

## Traversa 360 Website Help Guides

Traversa 360 is the website that will allow guardians to find information for their specific Cypress-Fairbanks ISD student including their bus stop along with morning and afternoon pickup and dropoff times.

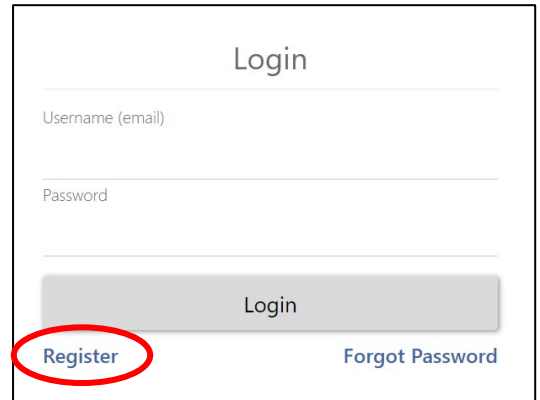
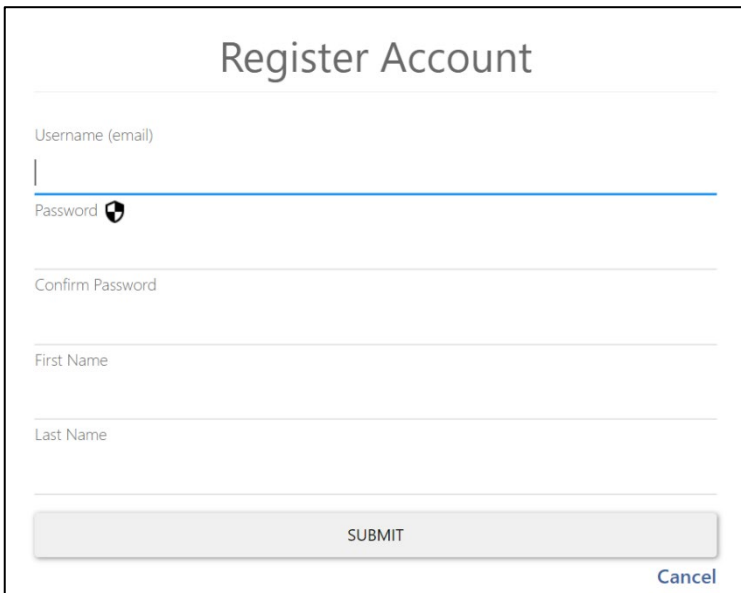
### List of Guides

Creating an Account.....	2
Adding a Student.....	3
Seeing Bus Information.....	4
Sharing a Student.....	5

*Click on any title above and it will take you directly to that specific guide.*



To create an account in Traversa 360, CFISD Transportation’s new bus tracking application, you will need a valid email address that you have the ability to access. From the Traversa 360 page, click on Register.

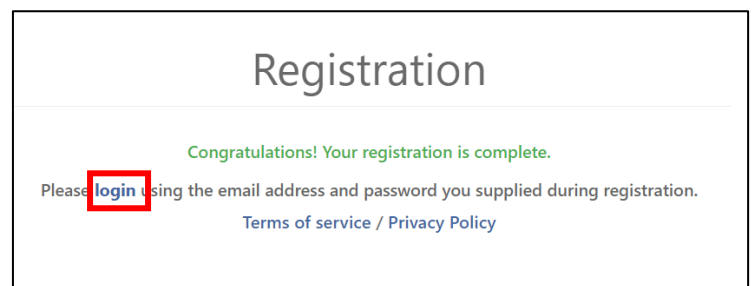
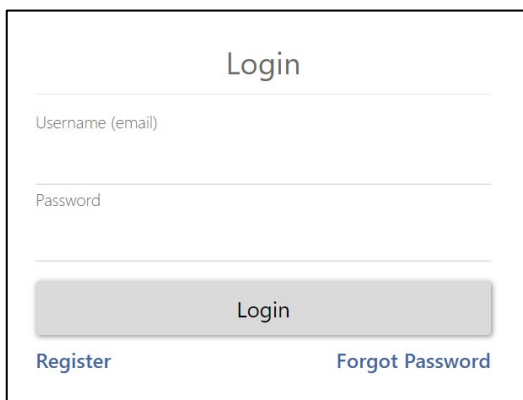



On the registration page you will need to fill out the following information:

- your email address
- a password of your choosing
- your first name and
- your last name

After clicking SUBMIT, you will need to be able to access your email. You will receive a confirmation email from Traversa Messenger and will need to click on the link in that email to finalize your account.

After clicking on the link provided in the email from Traversa Messenger, it will open a new window in your browser that shows that your registration is complete. Click on the words login to sign into Traversa 360.

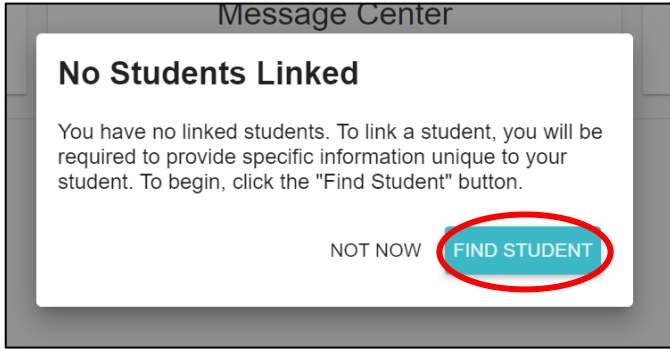



Enter your email address and the password that you chose.

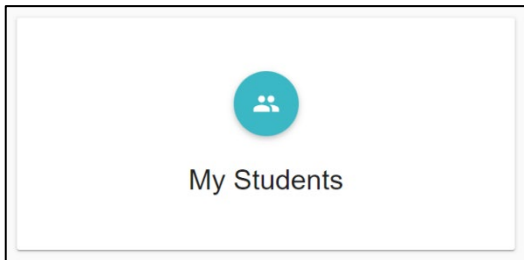
Click Login to access your new account!



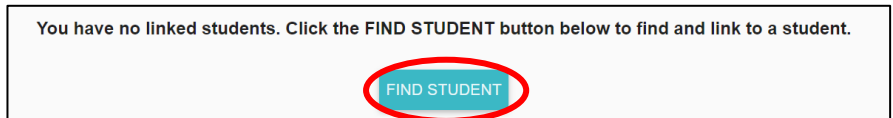
After logging into Traversa 360 for the first time, you will need to add your student(s).



Click Find Student to begin the process.



Alternatively, if you have missed the screen above, you can click on My Students and then Find Student on the next screen to begin the process as well.



Enter the requested information for your specific student and click FIND to link them to your account.

Please note that only two guardians can link a student to their account. After one guardian has linked the student, they are able to share that student with multiple guardian/emergency contacts.

**Find a Student**

Enter the Student's information into the required fields below and click FIND.

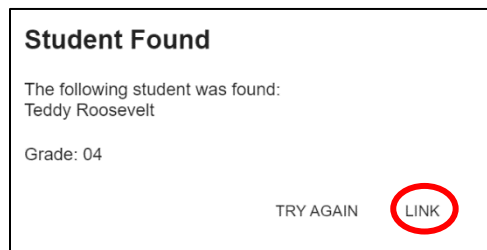
Student ID

---

First Name

---

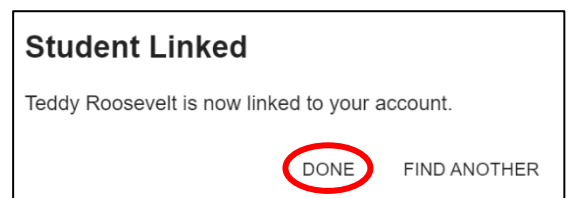
CANCEL **FIND**




After clicking FIND, it will show the name and grade of the student it found. If correct, click LINK to add them to your account.

If incorrect, click TRY AGAIN and enter the student information again.

You will receive a message that your student has been linked to your account. To add another student, click FIND ANOTHER and follow the same process. When you are finished adding students, click DONE.



After linking a student, you should see the address where your student lives, their school, and their grade at the top of the screen.



**Teddy Roosevelt**

<p><b>Address</b> 7113 Village Lake Dr, Cypress, TX 77433</p>	<p><b>School</b> FRANCONE ELEMENTARY</p>
<p><b>Grade</b> 04</p>	

Below that, you will see the information on the bus stop and times for your student.

*Today's Routing Information*

1303 FRAN03FRAN **AM** ← **Morning**

📅 Mon, Tue, Wed, Thu

📍 **08:32 AM** : Pickup  
TRAILS OF WINDFERN APTS - 13035 WINDFERN RD

📍 **08:45 AM** : Dropoff  
11250 PERRY RD

*Today's Routing Information*

1303 FRAN03FRAN **PM** ← **Afternoon**

📅 Mon, Tue, Wed, Thu

📍 **02:10 PM** : Pickup  
11250 PERRY RD

📍 **02:13 PM** : Dropoff  
TRAILS OF WINDFERN APTS - 13035 WINDFERN RD

*Today's Routing Information*

1303 FRAN03FRAN **AM** ← **Morning**

📅 Mon, Tue, Wed, Thu

📍 **08:32 AM** : Pickup  
TRAILS OF WINDFERN APTS - 13035 WINDFERN RD

📍 **08:45 AM** : Dropoff  
11250 PERRY RD

In this example,

1303 is the bus number

8:32 is the scheduled pickup time at the bus stop

TRAILS OF WINDFERN APTS is the bus stop

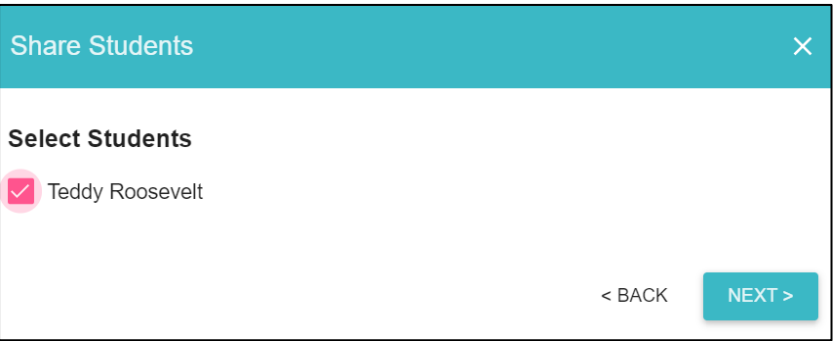
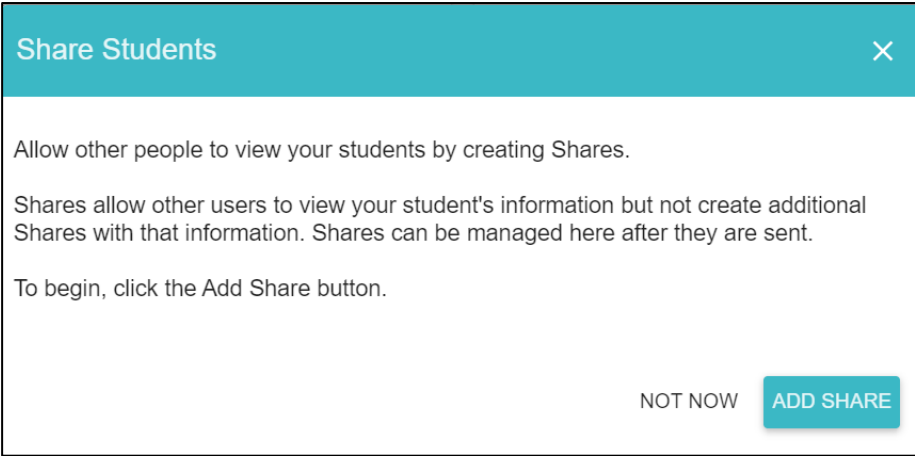
8:45 is the scheduled drop off time at the school

To share your student's information with another user, click on **SHARE STUDENT** at the bottom of your student's information page.



A new message will pop up.

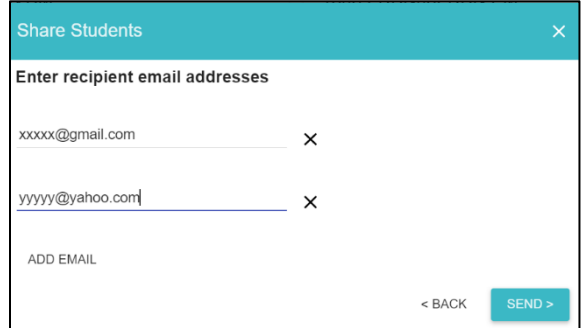
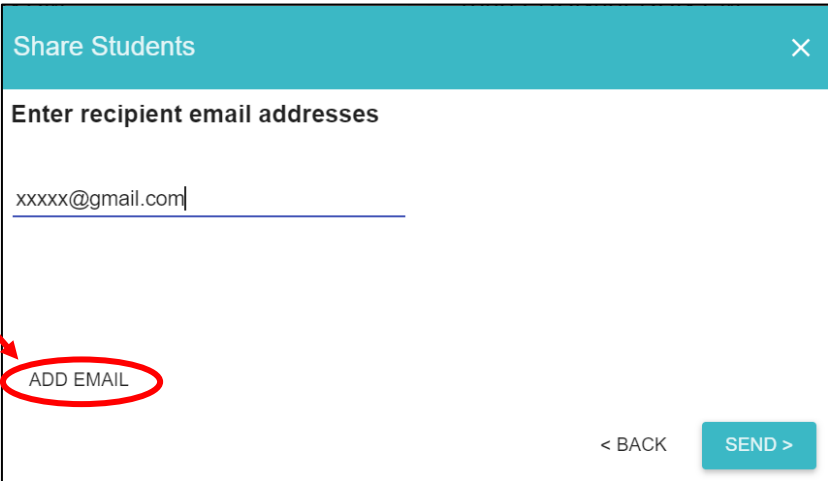
Click **ADD SHARE** to let another user view your student and their bus stops.



Check the box next to the student(s) you would like to share and click **NEXT >**.

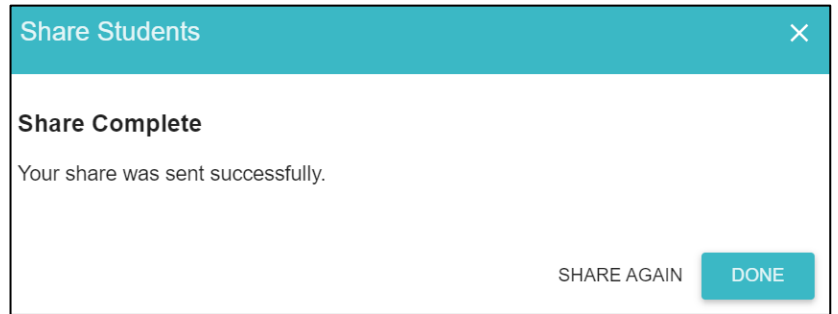
Enter the email address of the other person you would like to share your student and click **SEND >**.

If you would like to add multiple users, click **ADD EMAIL** and enter an additional email address before clicking **SEND >**.

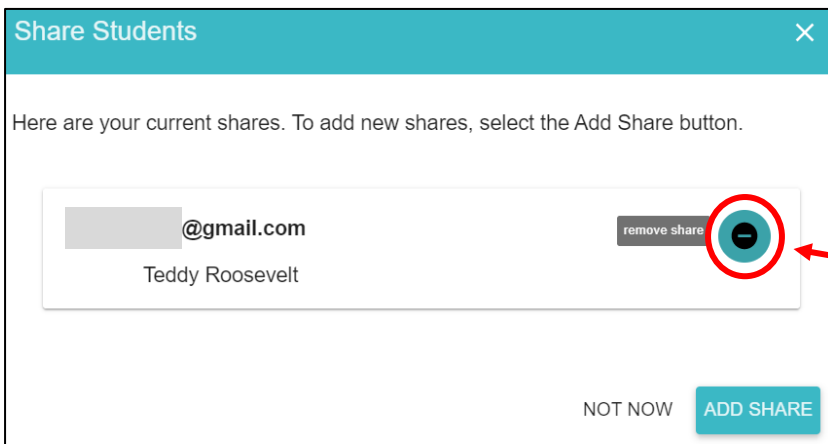
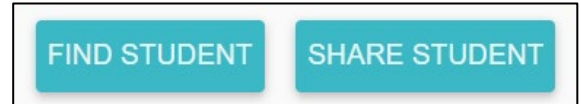


After clicking send, you should see a screen that it was sent successfully.

The person you shared your student with will receive an email from Traversa Messenger and they will need to create an account before viewing your student.



If at anytime you want to remove someone from having access to your student, click on SHARE STUDENT at the bottom of your student's screen.



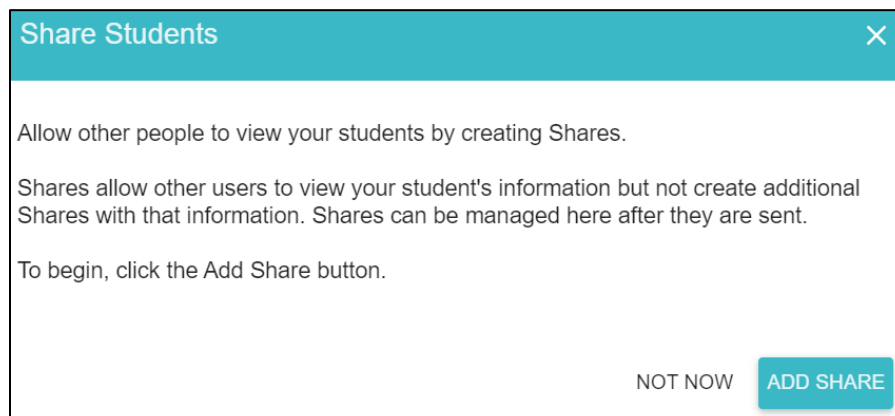
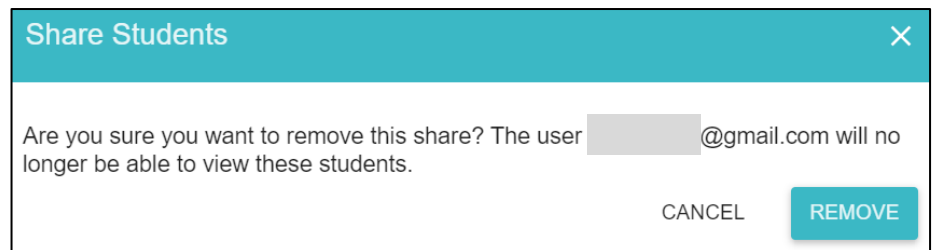
A new window will appear that will list everyone that your student is shared with.

To add an additional person, click ADD SHARE and follow the steps above.

To remove a person, click on the – symbol.

Another message will appear confirming that you want to remove the user.

Click REMOVE to confirm.



If you have removed all shared users, it will bring you back to this message where you can either add an additional user by clicking ADD SHARE or click NOT NOW to return to your student's page.