Walking School Bus User Guide – Website

For **Parent**

Version 1.0.1

G&H IT Solutions Pty Ltd

1. Registration

1.1. Go to https://gnhitsolutions.com.au/apps/wsb/register.php

1.2. In Register page

1.2.1. Enter following details

- Registration Code (The organiser can give you a pre-arranged code for your designated WSB route)
- Your Title
- Your First Name
- Your Last Name
- Your Mobile Number (eg. +61 411 000 000)
- Your Email Address
- Your Password

1.2.2. Click "Register" button.

1.3. In Verification page

1.3.1. Check your mobile phone for a One-Time-Passcode.

1.3.2. Enter the One-Time-Passcode for mobile

1.3.3. Click "Verify" button

1.3.4. Check your email for a One-Time-Passcode to complete the registration.

1.3.5. Enter the One-Time-Passcode for email

1.3.6. Click "Verify" button

1.4. In Register your child(ren) page

You can register your child(ren) as part of your own registration.

It will help determine if you are a genuine parent for an admin to approve your request.

1.4.1. Enter following details

- Year - Class (choose a Year and Class name for your child)
- Student Firstname
- Student Lastname

1.4.2. Click "Add" button to add your child

1.4.3. Repeat the steps above to add more children

1.4.4. You can remove a child if you have made a mistake.

1.4.5. Once done, click "Next" button to move onto the next page.

1.5. In Upload Documents page

Parents need to upload required documents as part of registration.

If you are not able to provide one or more documents at the time of registration, you can provide missing document(s) later.

1.5.1. Click "Browse..." button next to each required document.

1.5.2. Click "Upload" button to upload provided document(s).

You do not need to upload all documents at once.

1.5.3. Click "Next" button to complete the registration.

2. Login

2.1. Choose "Admin or Parent" option at the top.

2.2. Login with your registered Email address and Password.

2.3. Click "Login" button.

3. Parent

You can update your details or upload required documents.

3.1. Choose "Parent > Parent" from the top menu.

3.2. If you wish, update your details and click "Update" button.

Note: You are not allowed to update Email address and Mobile number in this page.

If you need to change your email address or mobile number, please contact an administrator.

3.3. You will be able to see previously uploaded documents of yours under "Parent Documents".

Click "manage documents" link to update your document(s).

3.4. In Asset List page

You will be able to manage all of your documents in this page.

3.4.1. To add a new document, enter following details

- Asset Type (Eg. "Working With Children Check".)
- Document Type (Please leave it as "Auto-Detect" unless a manual selection of document type is required.)
- Issue Date (Optional)
- Expiry Date (Optional)
- File (Your file to upload)
- Click "Upload" button

3.4.2. To update an existing document

Click on the "Edit" button on the right side of your document to be edited in the list.

Enter following details

- Asset Type (Eg. "Working With Children Check".)
- Document Type (Please leave it as "Auto-Detect" unless a manual selection of document type is required.)
- Issue Date (Optional)
- Expiry Date (Optional)
- Click "Update" button

4. Students

Parents can set up their child(ren) in this step.

4.1. Choose "Parent > Students" from the top menu.

4.2. Click "new student" link to create a student.

4.3. Enter following details

- Choose a Year - Class
- Student Firstname
- Student Lastname

- Bus Stop (choose a bus stop that the student will get off or get onboard the bus)
- Emergency Contacts (Up to 2 emergency contacts)

4.4. Click "Add" button.

4.5. Repeat above steps to add more child(ren) in the WSB system.

5. Student Request

A parent can make a last-minute request for its child(ren) to be added or removed from a bus.

The request must be made prior to the "Request Cutoff Time" set in the Bus management page ("Admin > Buses" from the top menu).

If you try to add a student to a bus without any rostered main volunteer (Not a backup volunteer) or the bus is full, an error message will be shown.

5.1. Choose "Parent > Student Request" from the top menu.

5.2. Enter following details

- Request Date
- Student
- Bus
- Request

5.3. Click "Submit" button.