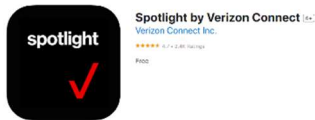


Commonwealth University of Pennsylvania Bloomsburg University Campus Shuttle Tracker Instructions

1. Download the **Verizon Spotlight** App on either IOS or Android



2. Log into the universal account
 - a. Username: **bubus@commonwealthu.edu**
 - b. Password: **bloombus**
3. You will be prompted with a series of questions.
 - a. Do you have a Reveal or Fleet account?
 - i. **Reveal**
 - b. What is your region?
 - i. **North America**
 - c. Accept the Terms of Agreement
4. You're now ready to use the app!

Please note that the Shuttles update near real-time (around every 45 seconds).

- To view when a shuttle has last updated its locations, click on its icon and see the *last update* tool tip.

Green Arrow Icons are shuttles that are **in motion**.

Red Square Icons are shuttles that are **not running**.

Orange Pause Icons are shuttles that are **idling**.

- Sometimes shuttles that are not currently transporting students will show idling in a location for long periods – this shuttle will eventually start its route again or stop running.