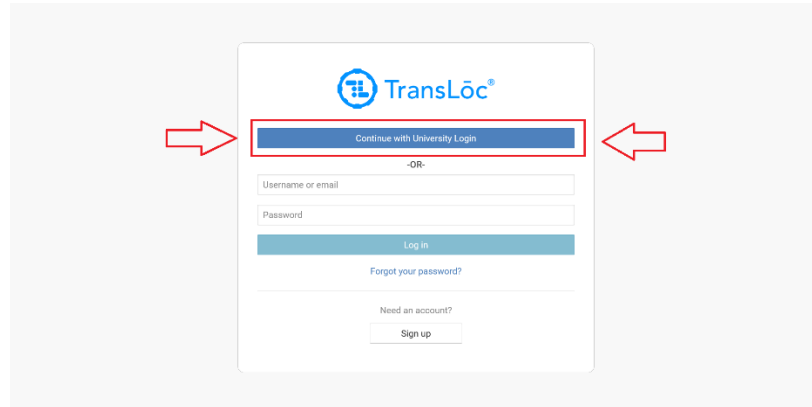
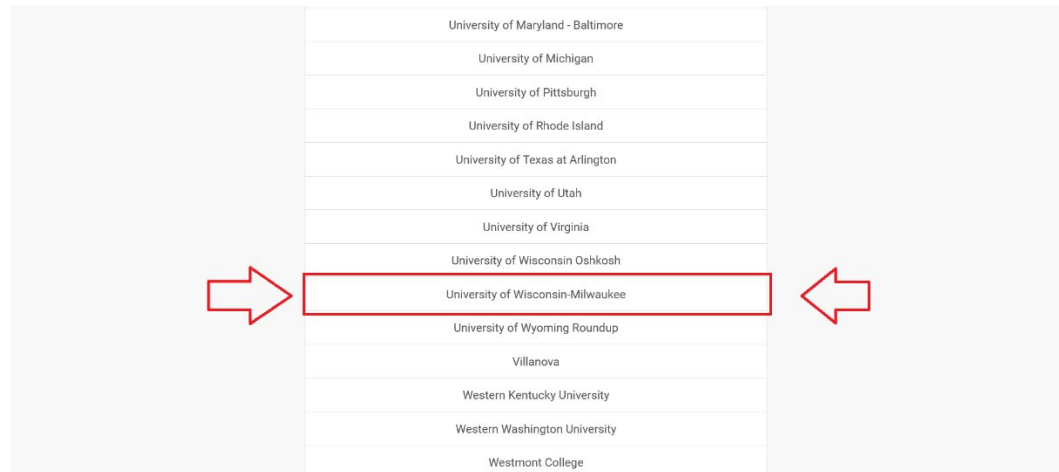


## TransLoc Web Portal User Guide

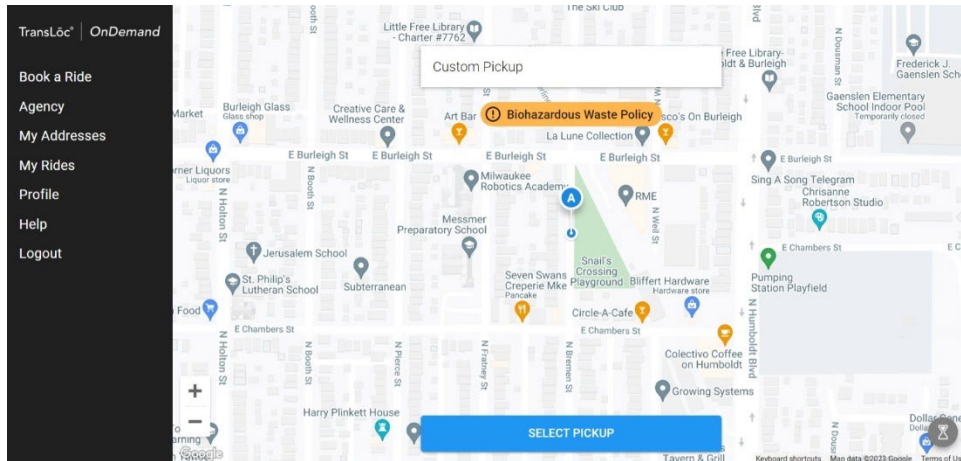
1. Visit: <https://ondemand.transloc.com/app>
2. Click Continue with University Login



- a.
3. Select University of Wisconsin-Milwaukee

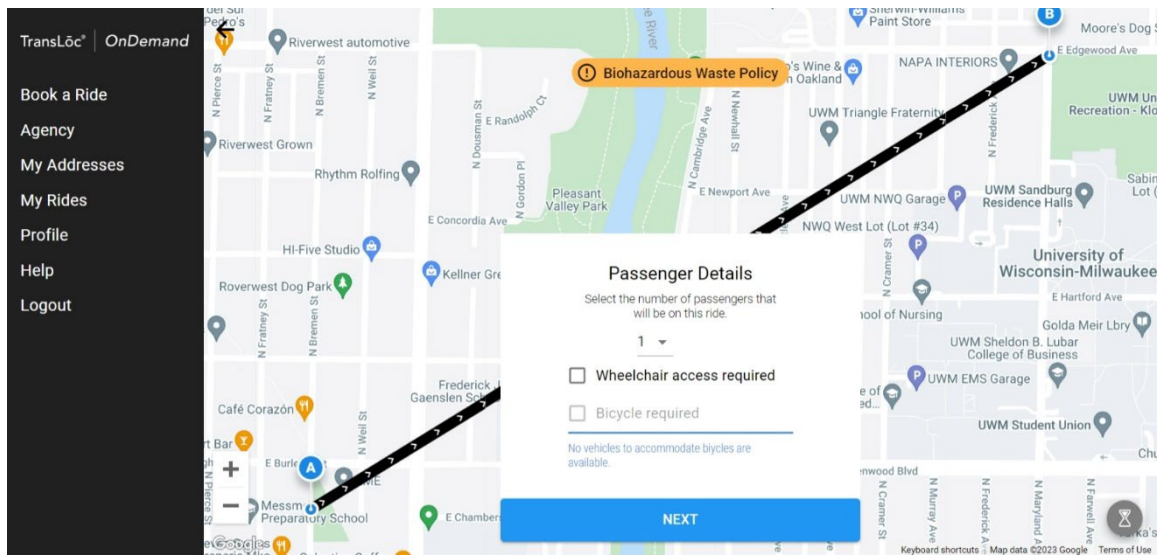


- a.
4. Log in with the UWM Single Sign on, which is used for Canvas, Outlook, OneDrive, and most other UWM sites. If asked to stay signed in, it is recommend that you do so.
5. You may be prompted to select your agency again. If so, select University of Wisconsin-Milwaukee. Otherwise proceed to the next step.
6. Navigate to the Book a Ride tab if not there already.
7. You will be asked to select a pick up location. You can do so by entering an address in the search bar or by selecting a location on the map. Then click select the Pick up Location button. The location must be within the BOSS service boundaries to qualify.



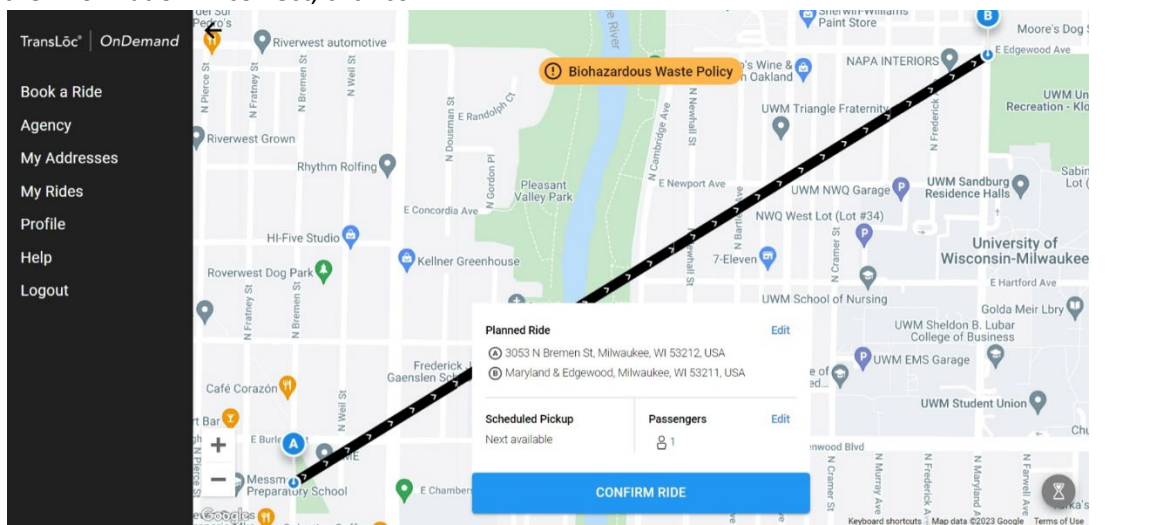
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8. Select the drop off location. The process is similar setting to the pick up location shown in the prior step.
9. Set the passenger details: the number of passengers and whether wheelchair access is required. Then click next



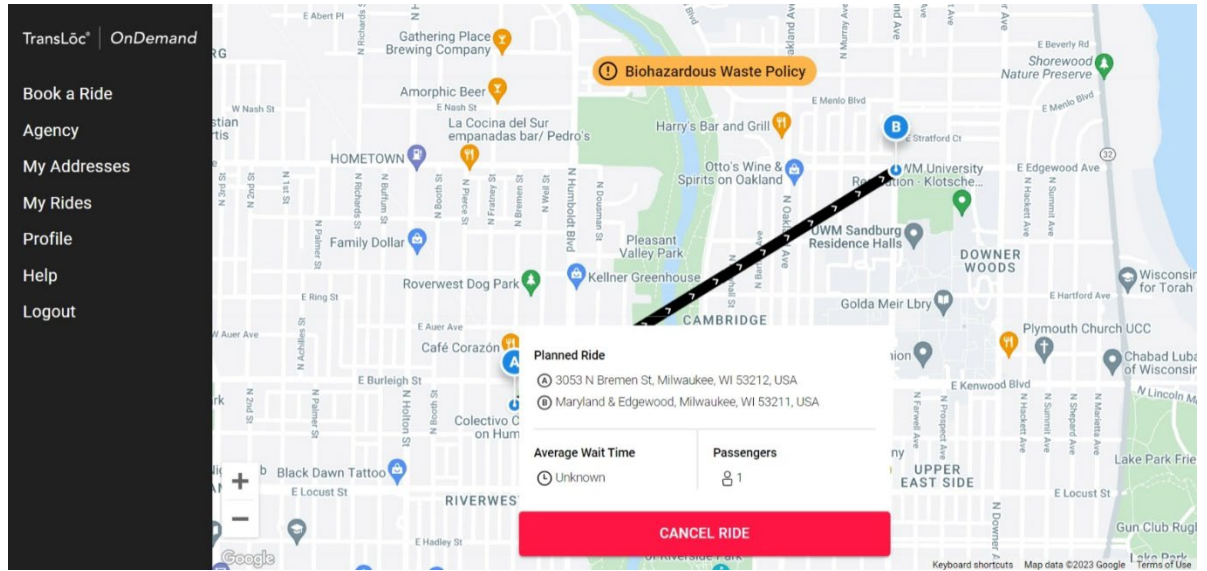
a.

10. Review the information. If correct, click confirm.



a.

11. You will see information about your ride and cancel if desired. Otherwise, you will receive updates when the ride is ready to pick you up.



a.