Pembina Trails School Division

How to access the My Ride K-12 mobile application

1. Download **My Ride K-12** from the Google Play Store or the Apple App Store.

2. After the app installation is complete, open My Ride K-12.

3. When prompted to find your school division, search for "Pembina Trails" and Pembina Trails School Division should populate as an option.

4. Once you have selected Pembina Trails School Division, you will proceed to the login page. If you do not already have a registered email on this app, click **Register**.

5. To register, enter your email address, a password, and name.

6. After registering, you will receive a confirmation email. Tap on the link in your email to confirm your registration through the My Ride K-12 website.

7. Log in, then find a student by going to My Students and choosing the + button. This will present the **Add Student** screen.

8. Enter the student's Student ID #. This number can be found in your Edsby account. **If you don't have an Edsby account, please email the Transportation Department and they can provide it. Please refer to the next page for visuals on where to find the Student ID #.** Once you enter the Student ID #, the corresponding name will come up. Press "Add Student."

9. Once you have linked to a student, click on that student's profile to see all relevant transportation information.

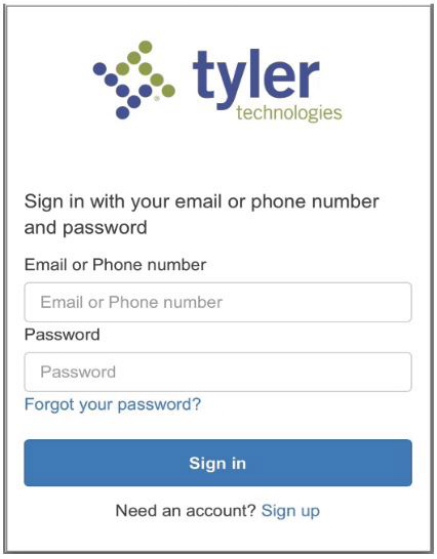
10. Press the Share button to share a student link with someone else.

11. Enter the email of the person you would like to share with. That person will receive a confirmation email that will automatically link them to the shared student(s). Recipients must register with My Ride K-12, if they have not already done so, to access the student information.

12. Regularly check for updates to ensure that your device is running the latest version of the app.

13. Remain logged in to the app to receive district notifications, even when the app is not actively running.

Find Your Division



App Login Screen

For more information or any ongoing support such as username and password information, bus stop location questions, or other needs please

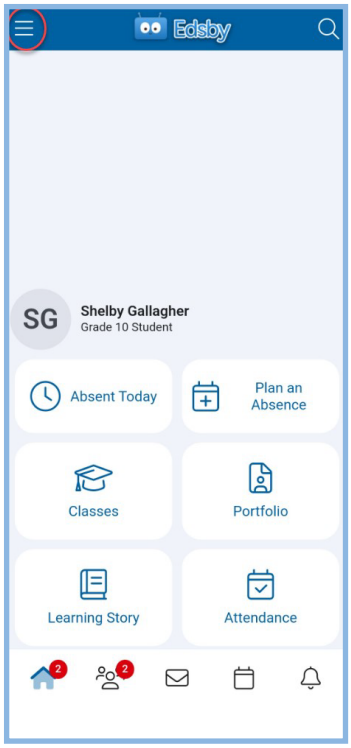
email: transportationdepartment@pembinatrails.ca

Pembina Trails School Division

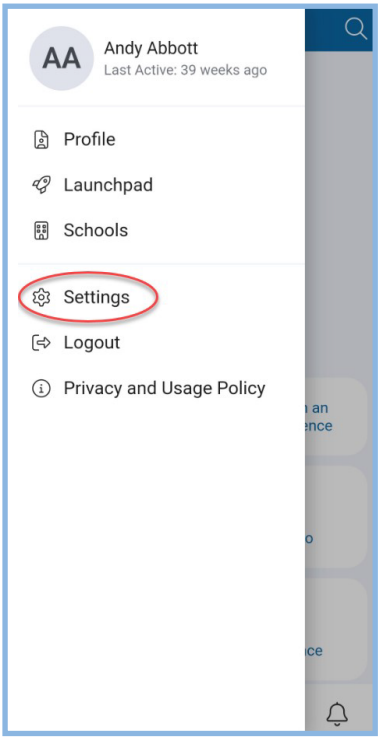
Step 8 instructions further explained...

1. Sign into the Edsby app on your mobile device. For more information on Edsby, **see our website**.
If you don't have an Edsby account, please email the Transportation Department and they can provide it.

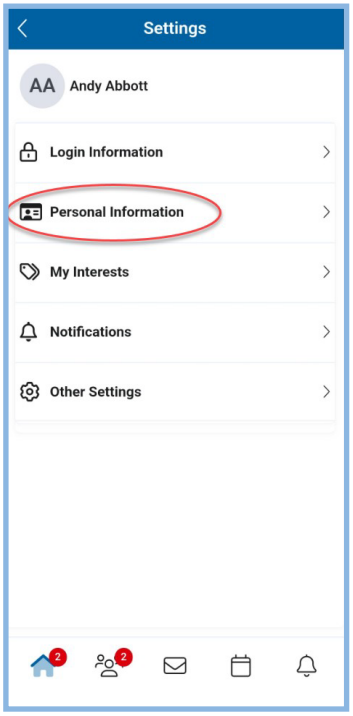
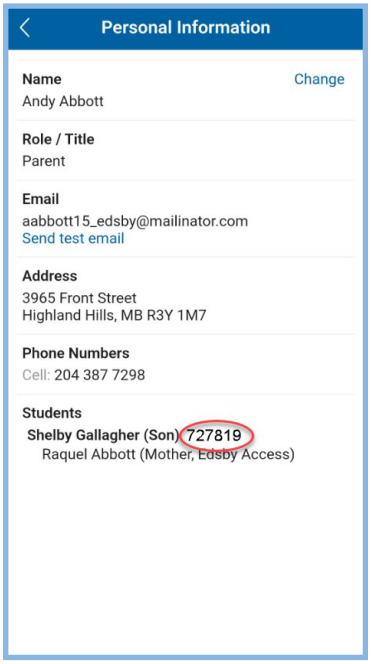
2. In the top left corner, click the three horizontal lines.



3. Click **Settings**.



4. Click **Personal Information**.



5. Under **Students** you can find the Student Number for each of your children at Pembina Trails School Division.