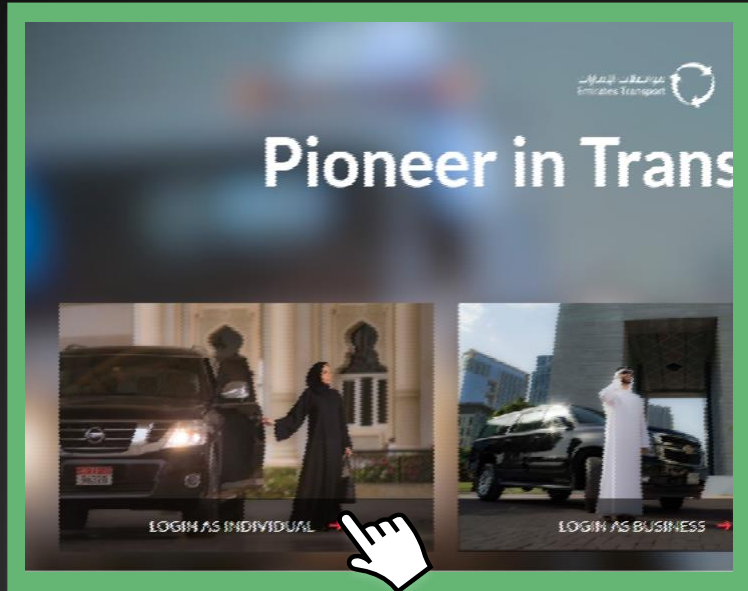# STUDENT TRANSPORTATION PORTAL

We would like welcome parents to register their children
for school transportation services through our new online portal OneET
for easy access and better customer service

Following is a guide on how to register your student

- Navigate to **http://one.et.ae.** You will see this page

- Please click **Login As Individual** for Student Transport Services

- Parents must register themselves first to register their children for student transportation
  You can register by using:

  1. Social Login: **Google or Facebook**

  2. Manual Registration: By using **Not a member** Link
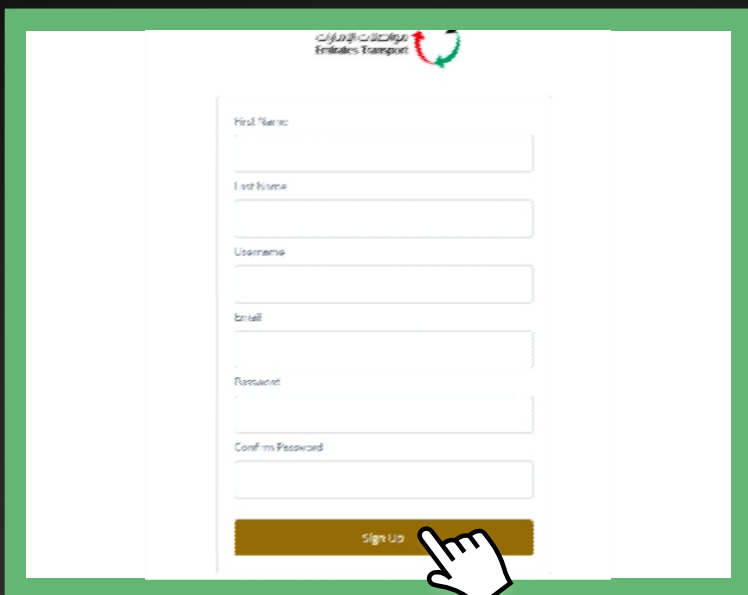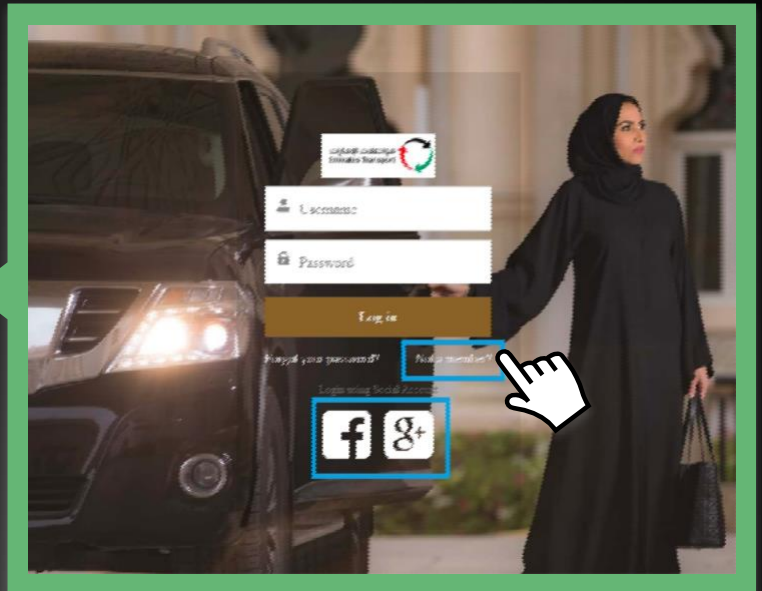
- If you don't use your social Login, please click on **Not a Member** for manual registration and you should see this screen

  1. **Username** should be in email format: Ex: smith123@gmail.com

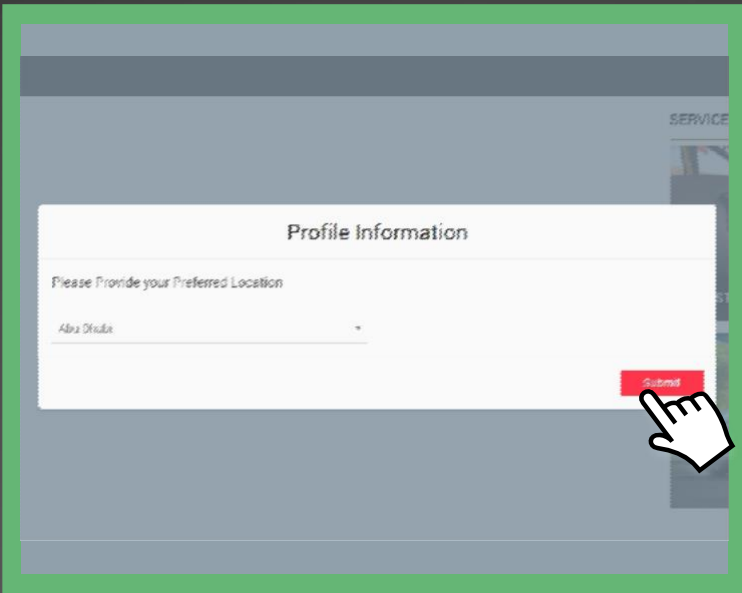 2. **Password** should be minimum of 8 characters and alphanumeric

Step 4

- After successful registration,
  You will be redirected to this page

- Please accept **Terms and conditions**
  to proceed
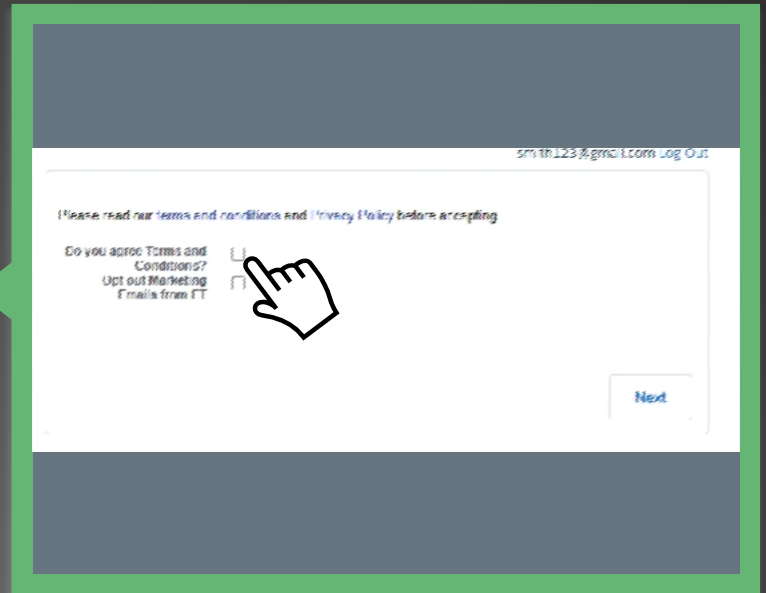
Step 5

- Please **select your emirate** and
  Click Submit

Step 6

- Please click on **student transport**

Profile Information

Please complete your profile to continue

(EID) 784 — — —   (Phone) +971 —

Back   Submit

- Please provide **emirates id and phone number** and click submit

Add Your Child   My C

Add your children to manage their bus services

- Please click **Add your child** to enter your child's information

PERSONAL   OTHER   UPLOAD

Add Child   (×)

Government School ○ University ○ Nursery

te School 🔍	First Name	First Name
e Name	Last Name	Last Name
No./Student Id	Email	rini.sujitha@smeartt.com
nality	Gender	Gender
— — —	(Phone) +971	766554345
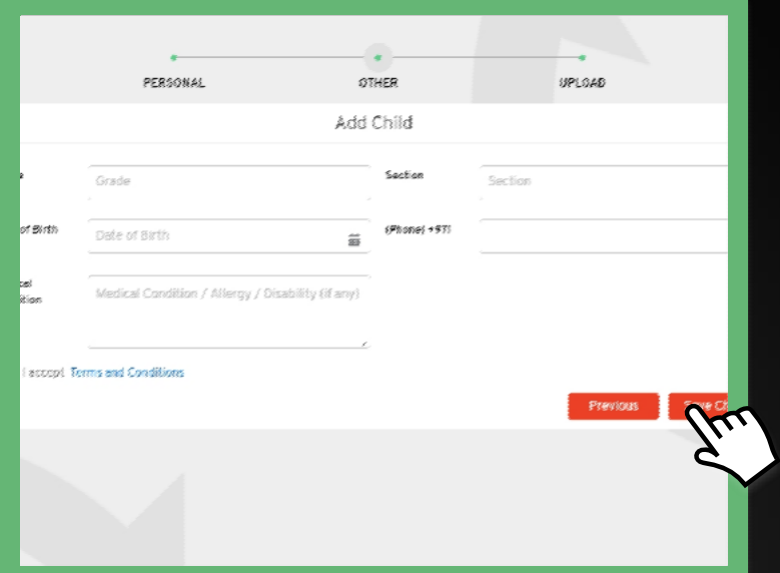
Next

- Please **complete the information** to add your services

Step 10
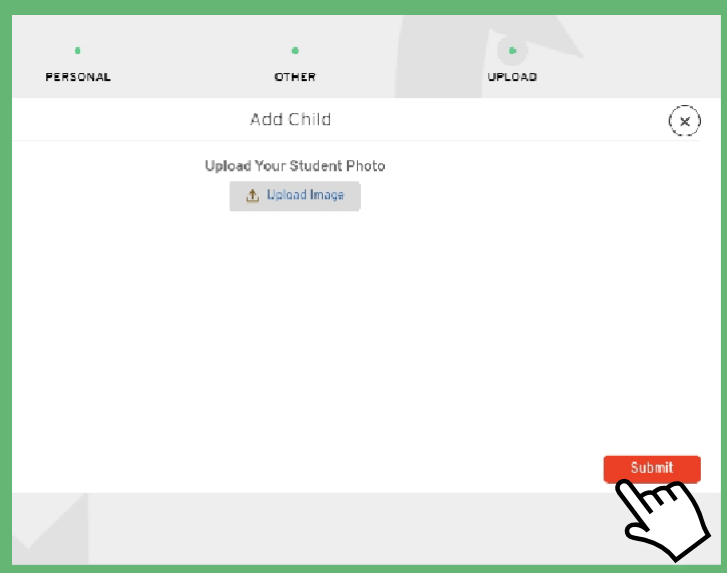
• Please **complete more information** to add your services and click save

PERSONAL   OTHER   UPLOAD

Add Child

Grade   Section | Section

Date of Birth   (Phone) +91

Medical Condition / Allergy / Disability (if any)

I accept Terms and Conditions

Previous | Save Ch

Step 11

PERSONAL   OTHER   UPLOAD

Add Child

Upload Your Student Photo

⬆ Upload Image
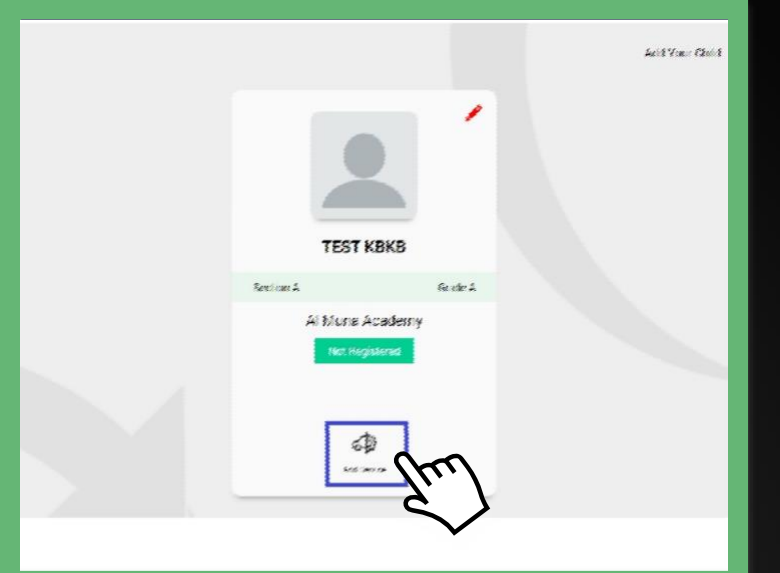
Submit

• **Upload student photo** and click on submit (optional)

Step 12

• Once you completed adding your child details, Please **click add service button** to add your preferred service request

TEST KBKB

Section 1   Grade 1

Al Muna Academy

Not Registered

Add service

- Please fill the **service information** as shown here

Note:
Service Type:
1. **Yearly:** From Pickup start date to End of the June.
2. **Quarterly:**
   a. 1st Term: From requested Pickup start date to December End
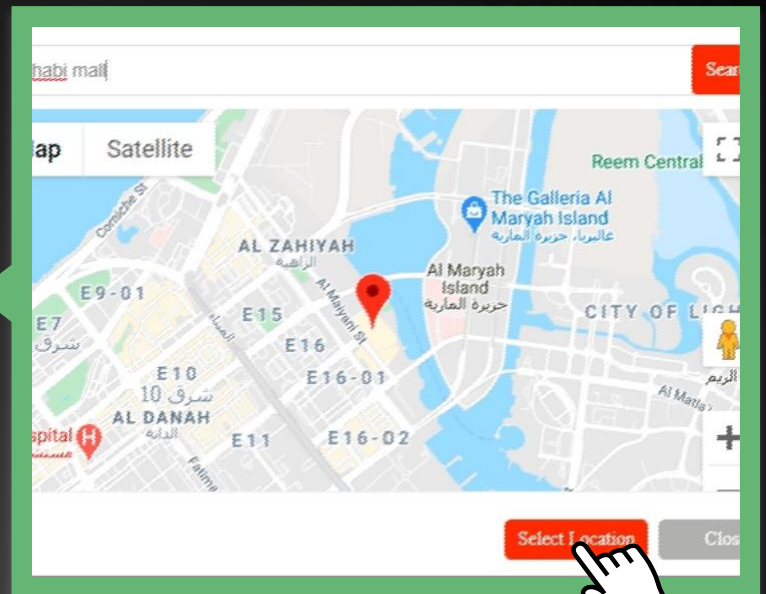   b. 2nd Term: From requested pickup date to March End
   c. 3rd Quarter: From requested pickup date to June End

- Note: Your current location can be taken from **Use Current Location** feature.
  If you feel the current location is not accurate, you can use the **Get Location** feature to drop a pin on the exact location as shown here

- Enter your preferred **start date** of school transportation and **Fare** is automatically calculated as shown here. Please **click Save** to submit

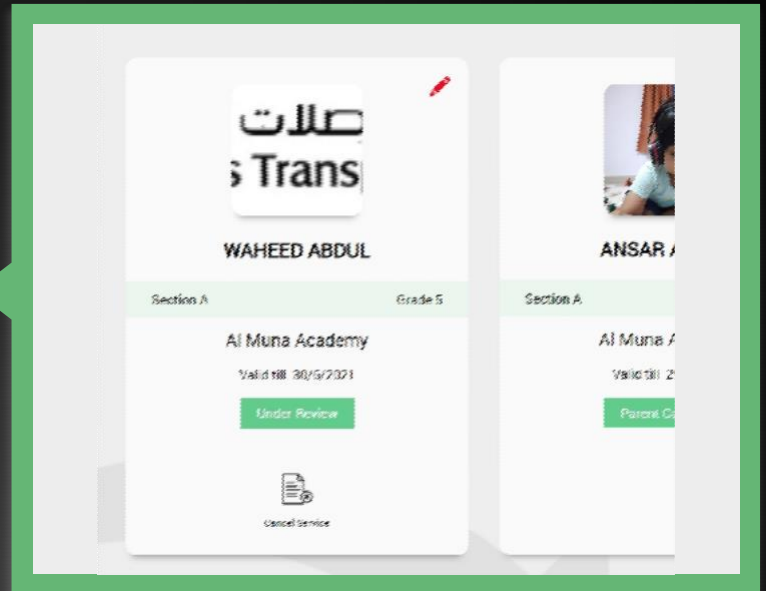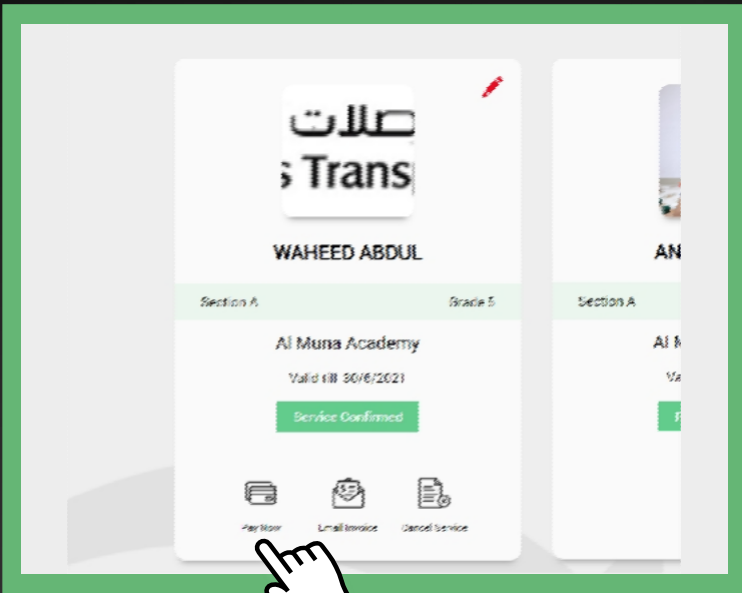**Step 16**

- Once your transport request has been submitted, the coordinator will review your request and once confirmed you will receive an email and the dashboard will be updated.
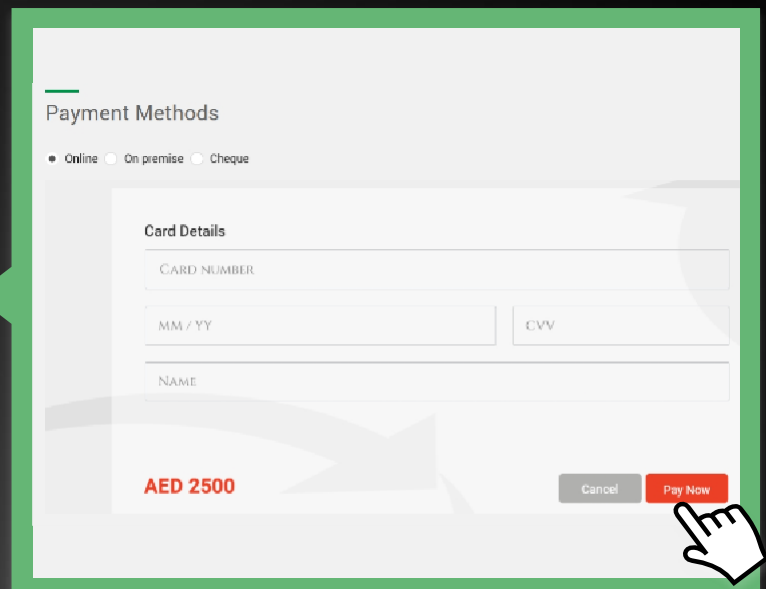

Step 17

- Once school coordinator approves your request, you can proceed to payment by clicking **Pay Now** button as shown here
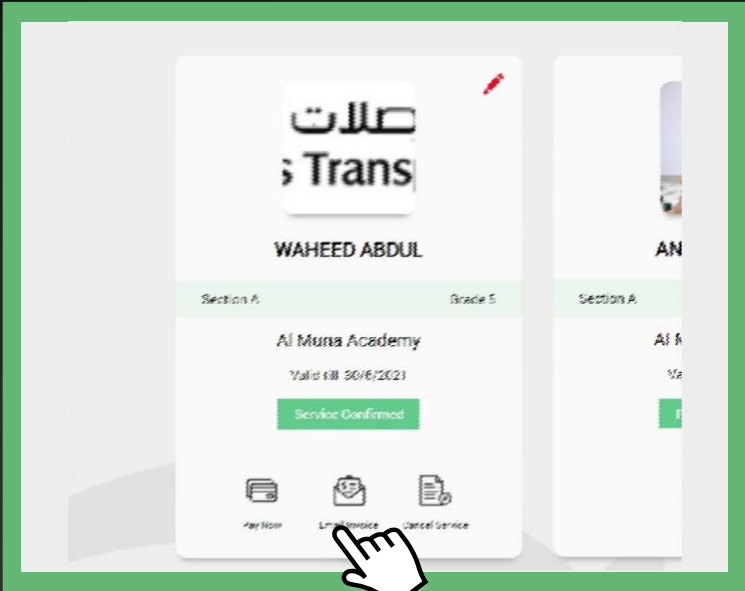

Step 18

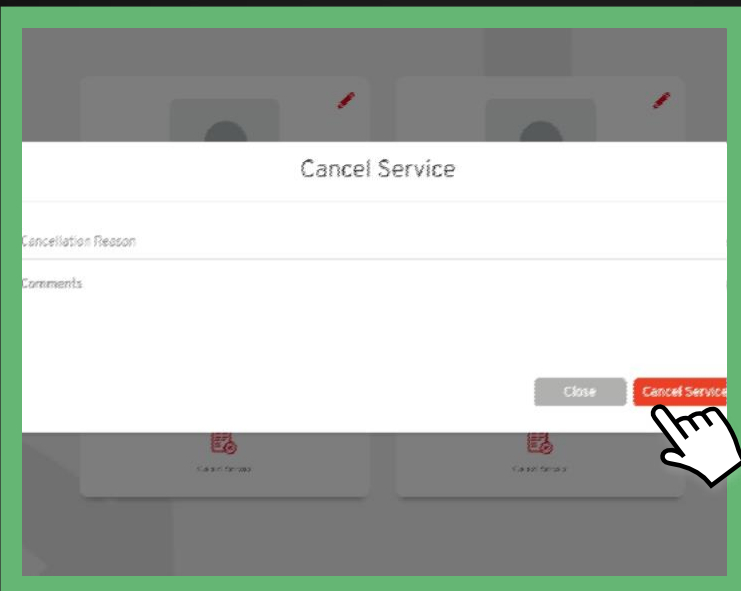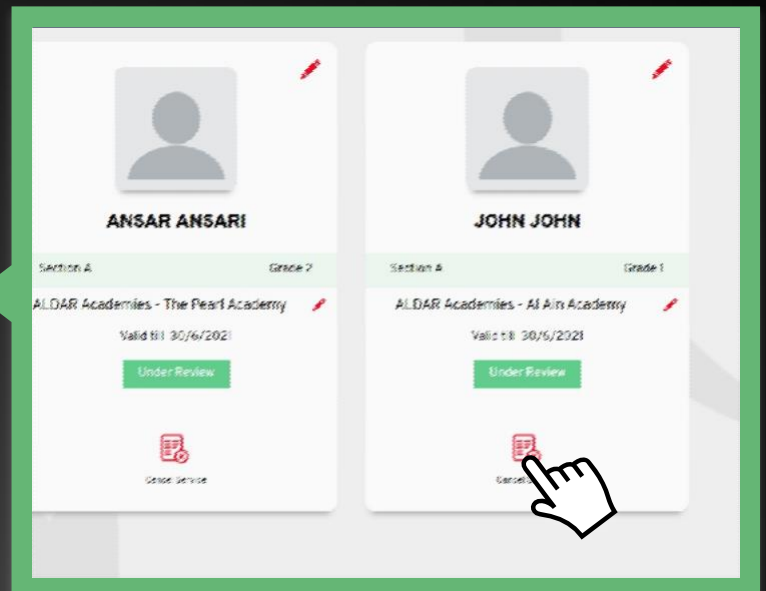- Please **enter card details** and click pay now button

- Click on **Email Invoice** to get the invoice on your Email.

CANCEL SERVICE BEFORE PAYMENT

- Click **Cancel Service** to cancel the service before payment

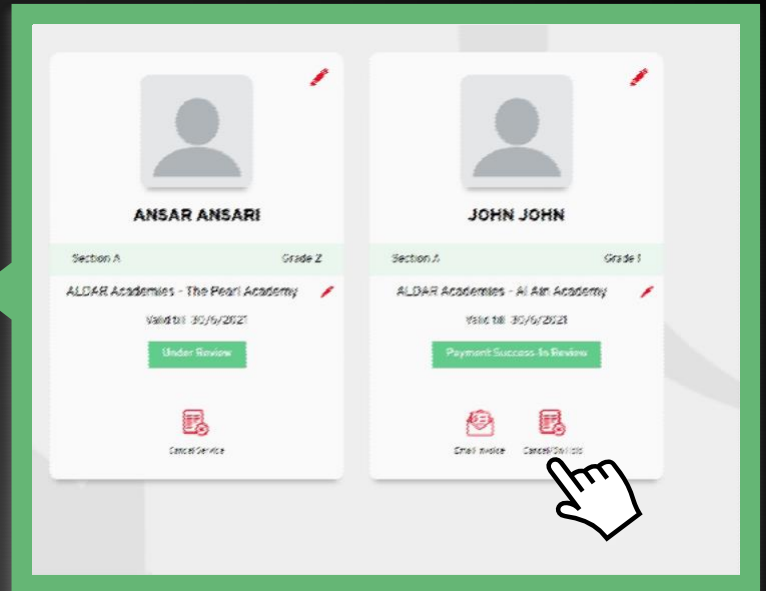- Enter the cancellation reason and comment and click **Cancel Service**

Step 22

CANCEL SERVICE AFTER PAYMENT

- After payment, if you want to cancel the service, click **Cancel/On hold**

Step 23

- If you want to put the service **On hold**, enter the cancellation effective and end date, enter your comments and click Deactivate.

Step 24

- Click Activate button if you want to **reactivate** the service anytime
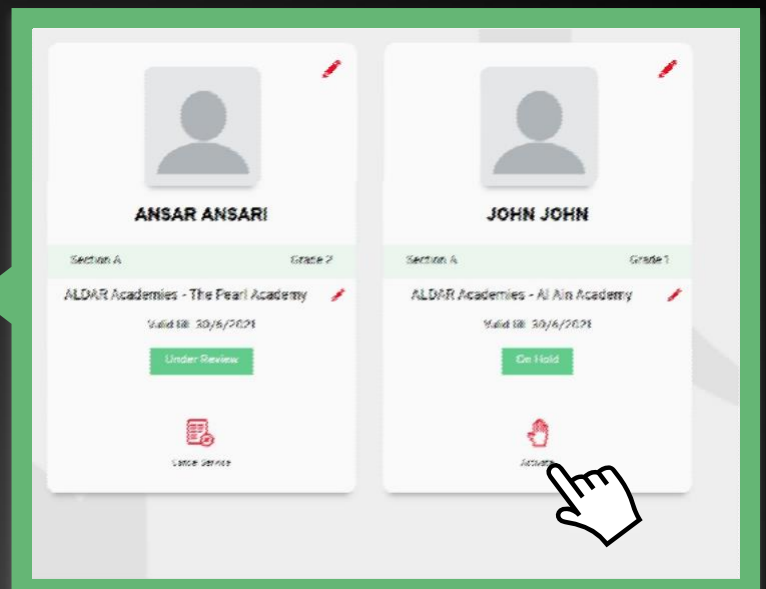
- If you want to cancel the service permanently, choose **Permanent cancellation**, enter your comments and cancellation reason and click Deactivate

- If you need **refund**, click Yes and enter your Bank details and attach Emirates ID and click Deactivate

Note:
The refund amount will be credited to your bank account

- Click Edit button to **update your child pick up or drop off locations**

Step 28

- Under Service Information, Click update to **update your location**

Step 29

- Choose the new location and click **Update Location button**

Note:
If the new location chosen is available, it will be approved.
If the location chosen is not available, it will be rejected and an email will be sent to you regarding the same
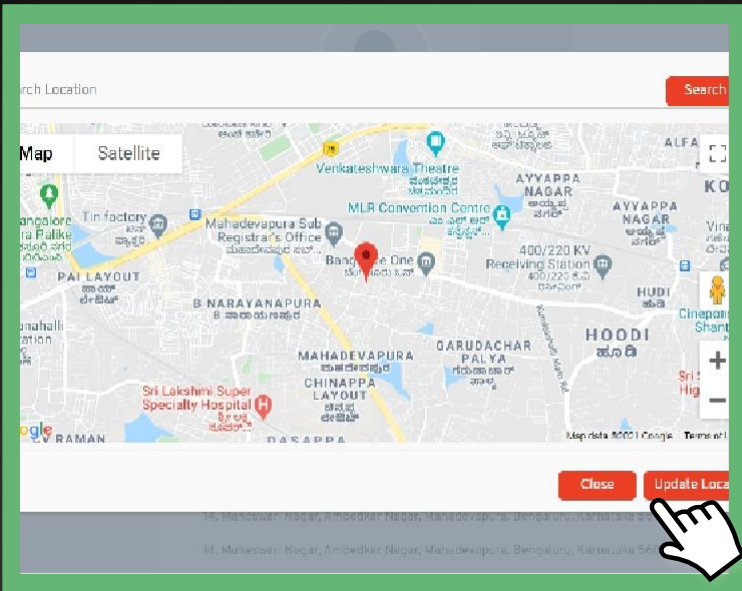
Step 30

CHANGE OF SCHOOL BEFORE PAYMENT

- Click Edit button beside school name to **Change School**

Change School

School Name | Search

Note: Change of school will lead to cancelling the current request if any.

Close | Change School

- Choose the new school and click **Change School button**

Note:
If you have a existing service for this child, the service will be closed and you have to add the new service for the new school again
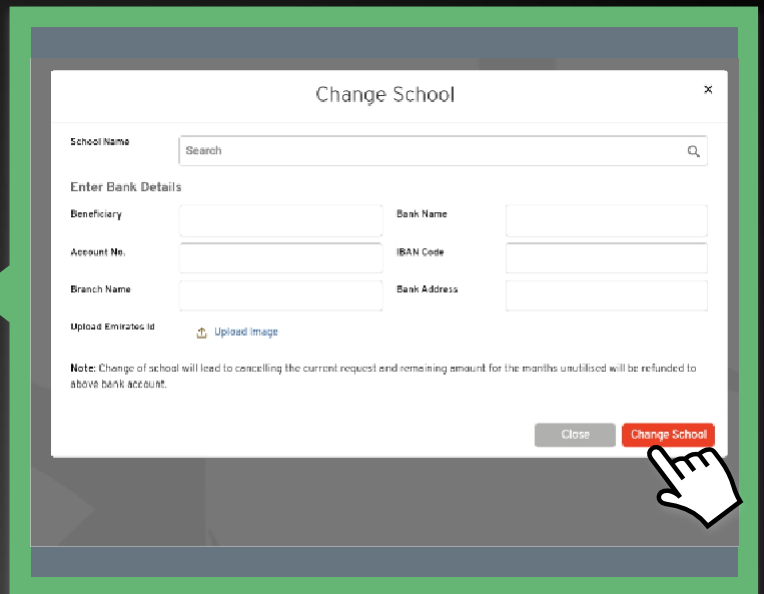

CHANGE OF SCHOOL AFTER PAYMENT

- Choose the new school and Enter your Bank Details for refund and click **Change School**

Note:
When a new school is chosen the current service will be deactivated automatically and a new service should be created

Change School

School Name | Search

Enter Bank Details

Beneficiary | | Bank Name
Account No. | | IBAN Code
Branch Name | | Bank Address

Upload Emirates Id | ⬆ Upload Image

Note: Change of school will lead to cancelling the current request and remaining amount for the months unutilised will be refunded to above bank account.

Close | Change School

RENEW SERVICE

ANSAR ANSARI

Section A | Grade 2

ALDAR Academies - Al Muna Academy

Valid till 28/2/2021

Payment success

JOHN JOHN

Section A | Grade 1

ALDAR Academies - Al Muna Academy

Valid till 28/2/2021

Payment success

- To **Renew your service**, click Renew button

Note:
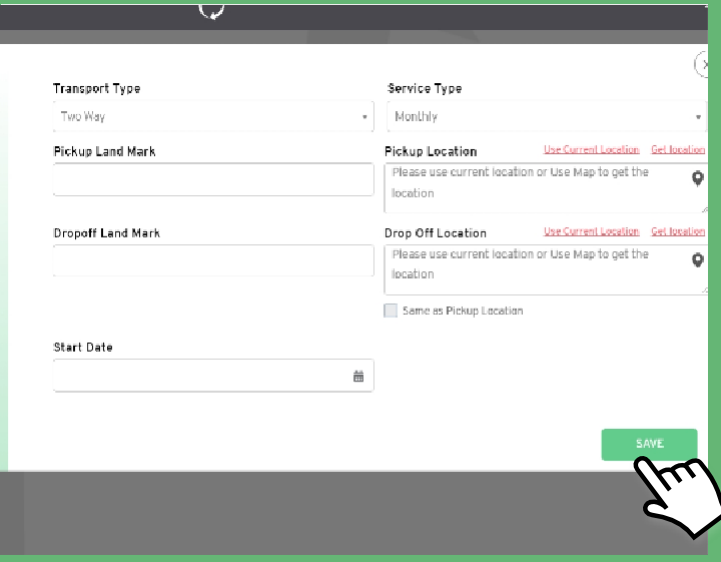The Renew option will be enabled within a month of service expiry date
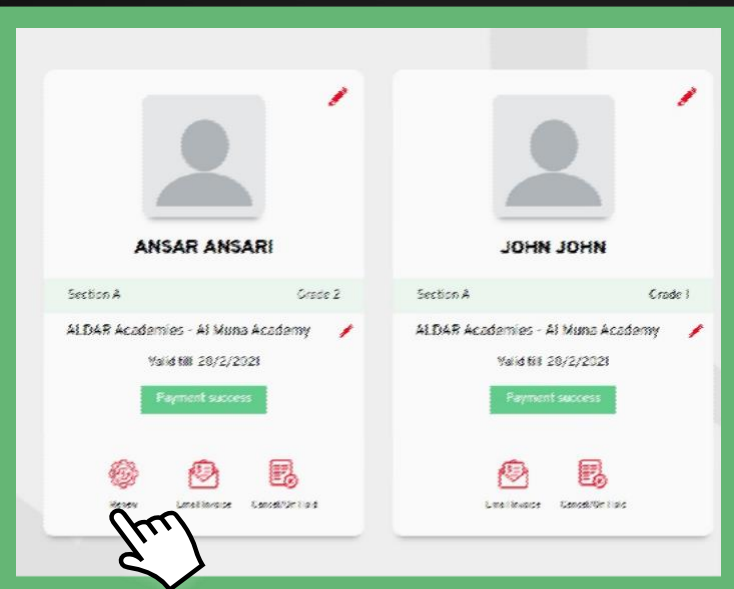
Step 34

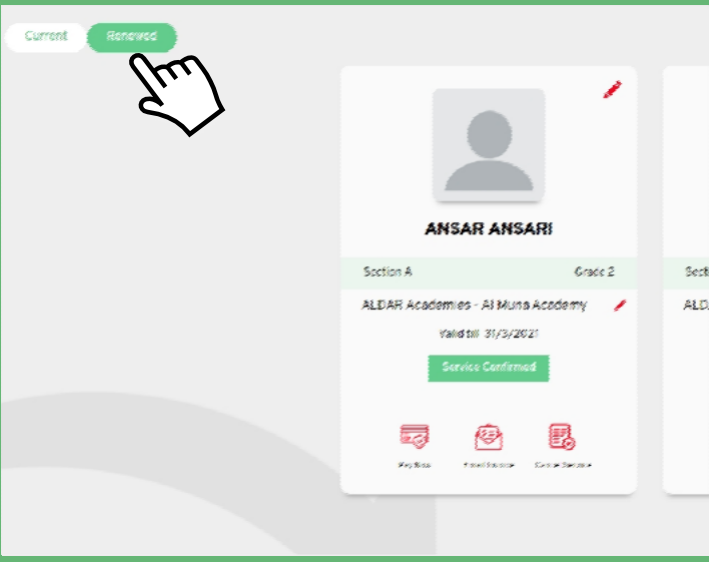• Fill in the required details and click save button

Note:
If the current and renewed service are same, it will be automatically approved. Otherwise it will go to co-ordinator review

Step 35

• Click Renewed Tab to view your **renewed services**

Note:
You have to pay the amount before the expiry of current service