

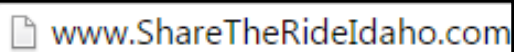
# MY COMMUTER CREW

AN ACHD-COMMUTERIDE PROGRAM

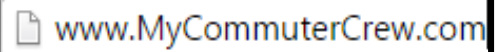
## How Do I Create a User Account

My Commuter Crew is Treasure Valley's online ride-matching platform that allows you to track your smart commute trips, search for carpool partners, or find safe bike routes. Learn how below!

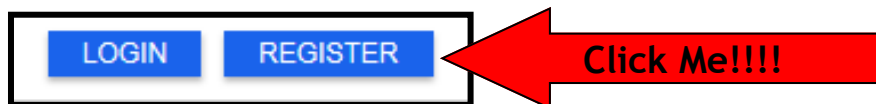
1 Go to EITHER [ShareTheRideIdaho.com](http://ShareTheRideIdaho.com) OR [MyCommuterCrew.com](http://MyCommuterCrew.com).



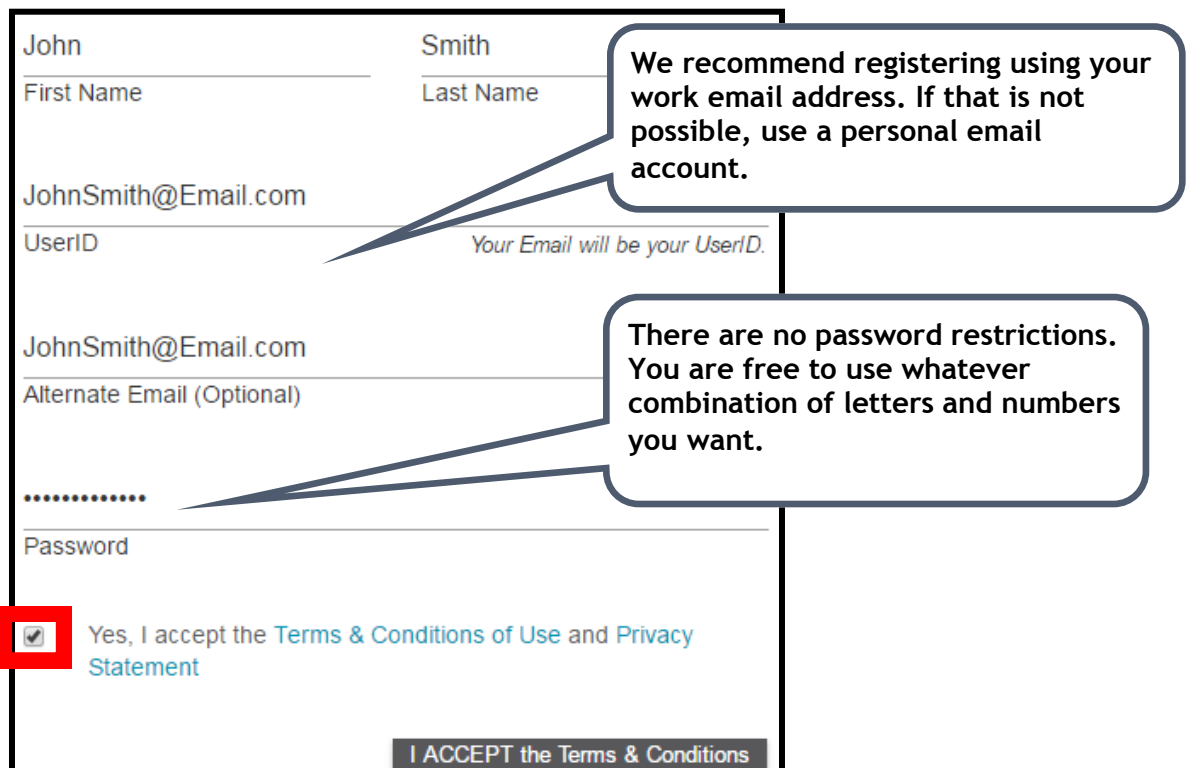
OR



2 At the top right of the screen you'll see two buttons. Click Register.



3 The first Registration page is straight forward. Provide an Email.



The registration form contains the following fields and annotations:

- First Name:** John
- Last Name:** Smith
- UserID:** JohnSmith@Email.com. A callout bubble says: "We recommend registering using your work email address. If that is not possible, use a personal email account." Below the field, it says "Your Email will be your UserID."
- Alternate Email (Optional):** JohnSmith@Email.com
- Password:** A field with a masked password ".....". A callout bubble says: "There are no password restrictions. You are free to use whatever combination of letters and numbers you want."
- Terms & Conditions:** A checkbox is checked, with the text "Yes, I accept the Terms & Conditions of Use and Privacy Statement". A red arrow points to the checkbox with the text "CLICK ME!!".
- Submit Button:** "I ACCEPT the Terms & Conditions"

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The second registration page asks for basic contact information as well as some professional and personal information.

The screenshot displays a registration form with two tabs: 'PERSONAL INFORMATION' and 'ACCOUNT'. The 'PERSONAL INFORMATION' tab is active and contains three sections: 'Your Name', 'About You', and 'Contact Methods'. The 'Your Name' section has fields for 'First Name\*' (John) and 'Last Name\*' (Smith). The 'About You' section has radio buttons for 'Male', 'Female', 'Other Or Not Specified', 'Smoker', and 'Non-Smoker'. The 'Contact Methods' section has a 'Home or Work Phone\*' field with '555-5555' and an 'Ext' field. The 'ACCOUNT' tab is also visible and contains fields for 'Email/User ID' (jojo@jojo.com), 'Alternate Email', and 'Password' (Edit Password).

Contact Details Other than your first name is **WILL NOT BE SHARED WITH ANYBODY** unless you give permission to share your details.

If you are looking for a carpool partner, you can let your potential carpool partners know if you are Male or Female or if you are a Smoker or Non-Smoker.

If your employer has registered for a Employer Transportation website **AND** you signed up with your work email address, you will automatically be placed in your Employer's website. If you signed up with your personal email address, you can select your employer

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Create your Trip Profile.

**1 Name Your Trip**

Trip Name

My Commute

NEXT

Click NEXT

**2 Addresses**

1802 Dearborn Street, Caldwell, ID, 83605, Un

5714 W Fairview Ave, Boise, ID 83706, USA

Enter Home Address

Enter Work Address

**3 Select Trip Visibility**

Who Can Find Me: All Users

Who are:

Male  Smokers

Female  Non Smokers

Both  Both

If you are looking to find a carpool, biking, or walking partner, select the criteria for who you can see your profile.

**4 Schedule**

MONDAY - FRIDAY PER DAY NO SCHEDULE

Arrive At 8:00 AM

Depart 4:30 PM

Destination Destination

ADD COMMENTS ABOUT YOUR SCHEDULE

Select your daily commuting schedule.

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## Continuing Create Trip Profile.

**5 Select Ways to Travel**

- Carpool**  
Driver & Passenger
- Vanpool**  
Passenger
- Cycling**  
An Advanced Cyclist
- Transit**  
Mentor
- Walking**

Select all the Smart Transportation modes that you take to work.

**TIP:** Move your cursor over the icons to learn more about each travel mode.

If you are interested in being a Bicyclist Mentor or a Transit Mentor, select the respective icon.

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## Confirming Your Email

You are almost there! Your registration is almost complete!

*Now Just Confirm Your Email Address.*  
A "Confirmation Email" will be sent to you shortly with an embedded link.

*Simply click on that link ... and you're done.*

If you have not received an email after ten minutes, make sure to check your spam folder.

**Once you've confirmed your email address, you'll be ready to share the ride!**

**Very Important!**

**You need to confirm your email address!**

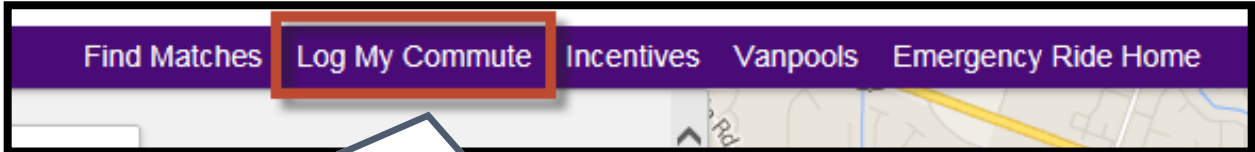
If you don't receive an email, check your spam/junk folder. If you still have not received an email, please contact [commutercrew@achdidaho.org](mailto:commutercrew@achdidaho.org)

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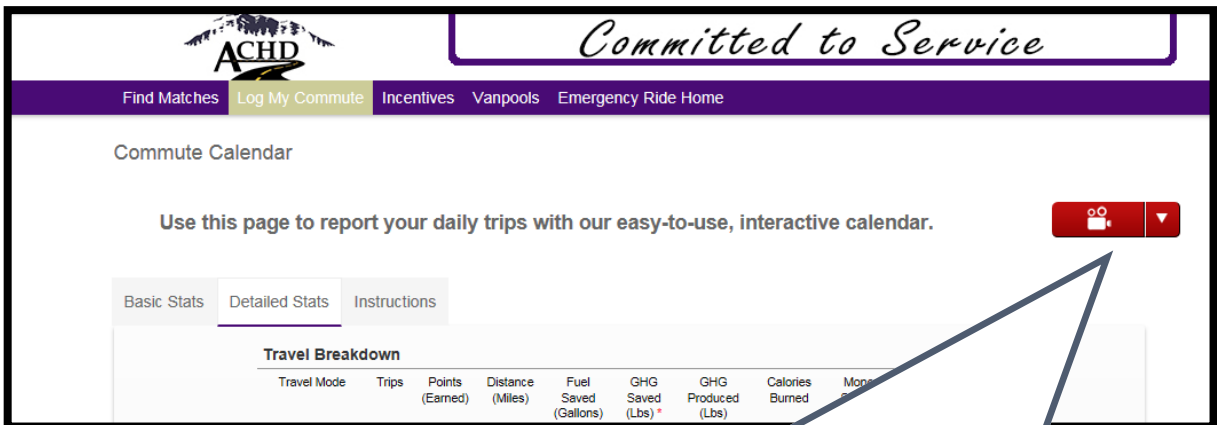
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Logging Your Trip in My Commute Calendar.



Click on Log My Commute then select My Commute Calendar.



Click on the down arrow to watch a short video on how to utilize your Commute Calendar.

8

Log Your Trips in My Commute Calendar.



You are now ready to start using My Commuter Crew and logging your commutes.  
If you have any questions, contact [commutercrew@achdidaho.org](mailto:commutercrew@achdidaho.org).