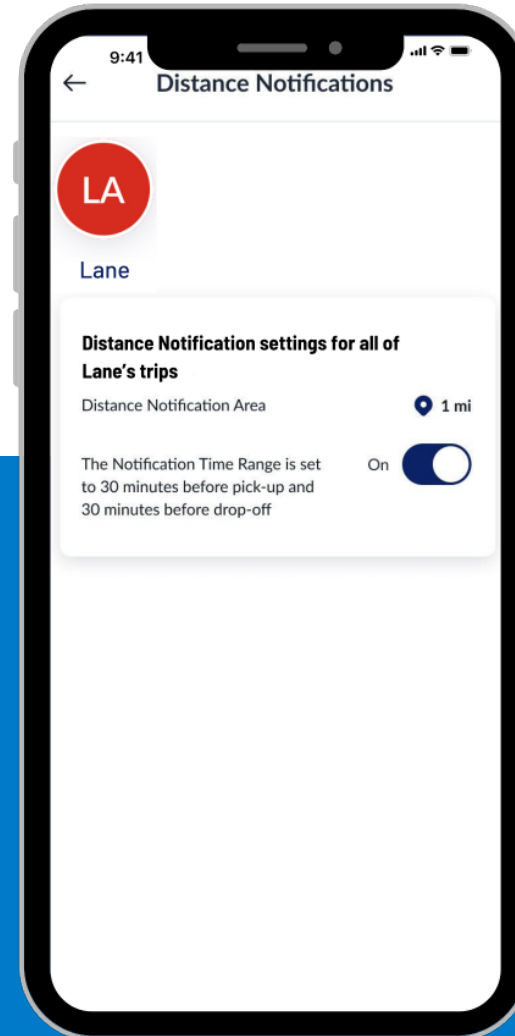
STEP 4:
CONFIRM THE STUDENT
TO BE FOLLOWED

1. Once you've entered in your student's details, you'll need to confirm the student you would like to follow.

2. Once confirmed, you'll have successfully added your student and will be directed to the tracking map screen.

3. If you would like to add an additional student, click the Add "+" button next to your student's name and follow the previous steps.

DISTANCE NOTIFICATIONS

STEP 5:
VIEW DISTANCE NOTIFICATIONS

1. Once your student has been added, you can view the student's distance notifications. These are automatically set to 1 mile for the distance notification area and the time range is 30 minutes before pick-up and 30 minutes before drop-off. You can view this within Settings > Notifications > Manage Distance notifications.

2. Note: No action is required here as these settings cannot be adjusted.

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READY TO TRACK STUDENT'S TRIPS

STEP 6:
START TRACKING!

1. By tapping on the student's circle icon and swiping up, you'll see the trip information for the student's current / nearest upcoming trip.
   - Vehicle location on the map in real time
   - Trip status
   - Pick-up and drop-off addresses with planned/arrived times
   - Driver, vehicle brand / model / color and license plate number
   - Additional equipment that your student may need

2. If you have app related questions / issues, contact FirstView Customer Support, Monday – Friday from 7:00 AM – 5:00 PM ET:
   - support@myfirstview.com
   - Toll Free: 1 (888) 889-8920 | Local: (513) 419-2921
   - In-App Feedback via the Contact Support button