



# SOUTHAMPTON COUNTY SCHOOLS

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Dr. Gwendolyn P. Shannon, Division Superintendent

Dr. Deborah Goodwyn, Chair  
James D. Pope, III, Vice-Chair

February 11, 2021

Dear Southampton County Public Schools Families:

We are excited that Phase II of our *Reengaging and Reimagining Teaching and Learning Return to Learn Plan* has given parents the option to bring our students back to school in-person or remain virtual. As we begin to safely and strategically reopen our schools to in-person learning, now is a great time to share with you a service that we began utilizing in the fall of 2019 but had to discontinue due to COVID-19; the **Edulog Parent Portal Lite app**. This app will assist parents with the visibility, timing, and location of their child's bus in real-time. Fortunately, we are now ready to move forward immediately with our implementation and training plans for the Edulog Parent Portal Lite app, albeit remotely. The training will occur via ZOOM and recorded videos. A recording of the presentation will be posted on the division's website and Facebook page. In addition, we will attempt to accommodate parents who require additional or individualized assistance.

Provided with this letter are instructions for downloading and navigating within the Edulog Parent Portal Lite app, along with a schedule for upcoming webinars to answer any questions you may have. Mr. Will Melbye, the leader of our auxiliary services and transportation department, will host training sessions via Zoom. As previously mentioned, a recording of the presentation will also be made available if none of the below dates are convenient. The training is designed to last no longer than 20 minutes, and Mr. Melbye will be available for questions after each presentation. Training sessions will occur at **12:00 p.m. and 4:00 p.m.** on the following days (choose one):

- Friday, February 12, 2021
- Sunday, February 14, 2021 **(1:00 p.m. only)**
- Tuesday, February 16, 2021
- Thursday, February 18, 2021

Zoom Meeting Information:  
Meeting ID: 847 9248 7134  
Passcode: 165800

We at Southampton County Public School Division are very confident that the Edulog Parent Portal Lite app was designed with exceptional ease of use that will allow parents to navigate and utilize it in a positive manner. The app will share information about your child's bus and make interacting with our transportation department, particularly school buses, more transparent.

We are grateful for our professional transportation team members and everyone at Southampton who gives their best in all endeavors. All staff works tirelessly to identify and address our students' needs, including getting our students to school and home every day as safely, efficiently, and quickly as possible.

Thank you for trusting us with your most precious cargo, your child - our student, and we look forward to seeing you at one of our training sessions.

Sincerely,

Gwendolyn Shannon, Ph.D.  
Division Superintendent  
757-653-4464 (cellular)

## Board of Education

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# Southampton County Public School Division

## Instructions for Establishing Parent Portal Lite Account

1. Install the app
  - a. Open the app and select "Allow" for the app to send notifications
2. Registration
  - a. Select "Sign-up" instead of the Login prompt
  - b. Enter your email address
  - c. Enter and confirm password
  - d. Add your first and last name
  - e. Tap "Sign up"
3. Confirm email
  - a. Open your email
  - b. Look for an email from "support@edulog.com"
  - c. Click on the link to activate your account
  - d. An account verification window will appear
4. Log In
  - a. Return to app
  - b. Enter email and password
  - c. Tap "Login"
5. Access location prompt may or may not appear
  - a. If the prompt appears, tap "Allow" to allow the app to use your location to orient the map
6. Vehicles
  - a. No vehicles will be listed on the home page of the app menu until you subscribe to a district
7. Subscribe to district
  - a. Tap on "Districts" in the lower menu of the app
  - b. Tap "Subscribe to District"
8. Registration code
  - a. Enter the Southampton County Public Schools district code, which will be handed out to you for your specific school and bus.
  - b. Tap "ok"
9. Districts
  - a. Tap "Southampton -VA"
10. Follow Buses
  - a. Search for your child's bus and tap the slide button to activate tracking
11. My Bus
  - a. Tap "My Buses" in the lower main menu
12. Add Alert
  - a. Slide up the bus list window
  - b. Tap "Add Alert Zone"
13. Alert Zone
  - a. Pan the map to your home's location or enter address
  - b. Enter an alert name
  - c. Adjust time and radius and tap "Save"
14. View Alert
  - a. Alert Zone information will appear
15. Notification
  - a. On the home page, alerts will appear only if notifications are turned on
16. Settings
  - a. Tap on "Settings" in the main menu to make any changes to notifications, passwords or profile
17. Notifications
  - a. Select "Notification Settings"
  - b. Enable notifications
  - c. Tap on "Bus Notifications"
18. Bus notification
  - a. Enable each bus
19. Password
  - a. If you ever need to change your password, go to "Settings" and click "Change Password"
  - b. Enter your email
  - c. Tap "Submit"
  - d. Check your email
  - e. Tap "ok"
20. Profile
  - a. Verify your information
  - b. Optional: add your birthday by tapping the calendar icon
  - c. Click save

