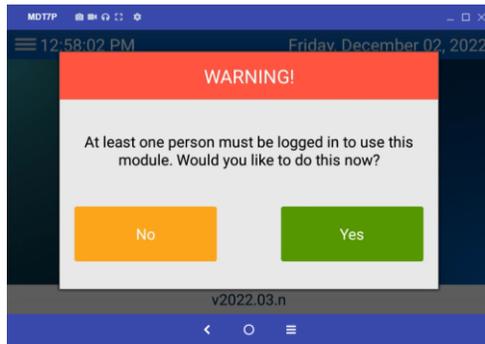


## BusGuardian Login with PIN Authentication

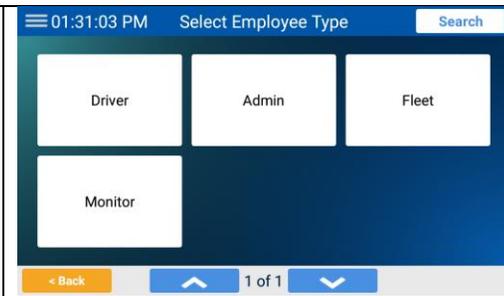


The BusGuardian application will launch to the Welcome! screen. To begin the login process, click the Start button.

If you do not have any users authenticated with a PIN and attempt to reach the Home screen by of using the Menu slider and selecting Home then you will be presented with a popup notification that requires at least one user to be fully authenticated.



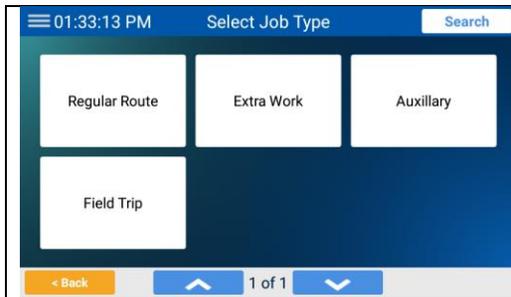
Next, enter your employee id. Click Next once that is complete.



Next, select employee type.

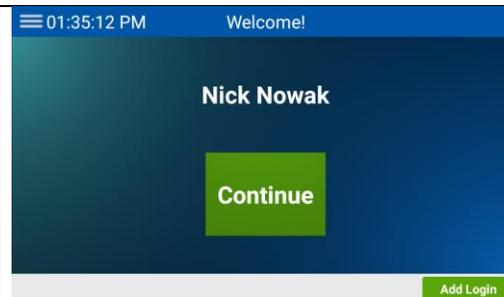
In the case that the customer only has one employee type available as configured by TAA system setting in the K-12 website, then this will be skipped, and that employee type will be automatically selected.

## BusGuardian Login with PIN Authentication

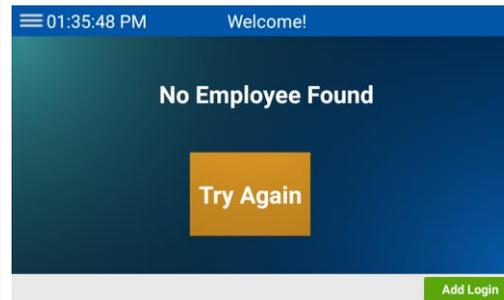


Next, select job type. This is typically the type of work that is being performed on the vehicle.

In the case that the customer only has one job type available as configured by TAA system setting in the K-12 website, then this will be skipped, and that job type will be automatically selected.



The employee will then be authenticated. If the ID matches an employee, then the user will be presented with the name that matches the employee ID that was entered. Click Continue.



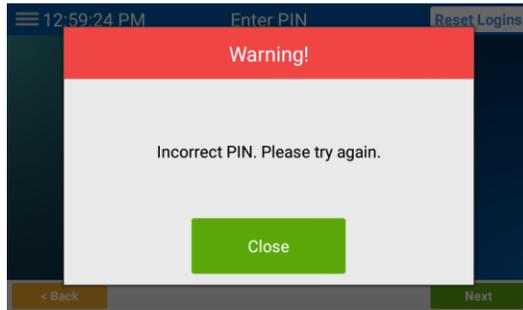
In the case that the employee ID entered does not match any employees in the Time and Attendance system, the user cannot proceed any further. Either try again with another ID. If the user believes that the ID is not the issue they will need to speak to their transportation admin.



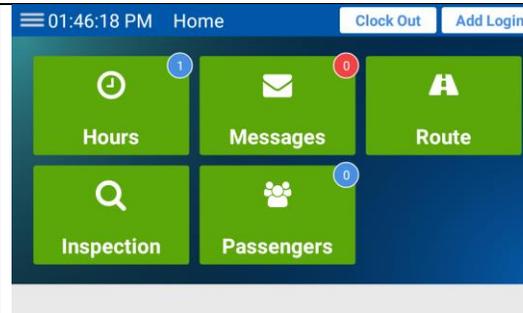
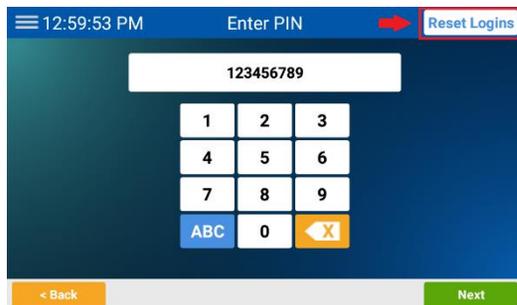
If the user has been correctly authenticated, then will then need to enter their PIN to continue. Initially, the PIN will be the same as their employee ID they entered in step #2.

## BusGuardian Login with PIN Authentication

If an incorrect PIN is entered, the user will be presented with a popup.



If a user gets stuck and needs to try the entire process again, please use the 'Reset Logins' button at the top right-hand corner to reset. This will return the user to step #1.



Once fully authenticated with the employee ID AND PIN, the user should finally arrive at the Home screen.

In order to access the Hours module, the user will once again need to enter their PIN. This provides security in order to prevent another from accessing another user's virtual timecard.