

STARS Quick Start Guide

(Highly recommended to watch BOTH videos under the “Demo Video” link before registering)

1. Go to www.starstran.com
2. Click “Register” in the top right hand corner.
3. Fill in required fields and click “Continue”.
4. Double check information and fill in required payment information. **(\$1/total district student enrollment)**
5. After you submit your registration, you will receive an email with an **activation link**.
6. Once you **activate your account**, you can go back to the home page and click “Login” in the top right hand corner.
7. Once logged in, you will see your districts dashboard. The following steps **MUST** be completed to **set up your dashboard** before anyone can register for the app:
 - a. “Profile” tab-
 - i. Enter the two phone numbers you want the two emergency call out features to dial from the app.
 - ii. Enter your districts personal 4 digit “Passcode”. This is the code anyone who downloads the app and tries to register under your district will need in order to access the app for your district. Each district sets this themselves and can change it at any time. Once a person uses the code to download the app, they will not need the new code if you change it to access the app.
 - b. “Campuses” tab-
 - i. Click on the “Add New” tab in the right hand corner to add your list of campuses. You will want to add one that says “_____ ISD” so your district employees or drivers that aren’t assigned to a specific campus can select the ISD as a choice from the app. If you want the discipline referral forms filled out by driver’s through the app to also go to a principal automatically, make sure to enter a “notification email” address at the bottom for each specific campus. (If you have all your campuses in a spreadsheet already, you can click on the “CSV File Upload” as well.
 - c. “Route Info” tab-
 - i. Click “add new” in the top right hand corner and fill in the required fields to add your routes to the system. If you have seating charts, maps, or turn by turn instructions, you will add them here for each route. Your drivers and sub drivers will have access to that info through the app.
 - d. “Vehicles” tab-
 - i. Click “add new” in the top right hand corner to add your list of vehicles. You will want to add your busses and white fleet so anyone using the app for your district can choose the correct vehicle. (If you have an excel spreadsheet of your vehicles, you can upload it to the system. Take a look at the sample provided on the website.)
 - e. “Forms” tab-
 - i. Upload forms such as insurance cards, step by step instructions for a mechanical failure or accident, extracurricular rosters, or any other forms you want your drivers to have access to through the app.
 - f. “Maintenance Threshold Settings” tab-
 - i. Use this to set the thresholds you want for your district to notify you when it’s time to perform certain maintenance on your fleet. (i.e. bus- oil change- 6000 miles)