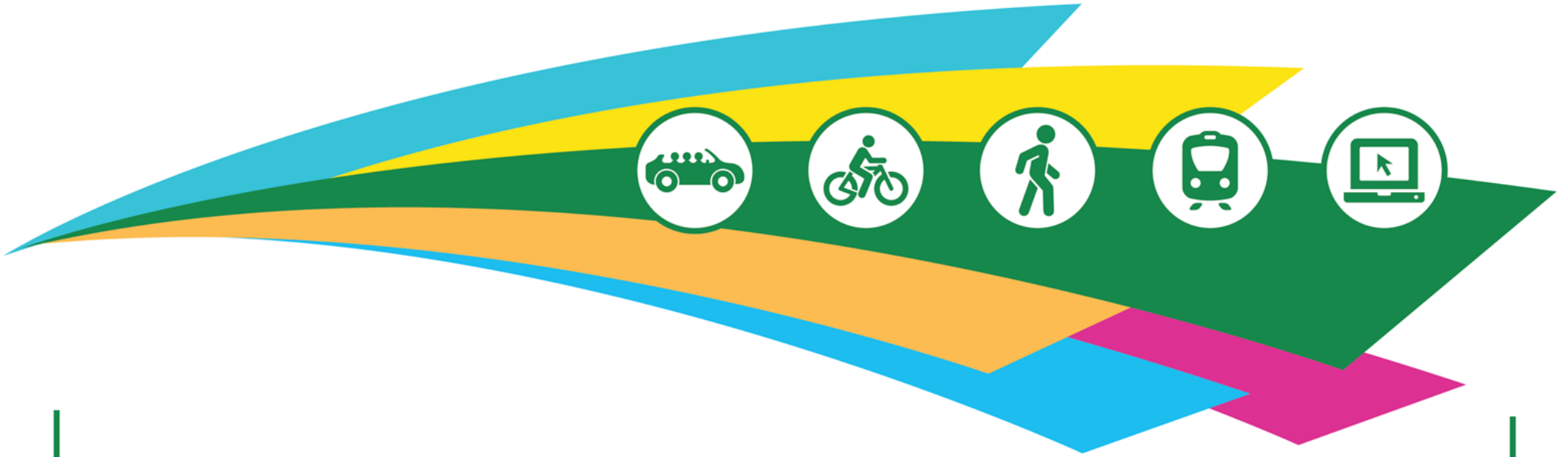
Smart Commute
A Program of METROLINX

SMART COMMUTE TOOL USER GUIDE FOR FACULTY,STAFF & STUDENTS

HUMBER COLLEGE - NORTH CAMPUS



Overview – Smart Commute Tool

- The Smart Commute tool is a trip planning tool that allows users to explore commute options, match trips with others and track personal impact.

How does it work?

- The Smart Commute tool (explore.smartcommute.ca) can be accessed using Google Chrome, Mozilla Firefox and versions 10 and 11 of Microsoft Internet Explorer. The tool is accessible via desktop, laptop, tablet and smartphone devices.
- The Smart Commute tool displays user trip information.
- Names and addresses are kept private. Information is only exchanged when a user contacts another user to request a carpool.

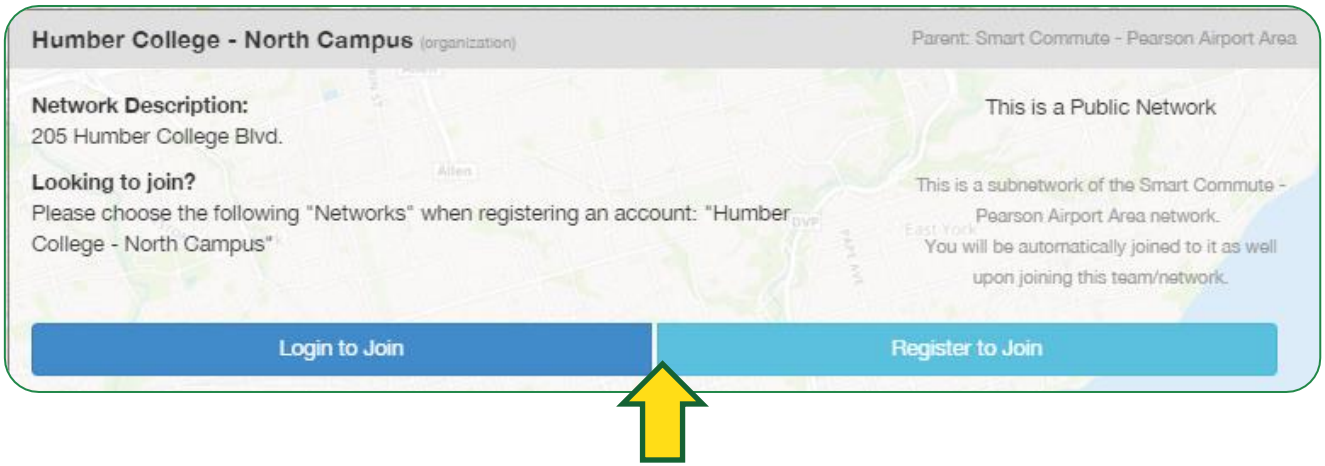
On the Smart Commute tool, users have access to:

- Registration/Login page
- Trip Planning Platform
- User Dashboard page
- User Profile page
- Events page
- Incentive Platform/Point Programs
- Challenge Platform
- Help/FAQ's/How to Videos

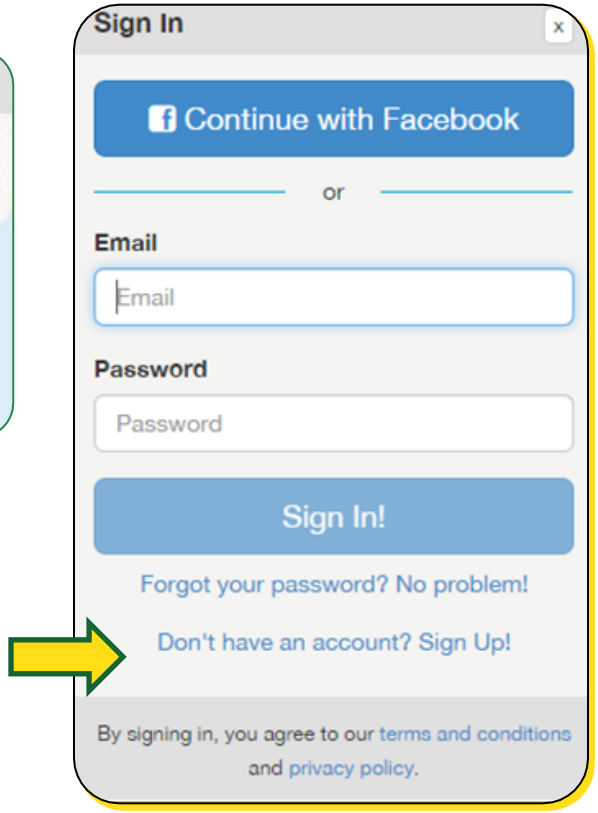
Smart Commute Tool – Getting Started

To register or log into an the Humber College – North Campus Smart Commute Tool visit:

- https://explore.smartcommute.ca/s/humbercollege-north and click on “LOGIN” to begin.



- Don’t have an account? No problem! Simply click on the “Register to Join” to register an account.



Smart Commute Tool - Registration

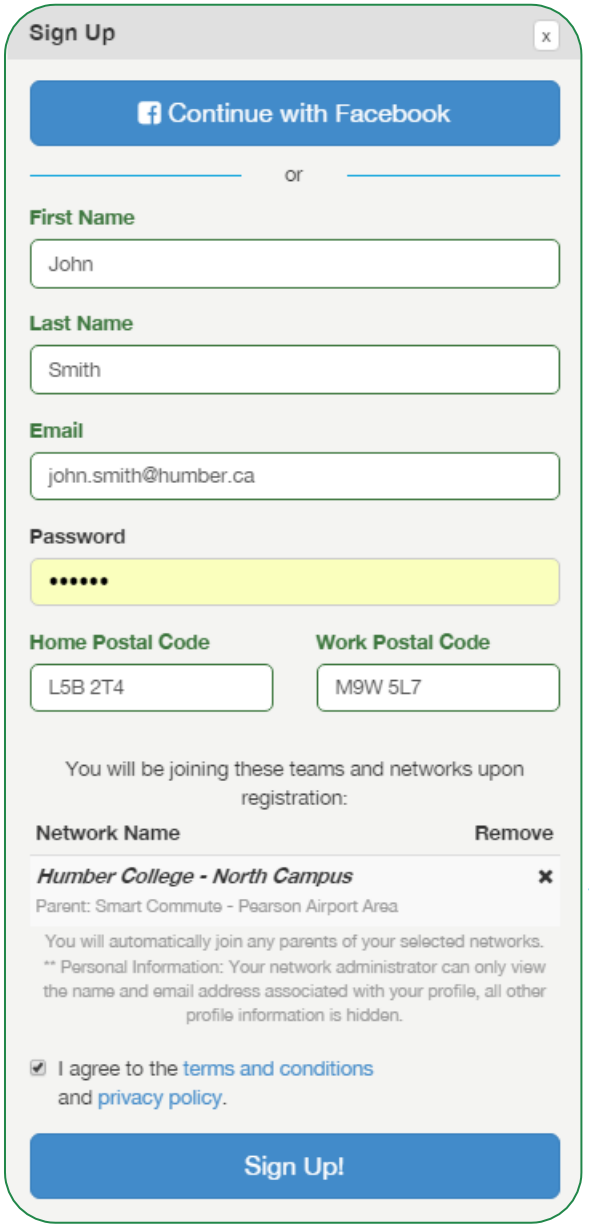
Users are encouraged to register an account by filling out the **"Sign Up"** form and completing the following fields:

- First Name
- Last Name
- Student, Faculty or Staff Email Address
- Password
- Home Postal Code
- Campus Postal Code
- Search Network
- Agree to website Terms & Conditions

Note:

1. *Users who register through the Smart Commute tool homepage must search for their campus name in the **"Search Networks"** drop-down menu.*

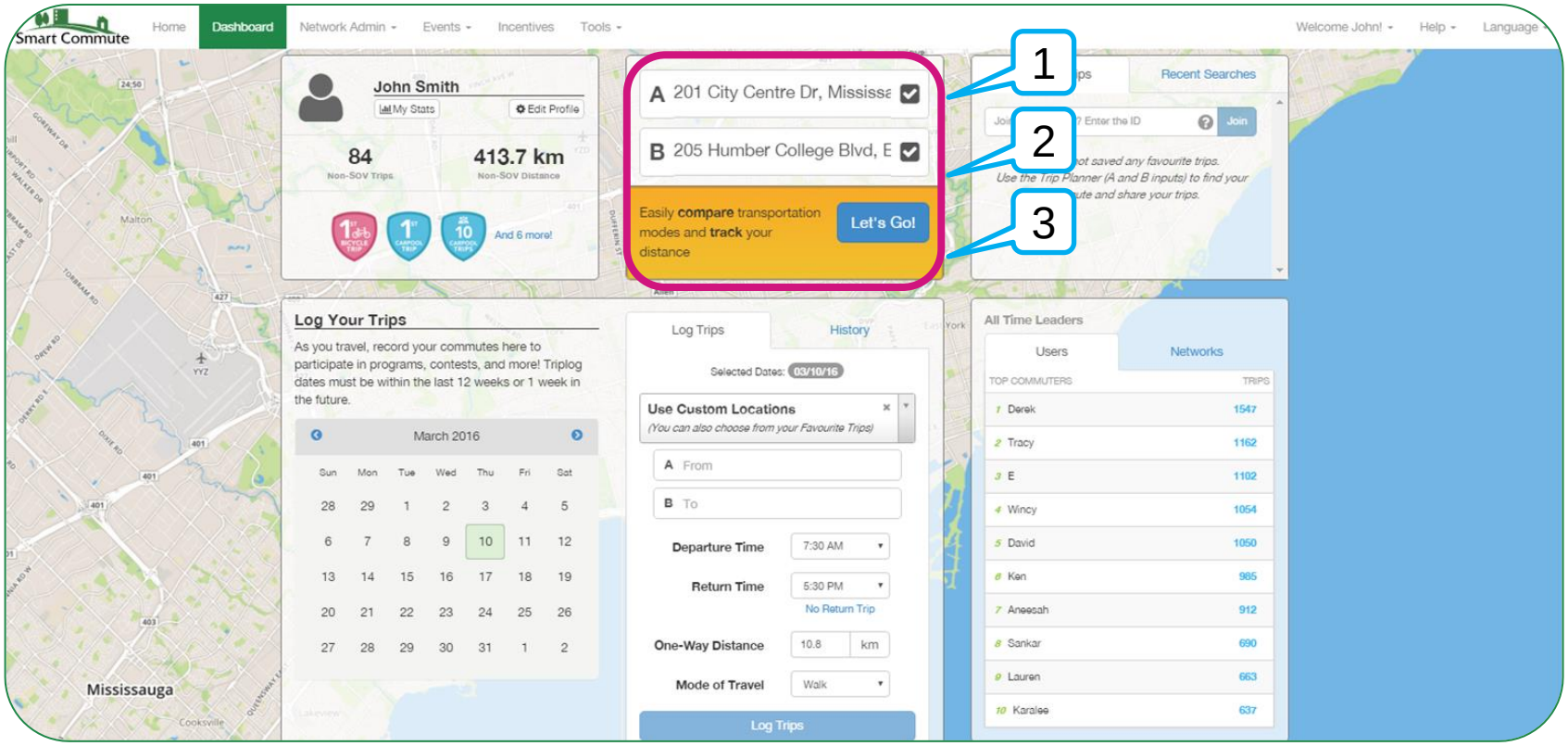
2. *Users who register on the Smart Commute tool using a custom URL link will have the **"Network Name"** field pre-populated with their campus name.*



Smart Commute Tool – Trip Planning

- To find trip options on the Smart Commute tool, users are encouraged to enter:
  1. An Origin Address "**A**" (e.g. Home Address)
  2. Destination Address "**B**" (e.g. Campus Address)
  3. Click on **"Let's Go"** to activate the search

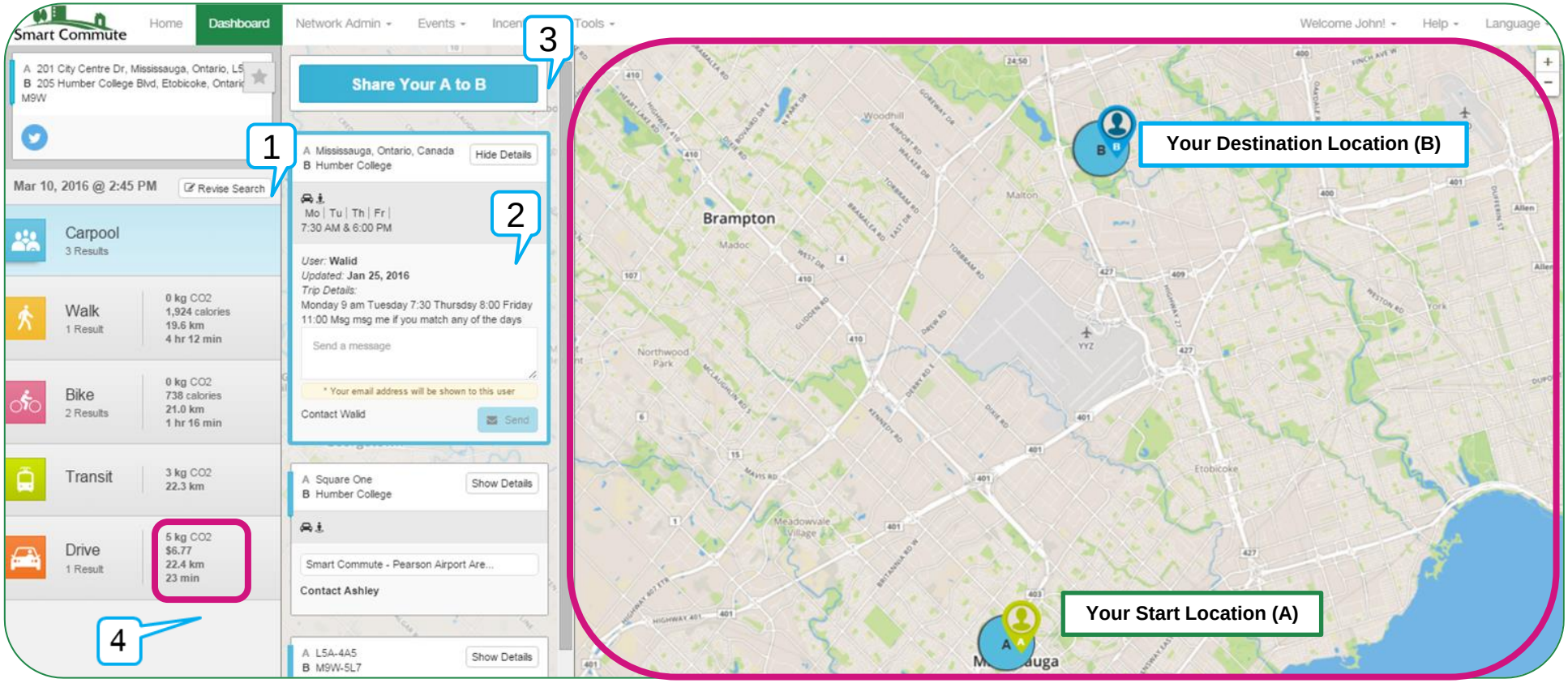
- **Note:** Users are encouraged to enter complete addresses to get the best trip results. Personal information is kept private and will not be disclosed to other users on the tool.
- Once the user clicks on **"Let's Go"**, they will be brought to the **"Trip Planner"** page.



Smart Commute Tool – Carpool Options

- The Trip Planner page displays mode options after the user has entered in their **Origin (A)** & **Destination (B)** fields on the dashboard.

- **The page below allows users to:**
  1. Revise trip search options by date and time.
  2. Review carpool matches, routes and allows for messaging capabilities.
  3. Save trip information by clicking on the **"Share Your A to B"** & **"Favourite Trips"** icons. By saving the information, the trip information will be displayed to other users who are looking to find a carpool.
  4. View Calories, Time, Route(s), and Distance by each mode.



Smart Commute Tool – Carpool Options

Below are the steps that a user can complete to post a carpool or "Favourite" a trip:

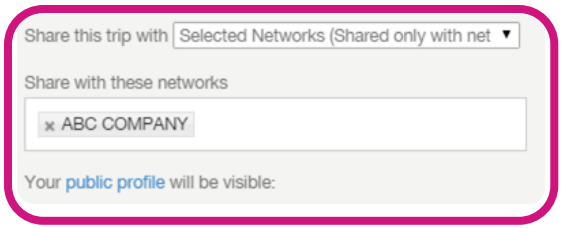
Step 1: Click on the "**Star Icon**" or **"Share Your A to B"** button to save a carpool trip. The carpool trip information will then be displayed to other users on the tool who are looking to find a carpool.

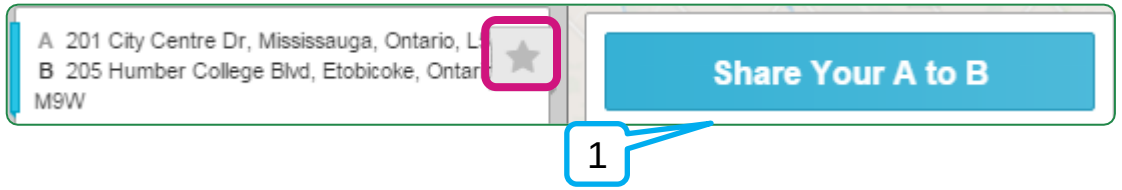
Step 2: Users can update their trip preferences by completing the following fields:

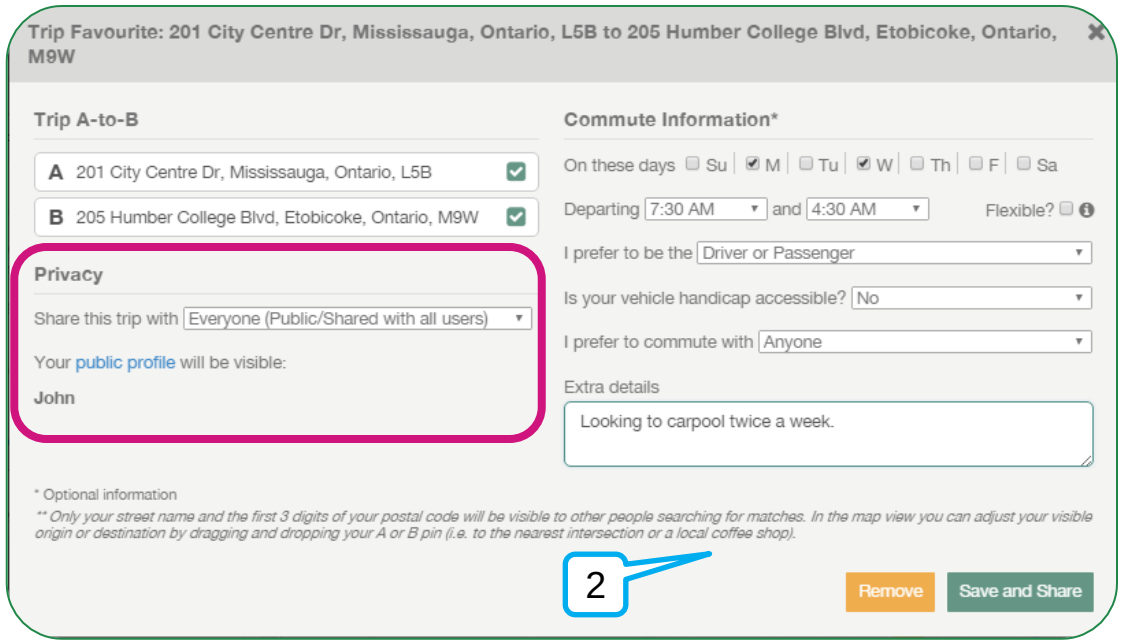
- Starting Point "A"
- Destination Point "B"
- Preferences:
  - Time/Day
  - Driver/Passenger/Both
  - Gender
  - Accessibility

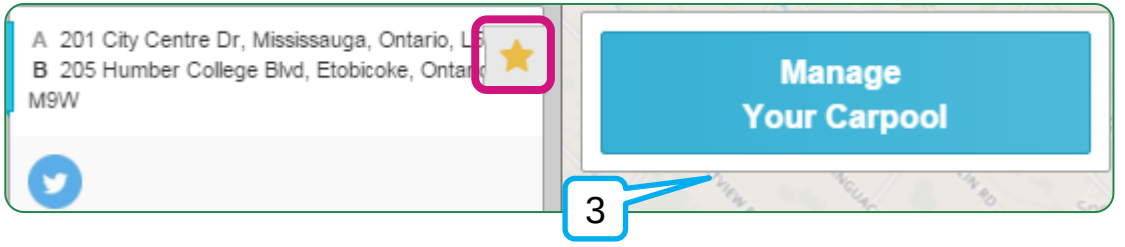
Step 3: By clicking on **"Save",** users will see that the star icon is now yellow and the blue button now says **"Manage Your Carpool"**. A Carpool ID Tag will also be displayed in the **"Favourite Trips"** area on the user dashboard.

***Note:** Users must share the trip on their own network in order for it to be seen by Network Admins on the tool.*









Ridesharing: How to Join a Carpool

If a user is looking to join a carpool, they will require a **Carpool ID Tag (e.g. DKH1HM)** that can be found on their Dashboard, in the **"Favourite Trips"** section.

Step 1: If the user is a **Carpool Owner** (this means they have shared their A to B or a favourite trip by clicking on the **"Star Icon"),** they will require their **Carpool ID (e.g. DKH1HM** to share with other users.

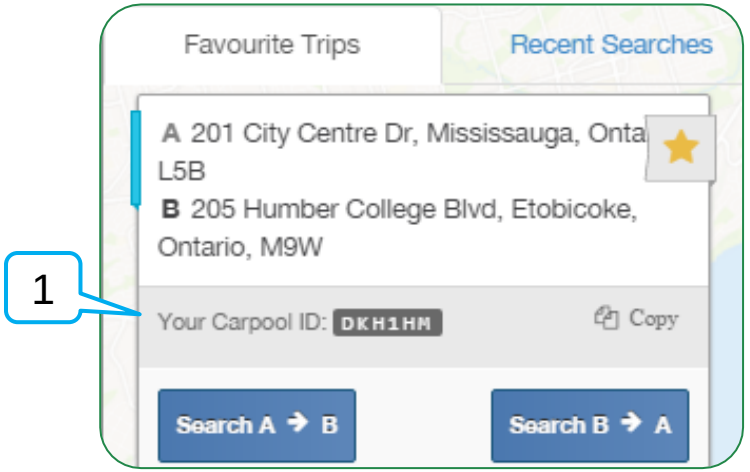
- The Carpool ID is located on the Dashboard, in the **"Favourite Trips"** section under **"Your Carpool ID**". Users have to send this ID number when messaging other users via email and encourage them to copy the ID tag, and enter it into their **"Favourite Trips"** section, and click **"Join"**.

Step 2: When a user **(Carpool Passenger)** receives the Carpool ID from the Carpool Owner via email, the user must copy and enter the ID number into the **"Join"** box under **"Favourite Trips".**

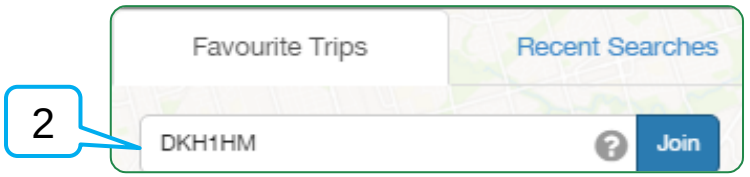
Step 3: The user **(Carpool Passenger)** then clicks the **"Join"** button and will see a message displayed stating that the two users are now in a carpool. Users can verify their Carpool in the **"Favourite Trips"** section of the dashboard.

- User's names and emails associated with the Carpool ID Tag will be displayed in the **"Favourite Trips"** section when the Carpool ID number has been entered.

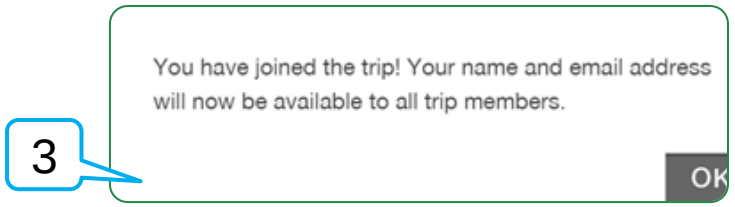
Step 1: Carpool ID



Step 2: Enter Carpool ID in "Join" box



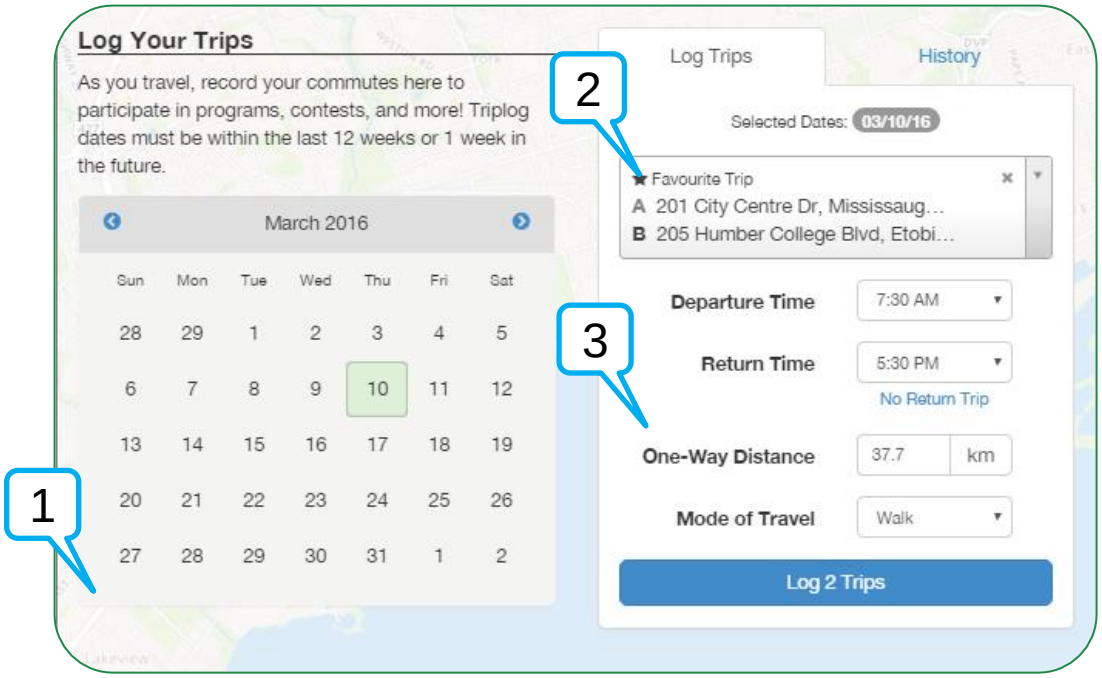
Step 3: Message Displayed

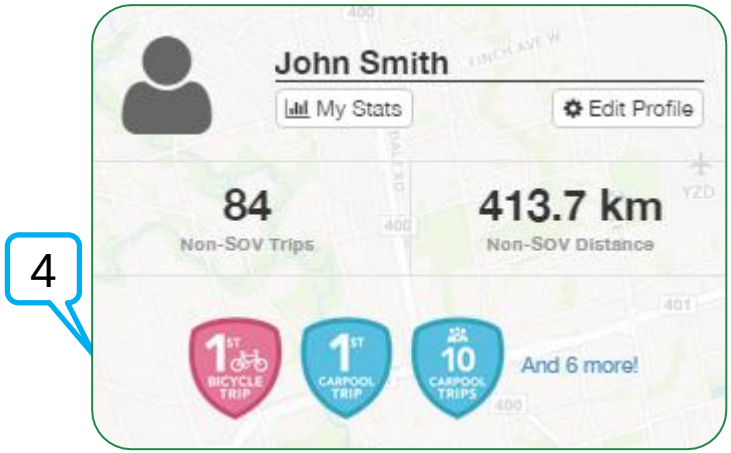


How to Log a Trip by Mode - User

To log a trip on the Smart Commute tool, users simply:

- **Step 1:** Select a date(s) from the calendar they would like to log an activity for.
- **Step 2:** Select a saved **"Favourite Trip"** from the drop down menu or add a new Origin (A) & Destination (B).
- **Step 3:** Complete the following fields:
  - Departure Time
  - Return Time
  - Kilometres Travelled One-way
    Note: *when you enter in the address the kilometres are pre-populated*
  - Select a Mode of Travel (Carpool, Walk, Bike, Transit etc.) & click **"Log Trips"**
- **Step 4:** As the user continues to log their trips online, medals are earned on the user's dashboard.



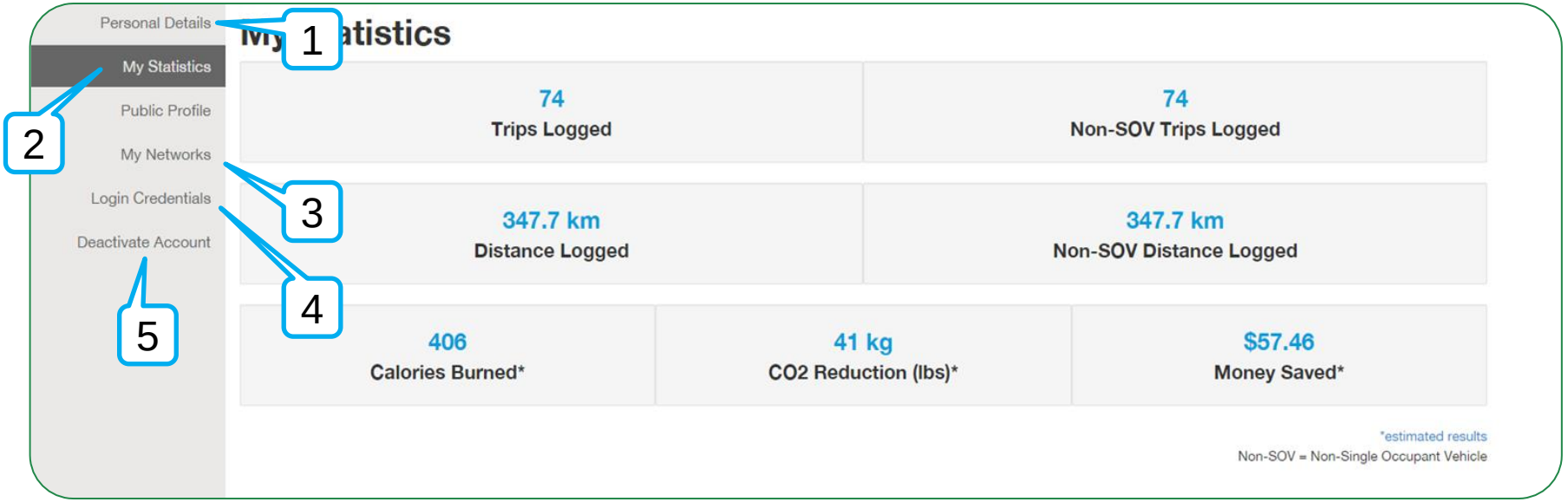


Smart Commute Tool – Your Profile

Users can access their personal **“Profile”** by clicking on the **“Edit Profile”** button on their **Dashboard.** On the **“Profile”** page, users can:

1. Edit Personal Details (Name, Address, Email address, etc.)
2. View Personal Statistics (Trips Logged, Distance Travelled, etc.)
3. Add/Remove a Network
4. Change Password
5. Delete Account

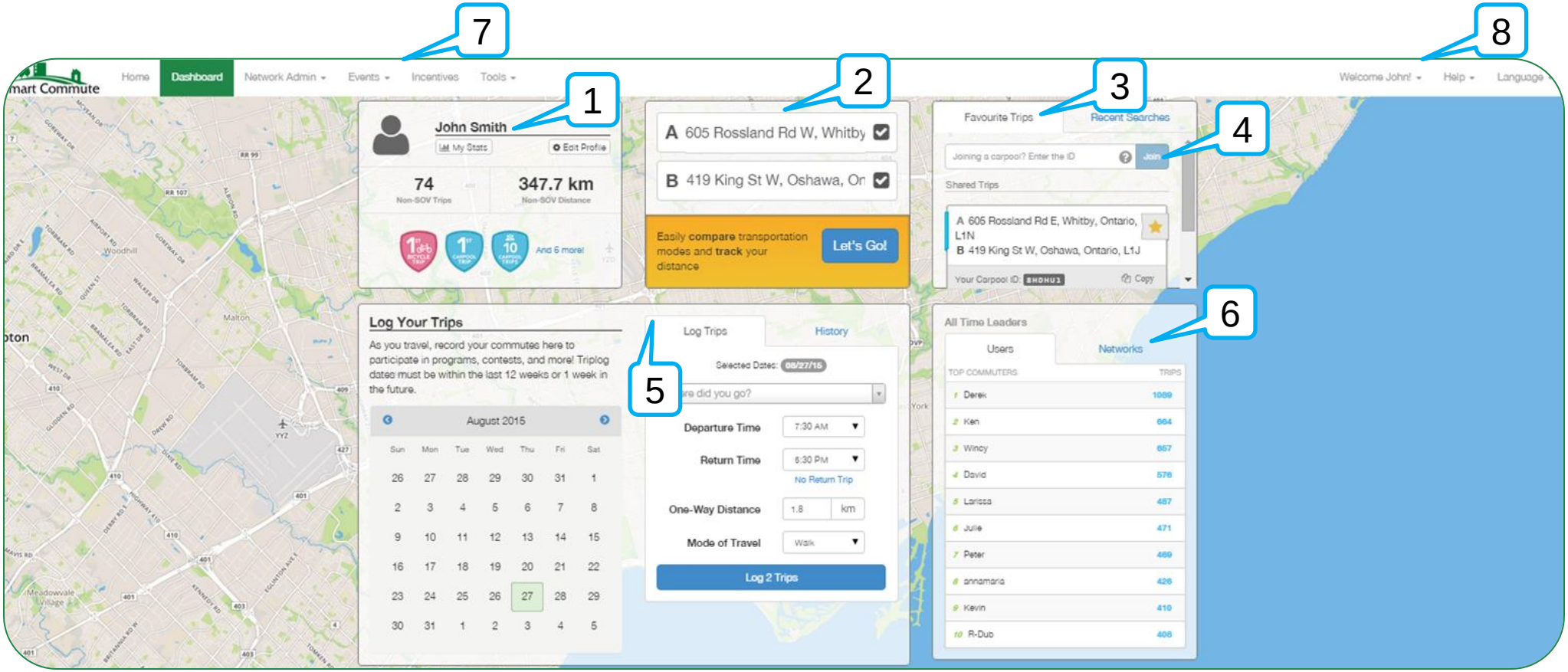
Please note that user profiles are private.



Dashboard Overview

The Smart Commute tool Dashboard allows users to:

1. View User Profile
2. Access Trip Planner
3. View Favourite/Recent Trips
4. Join a Carpool
5. Log Trip Activity
6. View Leaderboard
7. Events & Incentives Tabs
8. Help/FAQ's/Contact Us/Logout



Explore your options

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Emergency Ride Home Program

FACULTY & STAFF

- If your employee has an unforeseen emergency or unscheduled overtime on a day they use a sustainable travel mode to commute to work, Smart Commute will reimburse the costs of their emergency transportation up to $75.00.

How to Submit an ERH Claim:

1. Employees arrange for transportation that suits their needs such as transit, taxi, or rental car.
2. Pay for the transportation service(s) used and retain all receipts.
3. Visit **emergencyridehome.ca** to make a claim. Complete the claim form, scan and upload your ride receipt(s) and click on the **"Submit Request"** button.

STUDENTS

- As a registered student at Humber College, if you are part of a carpool group and have Humber Carpool Permit, you are eligible for the Emergency Ride Home Program. Expenses, once approved by the Humber College Office of Sustainability & Smart Commute, will be reimbursed up to $75 for each emergency. For more information, contact the **Office of Sustainability** at sustainability@humber.ca or visit humber.ca/sustainability/transportation

Smart Commute Tool Tutorial Videos

1. Smart Commute Tutorial Video #1: How to Register
2. Smart Commute Tutorial Video #2: The Dashboard
3. Smart Commute Tutorial Video #3: Networks
4. Smart Commute Tutorial Video #4: How to search and post carpools
5. Smart Commute Tutorial Video #5: Exploring your options
6. Smart Commute Tutorial Video #6: Logging Trips
7. Smart Commute Tutorial Video: Your Profile
8. Smart Commute Tutorial Video: Accessing tool via Explorer 8 or 9

Thank you

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