# Create a Here Comes the Bus (HCTB) Account

**TO BE ELIGIBLE FOR HCTB STUDENTS MUST BE ASSIGNED TO A REGULAR OR ESE BUS ROUTE**
HCTB will only be available to select schools in the Fall, additional schools will be added throughout the school year as the application is fully developed.

**Note: Have your student's ID number ready, if possible. If not, there will be instructions later in the steps on how to obtain it from your school.**
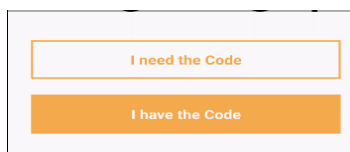
1. Download and install the Here Comes the Bus app from the Apple App Store or Google Play. When you first open the application, you'll be presented with this screen.
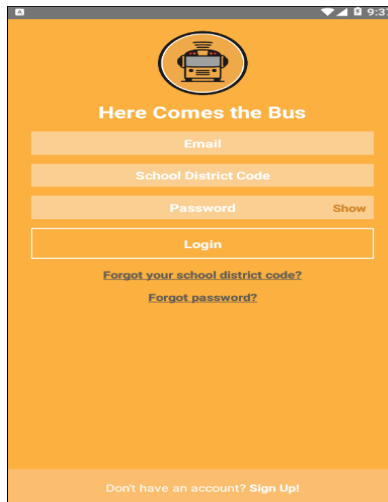


2. Select **Sign Up!** at the bottom of the page.
3. The following screen will appear. Select **Continue**.
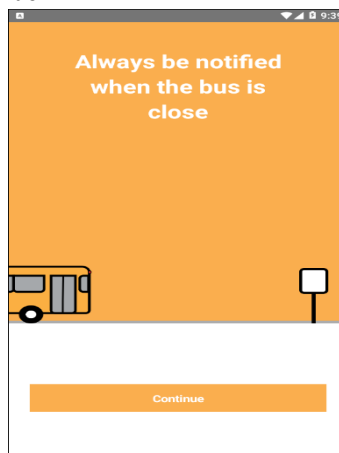


4. You'll be asked for your school district's code. Our District code is **33000**, Select **I Have the Code**



5. Enter your **Email**, **First Name**, **Last Name**, and **School District Code**.
6. After reviewing the Terms of Use, Select the **I Accept the Terms of Use Agreement** radio button. Select **Continue**.

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**Note:  To review the user agreement, Select  Terms of Use Agreement**
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7.  **Palm Beach District Schools** should  appear in the dialog box. Select **Confirm**.



8.  The Password screen will appear.



9.  Enter the password you'd like to use for Here Comes the Bus in both the **Password** and **Repeat Password** fields.

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*Note:* **You can select Show if you'd like to verify the characters you entered. Your password needs to be 8 to 16 characters and contain both uppercase and lowercase letters and at least one number and special character.**
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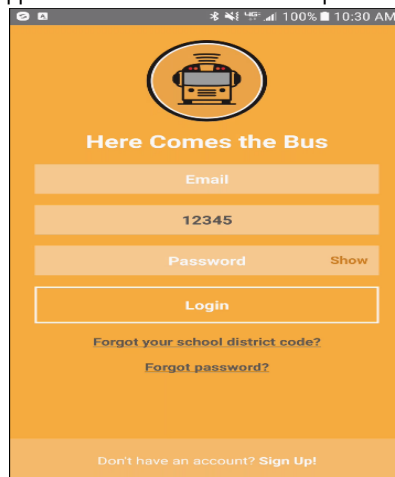10. Select Confirm Password. A Thank You screen will be displayed..
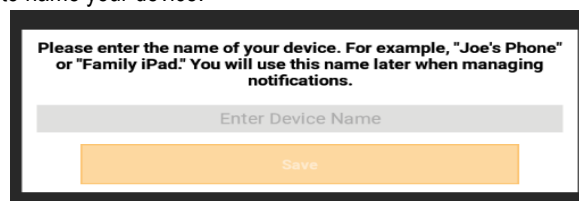
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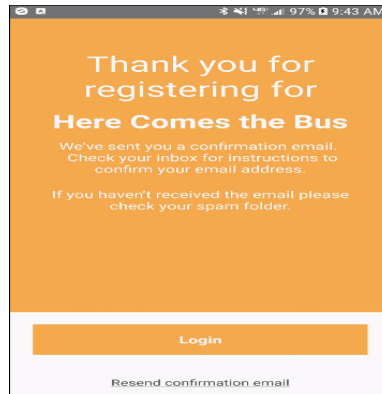
11. Using the email address you signed up with, open the activation email sent to you from noreply@synovia.com.
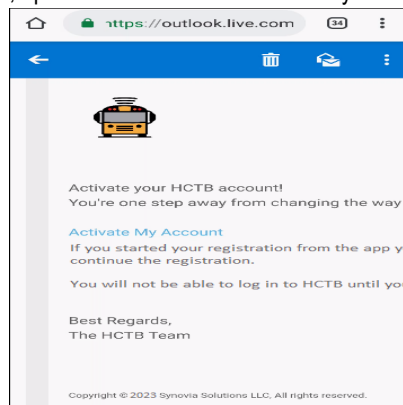


12. Select **Activate My Account**. Login to the app to finish the account-creation process in the application.



13. Type your **Email**, **School District Code** (33000, if it's not already there), and **Password**.
14. Select **Login**. You'll be prompted to name your device.



15. Select in the **Enter Device Name** field and type a name that will easily identify it for you. Select **Save**.

16. You'll be prompted to add your student's information.



17. Type your student's **Last Name**, **Student ID**, and **Student PIN***.

   *Caution:* Make sure to type JUST the last name! A common mistake parents make is to type both the first and last name here, which will result in an error.

   *The student PIN can be found on the SIS Gateway under My Child in the Demographics section. If you don't have a Gateway Account contact your child's school and request the SIS Gateway Parent Account Letter which contains the PIN. The Student PIN can be used to sign-up for HCTB and the SIS Gateway.
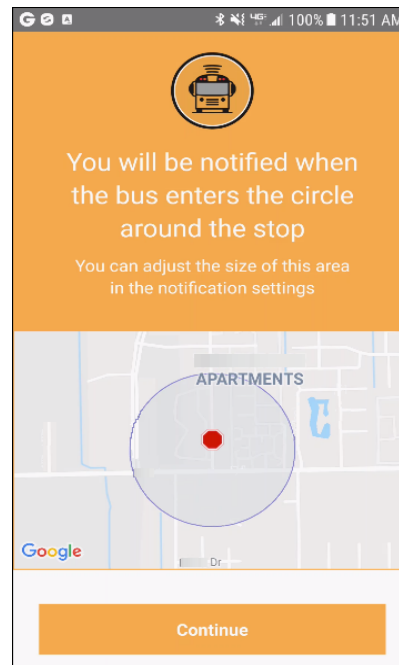
18. Select **Add Student**. The stops assigned to your student will appear.
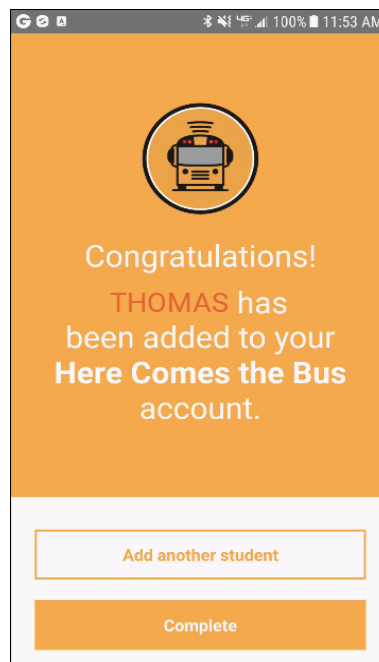


19. Select **Continue** on this screen. Your notification radius will appear on a map.

   NOTE: This is a circular area around your student's bus stop; when the bus enters the radius is when you will receive an alert by email or push notification, if selected

20. Select **Continue**. The next screen will be a success message, saying your student has been added to your account.



21. You can Select **Add Another Student** and repeat this process if needed
22. If you are finished adding students, Select **Complete**