

# Horseheads Central School District

## MY RIDE K-12 / PARENT USER GUIDE

### How to Access the My Ride K-12 Mobile Application

1. Download the My Ride K-12 app from the [Google Play Store](#) or [Apple App Store](#).
2. After the installation of the app is complete, **open the app**.
3. You must **create an account** using your email and a password.
4. When you are asked to find your school, search for "**Horseheads Central School District**".
5. Once you have selected Horseheads Central School District you will be presented with the login screen. Click "**Register**."
6. To begin registering, you will enter an email address that will receive messages from My Ride K-12. It is best to enter the email you check often.
7. Next, create a **username** and **password**.



My Ride K-12

Select District

Type the name of the district

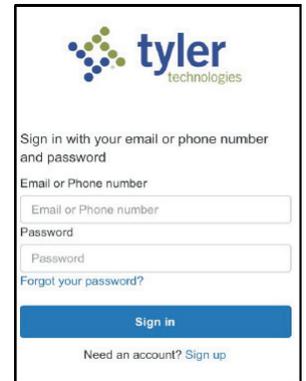
Horseheads

H Horseheads Central School District

Select

### How to Access the My Ride K-12 Website

1. Using a Chrome browser, go to [myridek12.tylerapp.com](http://myridek12.tylerapp.com).
2. You must **create an account** using your email and a password.



tyler technologies

Sign in with your email or phone number and password

Email or Phone number

Email or Phone number

Password

Password

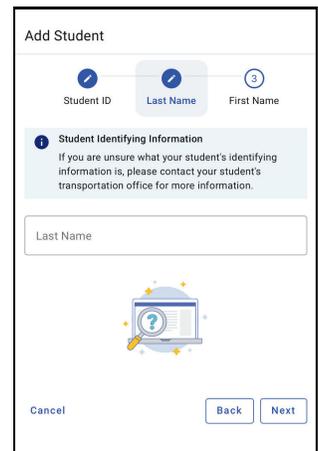
Forgot your password?

Sign in

Need an account? Sign up

### To Confirm Your Registration and Enter Student ID

1. After registering, you will receive an email confirmation. Open your email and confirm your registration.
2. Once you have registered, open the app. Change your password upon initially logging in.
3. To add your student's name, select the "**Add Students**" button. This will present the "**Find a Student**" screen.
4. Enter your student's **ID number**. Your student's ID can be found on a report card, [SchoolTool](#), [PaySchools](#), or you may call your school's main office to request it via email.
5. After you enter the student's ID number, you will enter their **last name** and **first name**. To add another student, **tap the select action box** in the top right corner of your screen and repeat steps.



Add Student

Student ID Last Name First Name

1 Student Identifying Information

If you are unsure what your student's identifying information is, please contact your student's transportation office for more information.

Last Name

Cancel Back Next

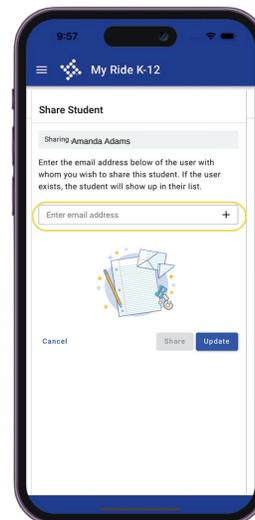
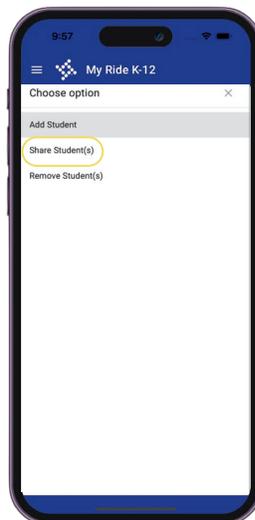
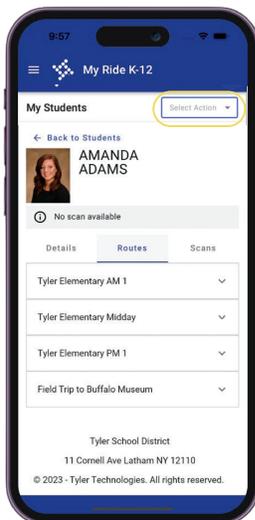
## To See the Bus Information and Follow the Route

- Once you have added all your students and the Transportation Department has finalized the schedule in August, you can view their transportation information. Each student will have a separate login icon.
- You can click on "My Students" to display the following information:
  - School
  - Bus number
  - Bus route number
  - Bus stop location, and
  - Pick-up and drop-off time for each student
- You can click on "My Bus Stops" to follow the bus live via GPS. Please note that there is an approximately 60-second delay from the time the GPS signal leaves the bus and updates on a cellular device.



## To Allow Others to See Your Student's Bus Information

- If you would like to share your student's bus information with another person (i.e., spouse, sitter, and grandparents), go to **My Students** and press the Share icon. This will allow you to share the My Ride K-12 link with anyone you choose.
- **Please note that using the sharing option allows your designee to see your student's ID number, address, and other information stored on the app. The only way for others to access your student's information is to share MyRide K-12 app access with them or if they are listed as a parent/guardian in the district's student management system.**



If you have any questions or need assistance, contact the Horseheads Transportation Department at 607-739-6338.