

PIKMYKID Parent App Instructions for

After School Bus Route Changes for SMTES ONLY

- Add the Contact to your Personal Phone in this specific way:
 - In the First Name field, add the Pickup Person's Name
 - In the Last Name field, add the Pickup Person's Address
 - Cell Phone Number
- Log into the PIKMYKID Parent App
- Select Account on Home Screen
 - Manage Contacts
 - Open My Phonebook
 - Select Contact
 - Modify Information (if needed)
 - Save
 - Add Photo (Yes/Not Now)
- Select Children on Home Screen
- Select Student
- Select Date
- Change Pickup
- Select When
 - Select From
 - Repeat This Pickup? (if needed)
- Select Next
- Modify Pickup Change >> Select **How**
 - Select Pickup Mode >> **After School**
 - After School Program? >> **Bus Route** (to find the bus number and street address of the drop-off location, look at bus routes on hlcs.org)
 - Who will pick up? >> **Change Selection**
- Select Contact
 - Open **My Phonebook**
 - Search Contacts >> **Select Contact**
- **Confirm Change**