

# FirstView<sup>®</sup> Self-Guided Tools

**Registering with  
your School Code**



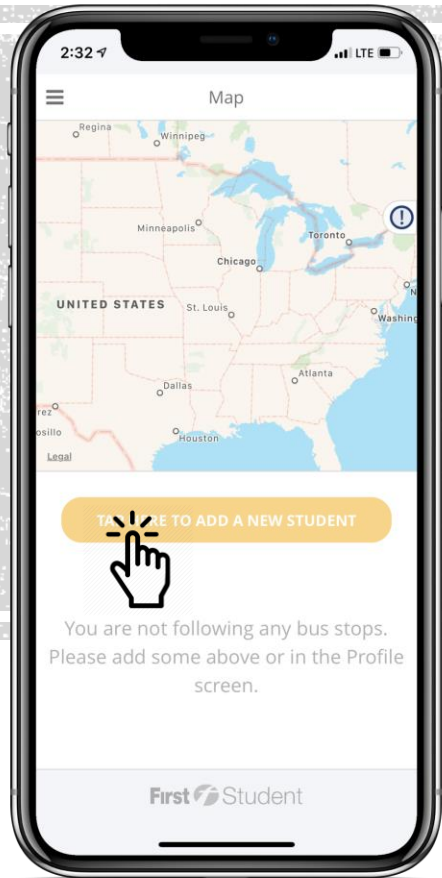
FirstView®  
Self-Guided Tools



**Step 1:**  
Download app, Register,  
& Log-in.



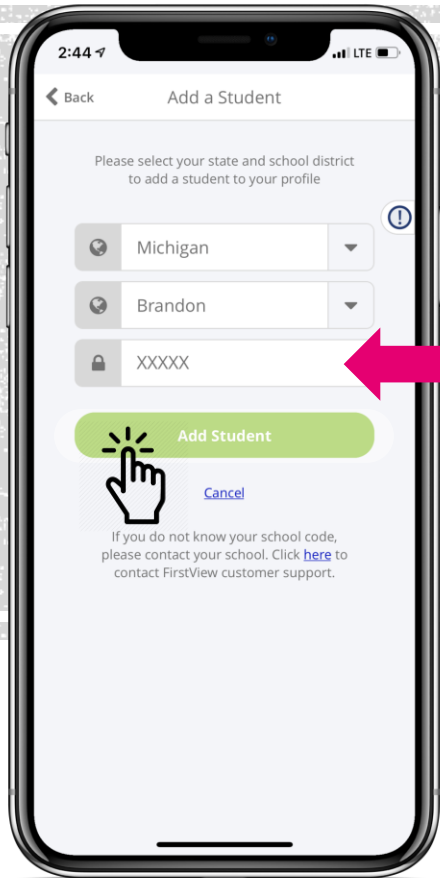
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**Step 2:**  
Click the yellow message  
box to add your first  
student.



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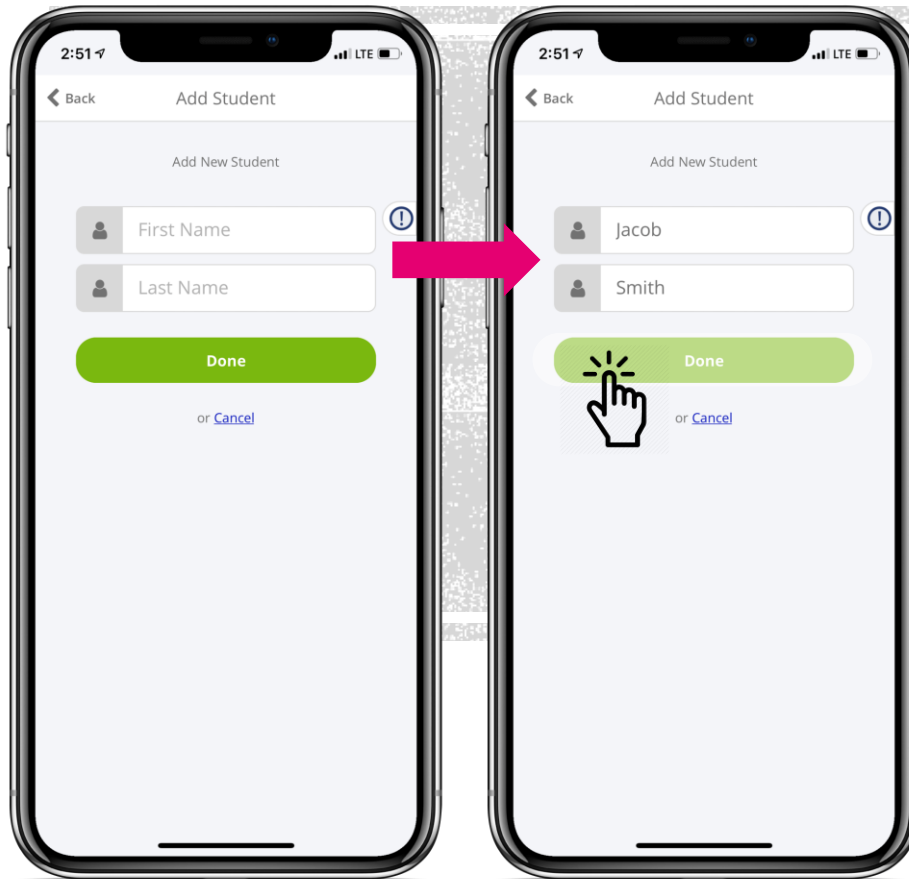


### Step 3:

Select your state and school district from the drop-down. Add your school code, which is **4NMF**. Click 'Add Student'.



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**Step 4:**  
Enter your student's first  
and last name.  
Click 'Done'.



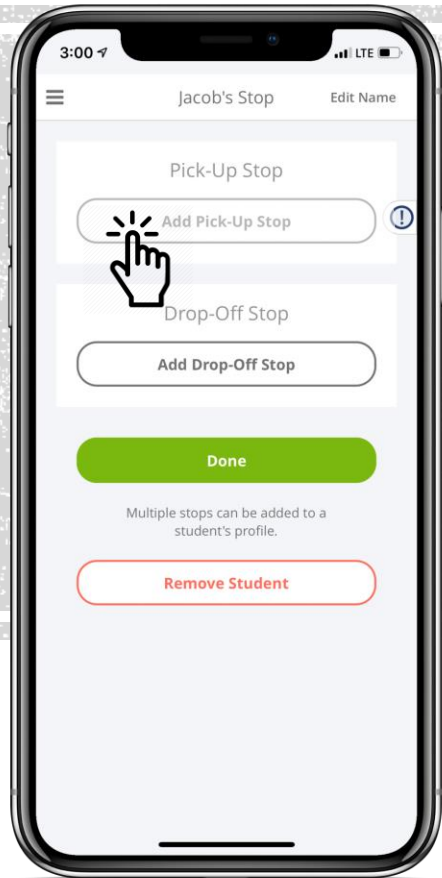


# **Your student is added!**

Next, let's add your student's assigned stop.



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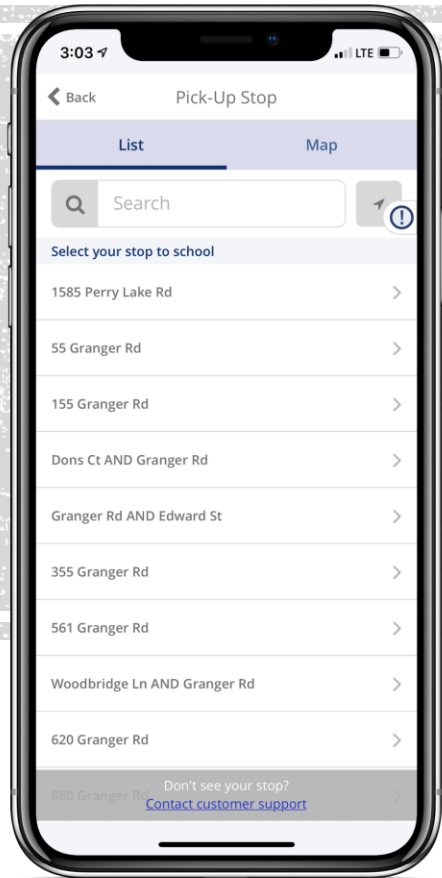


**Step 1:**  
Click 'Add Pick-Up' Stop.





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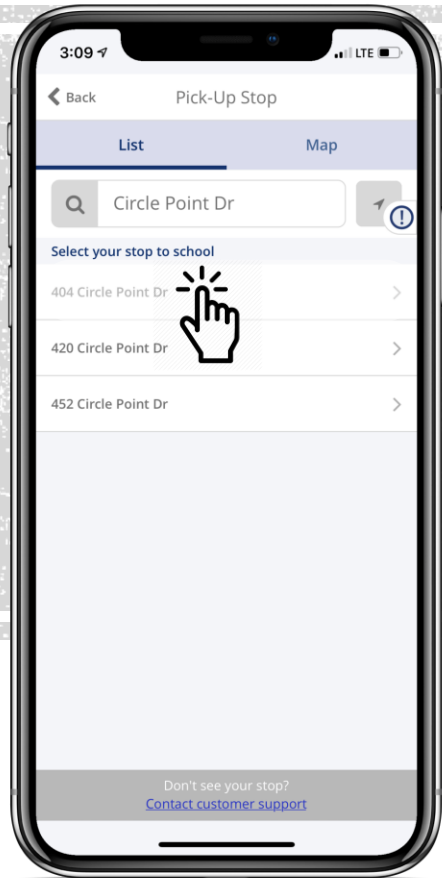


**Step 2:**  
Click 'List'.  
Type in your stop address.  
Click on the correct stop  
from the search results.





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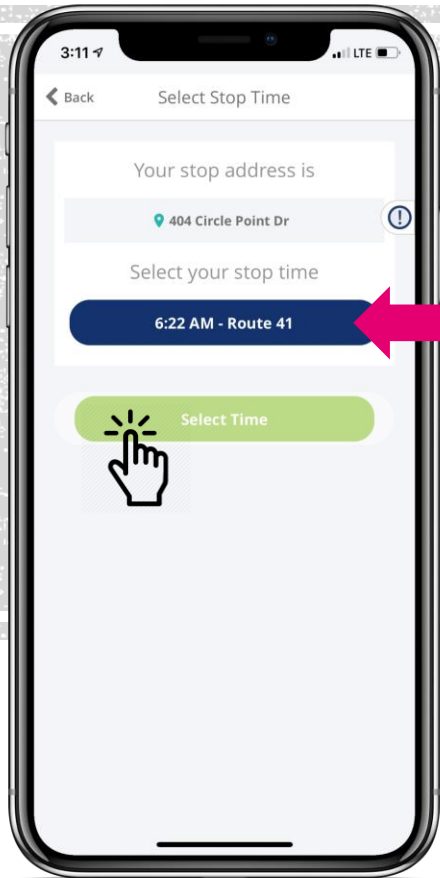
### Step 3:

All available stops matching your search will appear.\*  
Select the stop address you'd like to add.



\* Don't see your stop available? Reach out to our support team at [support@firstviewapp.com](mailto:support@firstviewapp.com) for help.

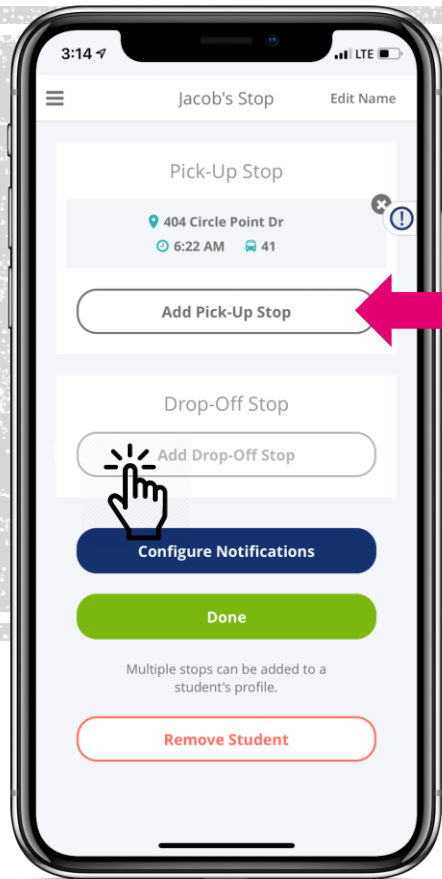
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**Step 4:**  
Select from the available  
times listed for your stop.  
Click 'Select Time' to  
confirm.



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### Step 5:

The pick-up stop is added.  
Click 'Add Drop-Off Stop' to  
add the afternoon stop.



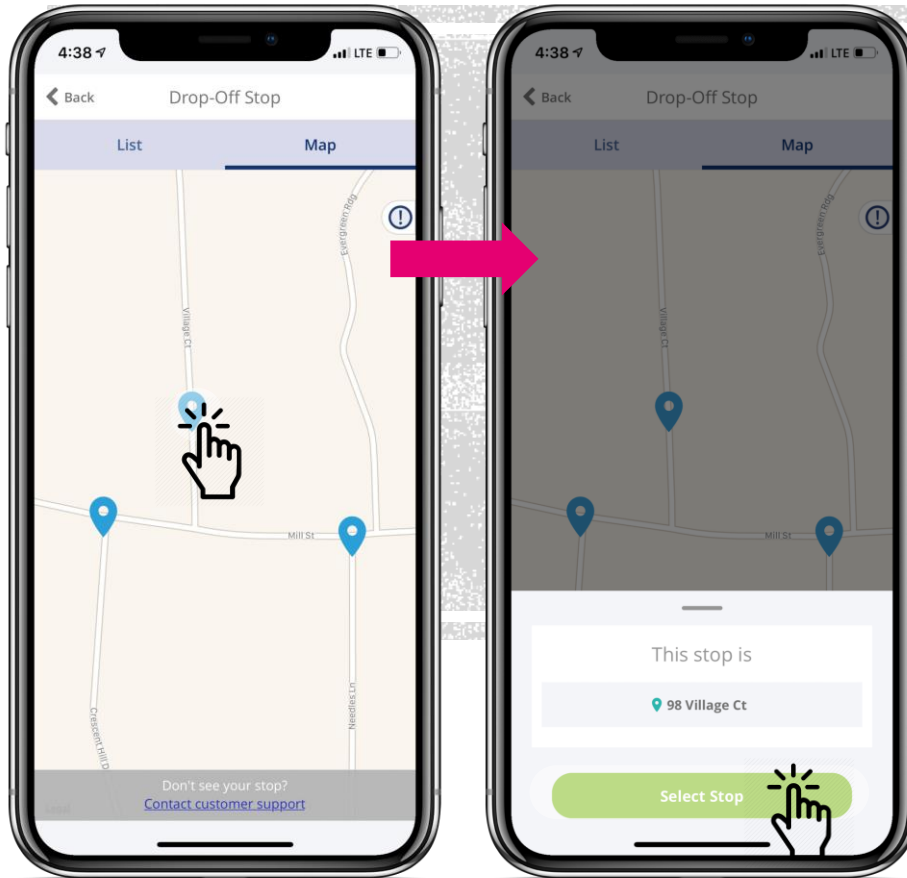
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**Step 6:**  
Click 'Map'  
Click on a circle to zoom in  
and view that group of stops.



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### Step 7:

Click the stop icon to view the stop address.  
Click 'Select Stop' to confirm.



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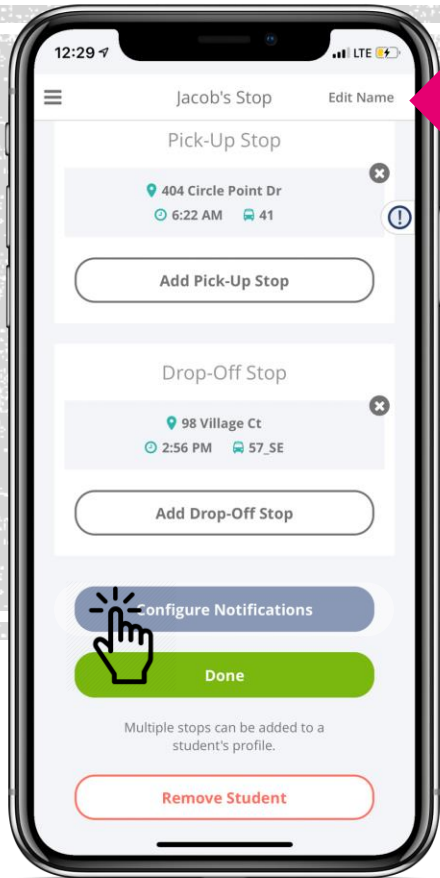


**Step 8:**  
Select from the available  
times listed for your stop.  
Click 'Select Time' to  
confirm.



\* Don't see your stop available? Reach out to our support team at [support@firstviewapp.com](mailto:support@firstviewapp.com) for help.

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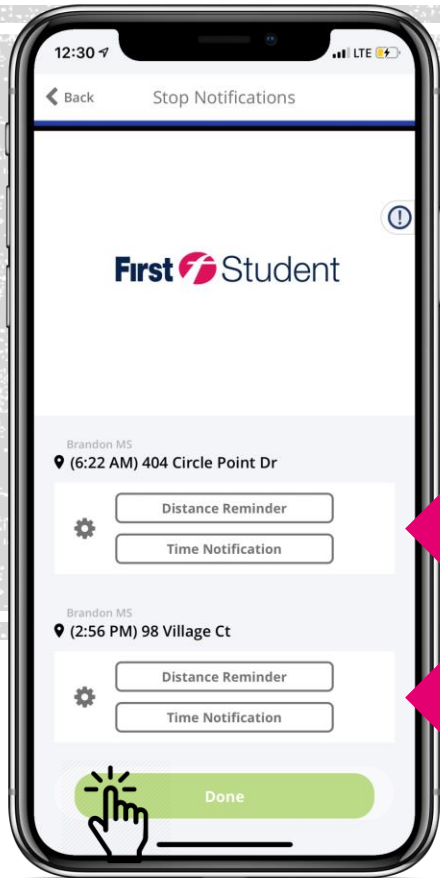
### Step 9:

The drop-off stop is added. Click 'Configure Notifications' to set up alerts.





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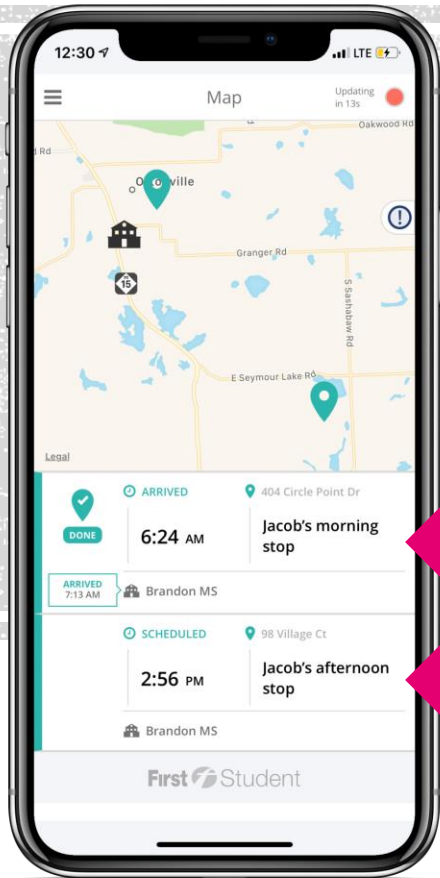


### Step 10:

Setup optional alerts for your student's routes. These can be edited from your profile later on as well.



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**Step 11:**  
Your student's stop  
information is now  
displayed on the map for  
tracking.



Thank You for  
being a FirstView  
Customer!

