

Durham Region Transit – Web Portal User Manual

Introduction

Durham Region Transit's (DRT) new Web Portal allows customers to receive real-time departure times and service alerts for their favourite stops and routes on their mobile phone. Customers that log into the Web Portal can create a profile and add daily events based on route or stop number. The customized profile will send a text message to the customer's mobile device.

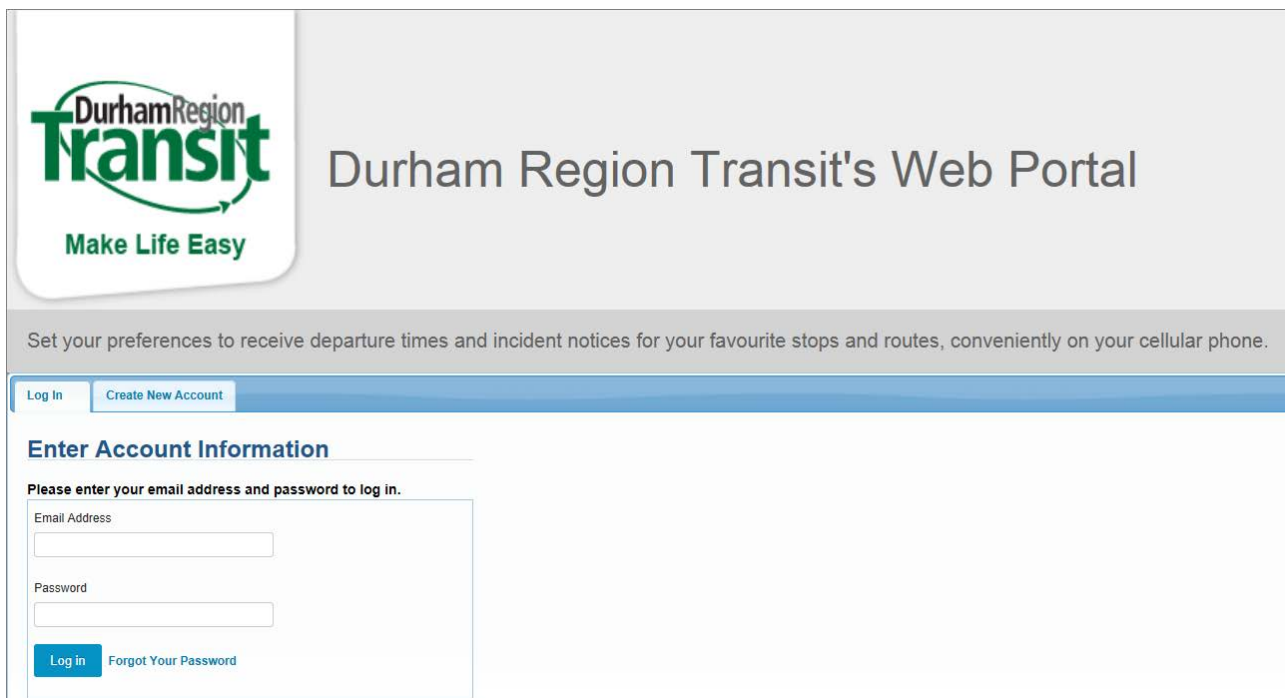
Login or Set up a New Account

Type in the URL below or select [here](#).

URL – <http://10.120.64.150:8080/portal/web/profile.html>.

Existing Users

Enter the email address you registered with and the corresponding password and select Log In.



The screenshot shows the login page for the Durham Region Transit's Web Portal. At the top left is the logo for Durham Region Transit, which includes the text "Durham Region Transit" and "Make Life Easy" with a green circular arrow graphic. To the right of the logo, the text "Durham Region Transit's Web Portal" is displayed. Below this, a grey banner contains the text: "Set your preferences to receive departure times and incident notices for your favourite stops and routes, conveniently on your cellular phone." Underneath the banner is a blue navigation bar with two buttons: "Log In" and "Create New Account". The main content area is titled "Enter Account Information" and contains the instruction "Please enter your email address and password to log in." Below this instruction are two input fields: "Email Address" and "Password". At the bottom of the form is a blue "Log in" button and a link for "Forgot Your Password".

New Users

1. From the tabbed horizontal menu, select Create New Account.
2. Enter and confirm a valid email address and password.
3. Select Create. A confirmation message will display above the tabbed horizontal menu.
4. From the tabbed horizontal menu, select Log In.
5. After successfully logging in, a page with your favourite stops will be displayed.
6. From the tabbed horizontal menu, select Profile.
7. Enter your first and last name as well as your postal code. Select Save.
8. Select Add New Phone Number and enter your mobile phone number. Select Save.
9. You will then need to select Opt In. You will receive a code via text message. Enter that code into the box, when prompted.

Adding Stop Locations

1. From the tabbed horizontal menu, select Stops.
2. Select Add New Stop.
3. Enter a stop number. If you do not know the stop number, use the embedded search function.
4. Use the check boxes and select the day(s) of the week and time that you travel. Then, enter the number of minutes ahead that you would like to receive a text message alert.

Below is an example of a customer requiring a text message alert for Route 402 King, at stop number 1160, 15 minutes prior to 07:00, on weekdays:

Add New Stop ✕

Stop Name or Stop Number

Route

Days of Week

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Time of Day
 ⊞

Minutes Ahead

Removing a Stop

1. Select the row containing the stop you wish to remove.
2. Select the garbage can icon on the right side of the row.
3. Select Remove when prompted if you are sure you want to delete the stop.

Bulletins (Service Alerts)

1. From the tabbed horizontal menu, select Bulletins.
2. Select Add New Route.
3. From the drop-down list, select the route you wish to receive Bulletins for.
4. Select Save.
5. The route will be listed in the Your Bulletins list.

Logout

1. To logout, select the Logout button at the bottom of any page.