



## **DTC School Bus System**

# **Registration Process User Guide**

**Version 1.2**

# Revision History

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
16/06/2023	1.0	Registration process user guide	Mudassir Gillani
27/05/2024	1.1	Added Mobile App Guide	Mudassir Gillani
30/05/2024	1.2	Update the document as per latest changes	Shahzad Nazar

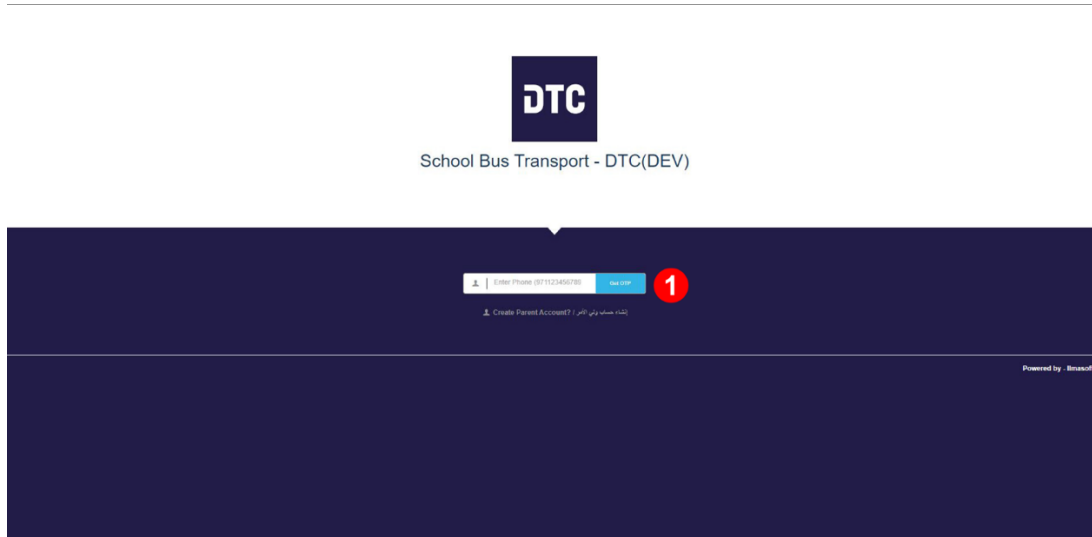
## Introduction:

The document explains visually step by step the process to register child for school transport for the year 2024 - 2025.

## Registration from Web Portal:

Open the link sent in the email to login. Or [click here](#) to open the login page.

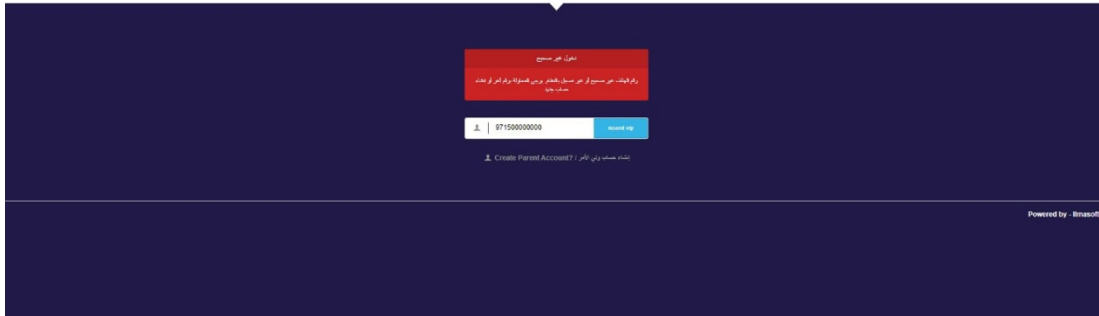
Enter the registered phone number starting with 971 and click "Get OTP" Button



If the number doesn't match in School Bus Record the system will give the below message. Try with some different phone number or create a new account.



School Bus Transport - DTC(DEV)



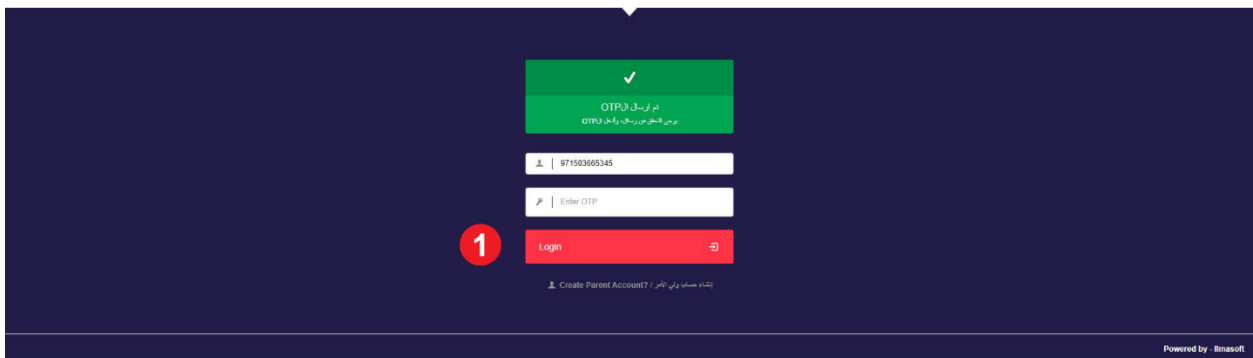
If the number matches the record, system will send the OTP (One-time password) which is a 6-digit code on the registered phone number.

The OTP SMS may take few seconds to arrive, wait for at least 3 minutes before requesting the OTP.

Once you receive the OTP enter it and click “Login” button to log-in the system.

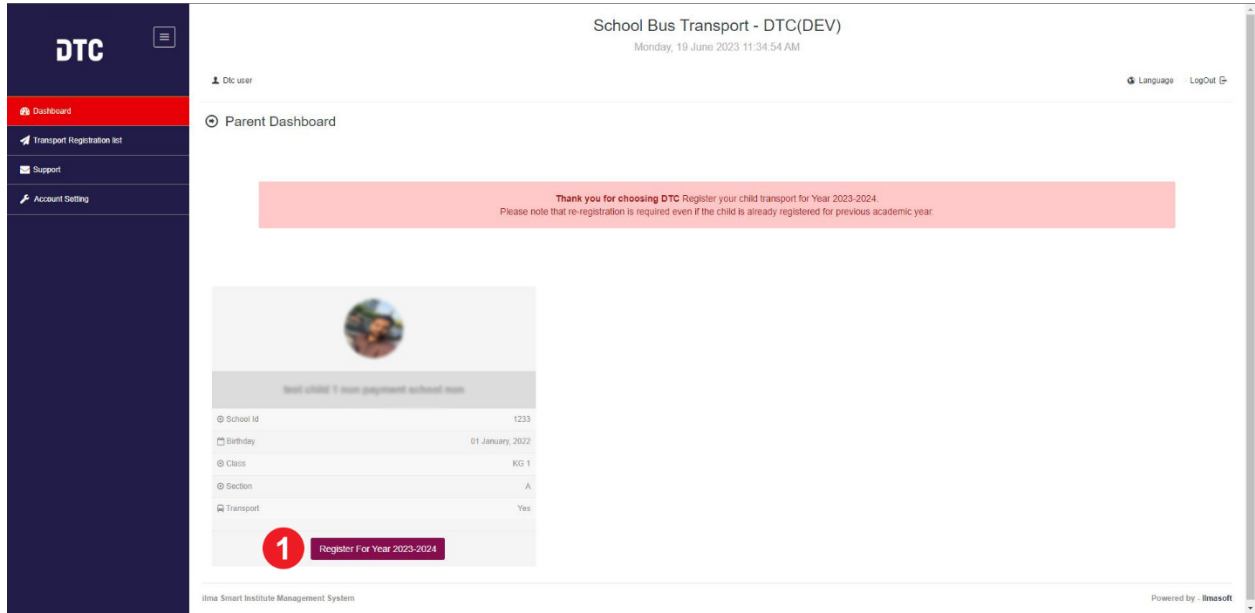


School Bus Transport - DTC(DEV)



Once the login is done, you must be able to see all the children waiting for registration.

Click on “Register for Year 2024-2025” for the child you want to enroll.



The below form will appear with existing child information and editable fields.

Fill the mandatory fields and update the existing information if required.

Dashboard / تسجيل النقل العام - Sarah Ali Ahmad Ghuloom Al Balushi 2024-2023

+ Student Registration

Enrollment For 2023 - 2024\*

Yes

School\* Zayed Educational Complex Al Barsha Catchment Area\* catchment\_area Student Full Name\* Sara Ali Ahmad Ghuloom Alblooshi Student Arabic Name سارة علي احمد علوم البوشي

Student School ID\* 20210018701 Student Gender\* Select Gender Student Grade G10-GEN/3 Student Section Grade 10 General Student Nationality Select

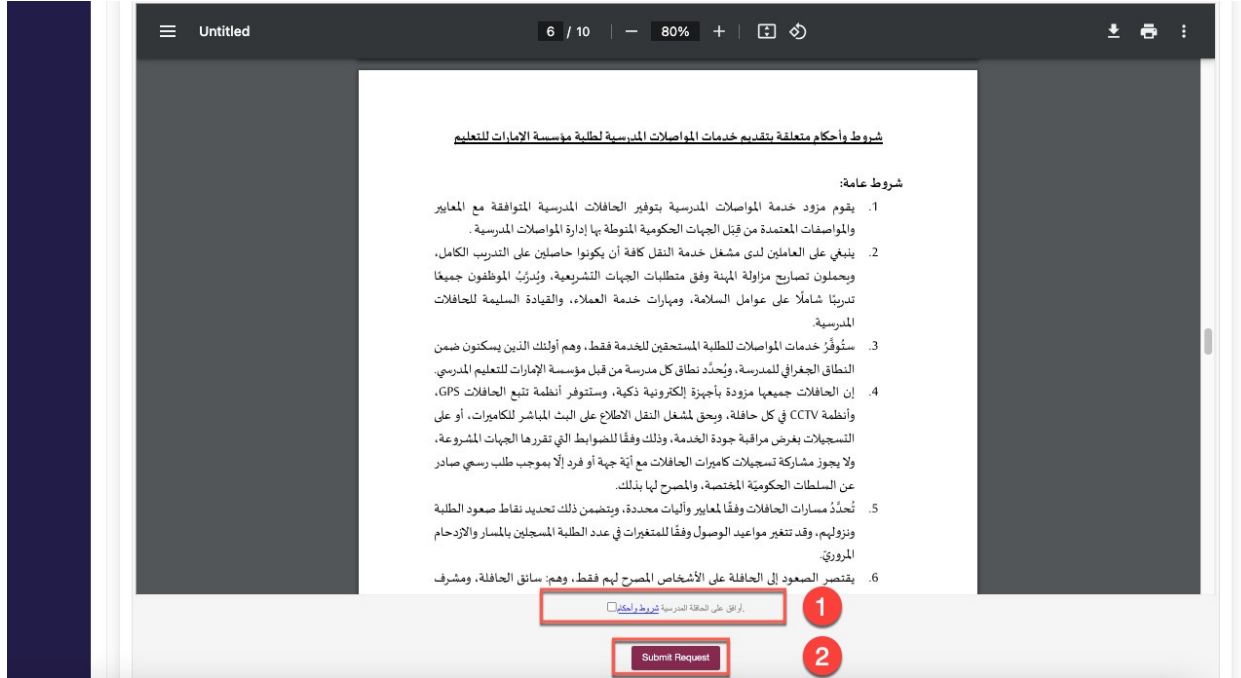
Student Emirates ID 7.84201E+14 Student Emirates ID Expiry mm/dd/yyyy Student Email\* stu#20210018701@ese.gov.ae Trip Way\* Both Way

Emirates ID Format: 123-1234-1234567-0

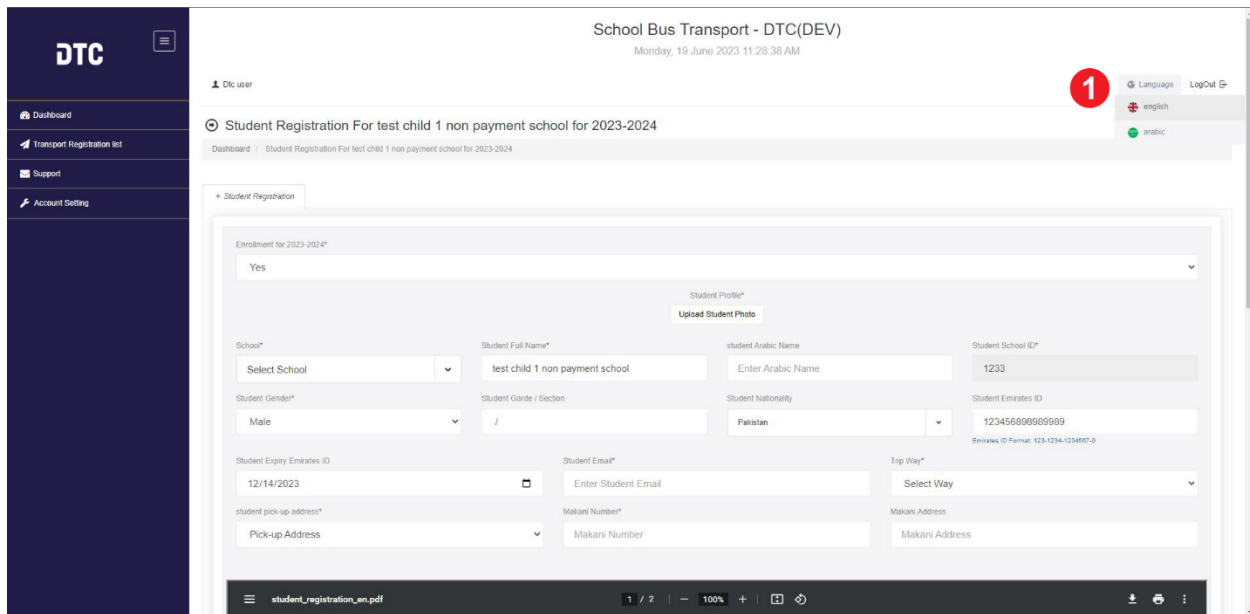
Student Pick Up Address\* By Makani Makani Number\* 1959273142 Makani Address Makani Address

Upload Student Photo

Read the terms and conditions, click on I agree terms and condition and submit the request by clicking “Submit Request” button.



You can switch the language between English and Arabic.



Once the registration is submitted, you'll receive a submission email.

You can view the list of all the child registrations with status in "Transport Registration List."

## Registration from Mobile App:

Parents can register their child from DTC School Bus Application.

- 1- Download the DTC School Bus Application from Google Play or Apple Store

For Google Play:

<https://play.google.com/store/apps/details?id=com.dtcapps.schoolbusparent22&hl=en&gl=US>

For Apple Store

<https://apps.apple.com/ae/app/dtc-school-bus/id1639329202>

- 2- Launch the application and Login using one of the following available options to login.

- 1- Login with email or password

Use the registered email and password to login the account. You can use the forgot password option in-case if you don't remember the password.

- 2- Login using UAE Pass

Login with UAE pass option is available which can be used to easily login the DTC school bus account if the DTC school bus account is registered with the same phone number, email or Emirates ID as in UAE Pass.

If the information (email, phone, Emirates ID) doesn't match with the information in DTC school bus system, then it will ask to create new account. In that case use alternate option to login.


- 3- Login using OTP

Login with OTP option is another way to login the DTC school bus account with the registered mobile number. You can use the phone number used while registration of the students. If the number exists in the system, it will send an OTP on mobile phone and that OTP can be used to login the account.


1:56



## WELCOME TO THE SCHOOL BUS **TRANSPORT SERVICE**

 Email

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 Password


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**SIGN IN**

1

Forgot Password?

Or

 **Sign in with UAE PASS**

2

Or

**SIGN IN USING OTP**

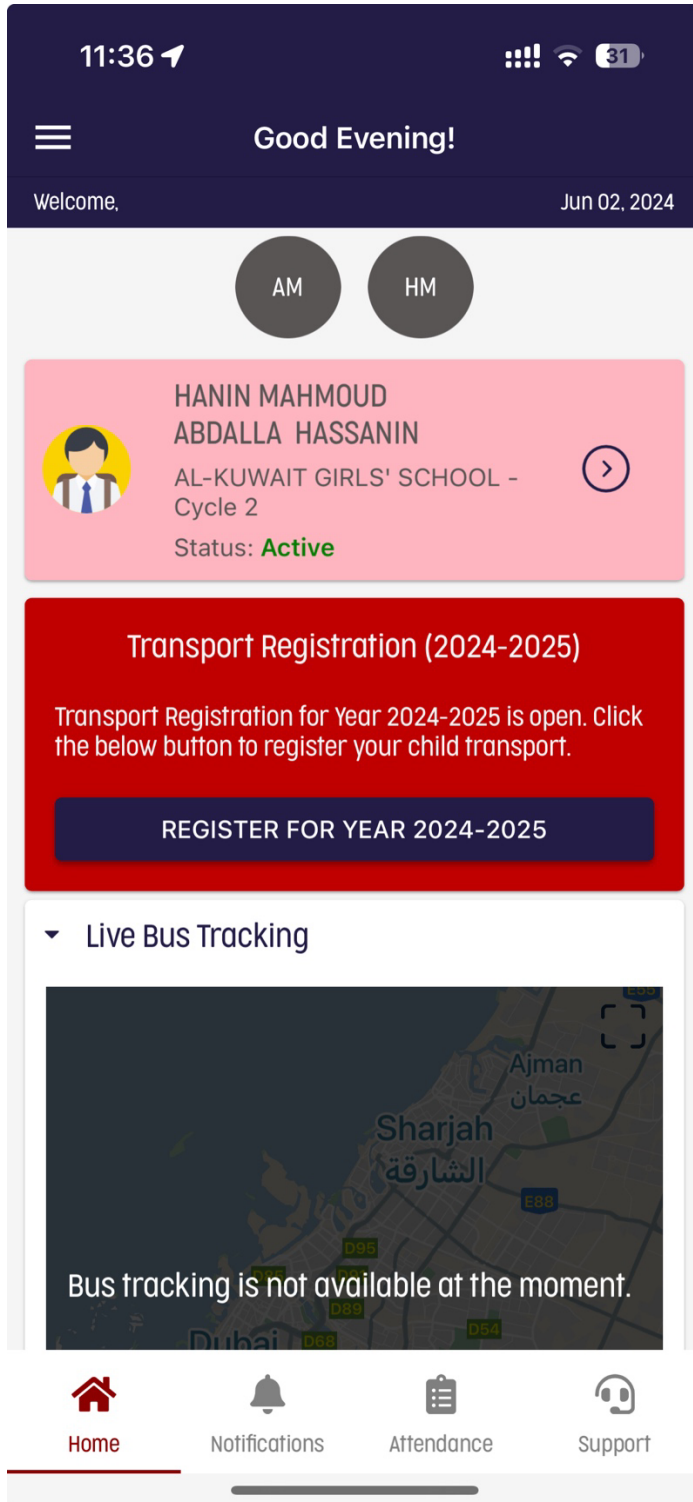
3

**REGISTER**

Change Language: Arabic عربي



- 1- Select the child you want to register
- 2- Click button “Register For Year 2024-2025”
- 3- This will open a form to register for a transport for next academic year.

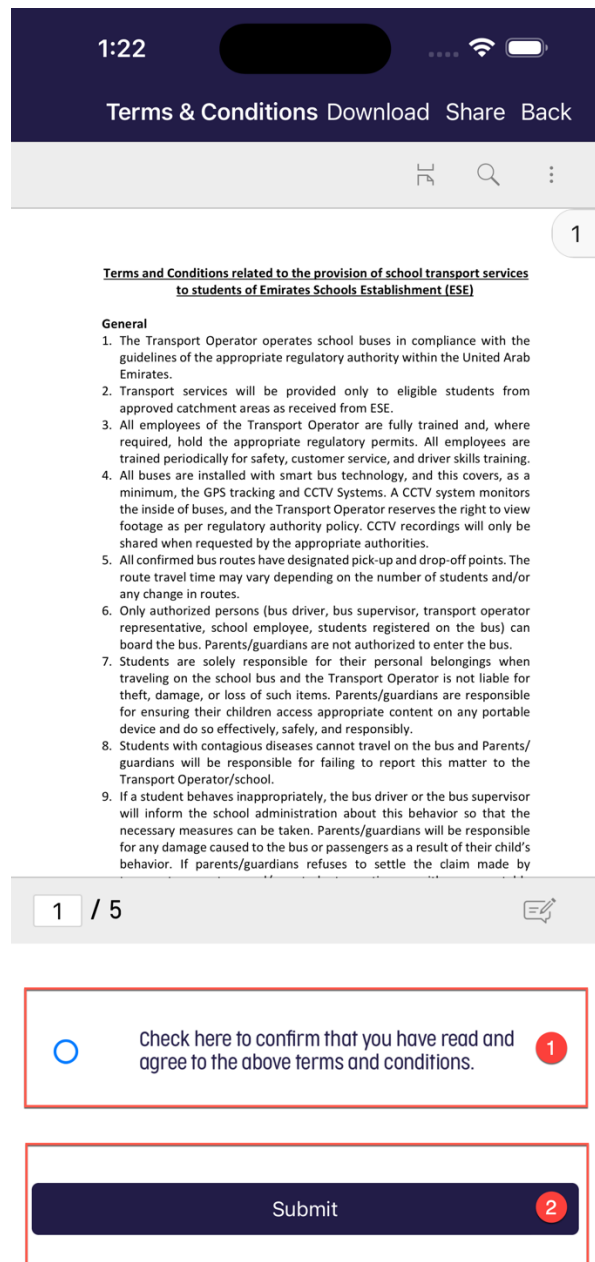
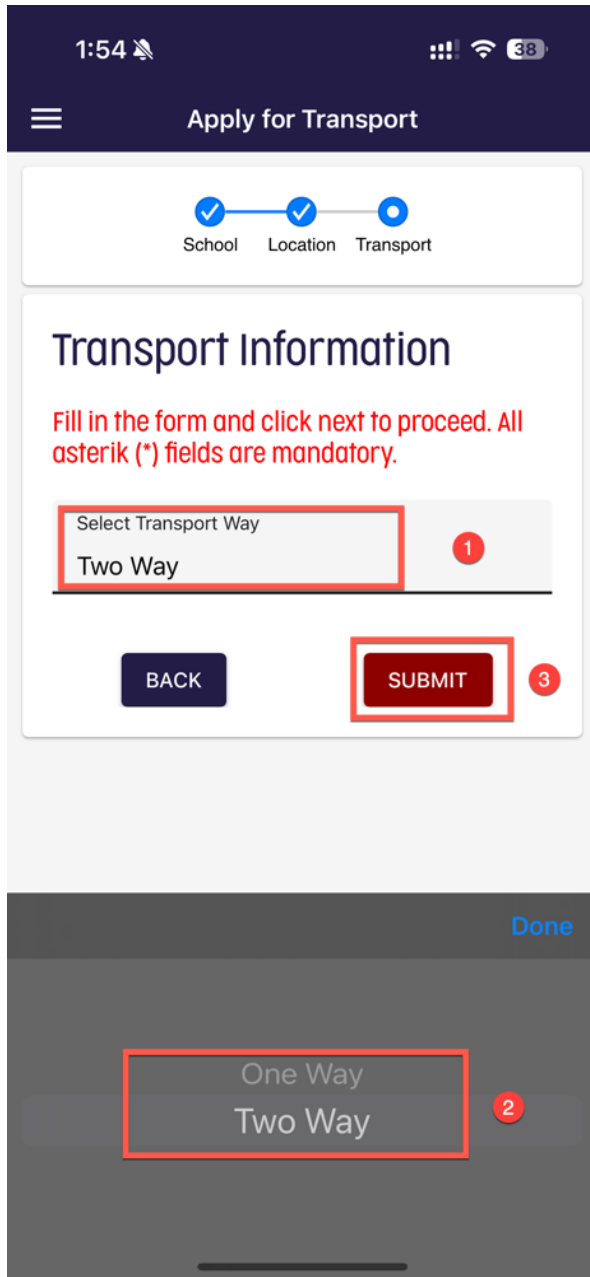


- 1- Application will automatically populate the student information
- 2- If it doesn't populate click the student and select it.
- 3- Check the Grade / Section and Emirates ID
- 4- If the information is not correct update it.
- 5- Click next button

The screenshot shows a mobile application interface for school registration. At the top, the status bar displays the time 11:40, signal strength, Wi-Fi, and battery level at 31%. Below the status bar is a dark blue header with a white hamburger menu icon. A progress indicator shows three steps: 'School' (active), 'Location', and 'Transport'. The main content area is titled 'School Information' and contains a red instruction: 'Fill in the form and click next to proceed. All asterik (\*) fields are mandatory.' The form fields are: 'Select Student' (with a dropdown menu showing 'HANIN MAHMOUD ABDALLA HASSA...'), 'Year', 'School Name', 'Child School ID', and 'Emirates ID'. At the bottom, there is a red note: 'Term\*Note: Select all terms/semesters if registering child for full academic year.'

- 1- Select the State
- 2- Select City
- 3- Enter Makani Number or Scan it. If the Makani number is valid, it will automatically populate the data in Latitude and Longitude field.
- 4- Enter the Address (Street No. Villa No. / Apartment Number / Floor / Building Name etc.). It is a mandatory field.
- 5- If you don't have Makani number, you can select stop point by clicking set button. Set Button will open the Map where you can search the location or drag/drop the pin to the exact location. After clicking save button it will automatically populate the latitude and longitude field.
- 6- Otherwise, you can also manually put the latitude and longitude field as they are editable fields.
- 7- Click next button after filling all the mandatory fields to proceed.

- 1- Select the transport way. If you want to use two way or one way transport, select it. In-case of one-way transport you have to select if it will be Home to School or School to Home.
- 2- Click Submit button for the submission.
- 3- Application will open the terms and conditions and ask to agree on it. Click the check box and Submit button to proceed.
- 4- Application will show the successful message if the registration is successful.



Once the application is submitted the application will show the already registered message

