WELCOME TO 2017/18 GUTHRIE PUBLIC SCHOOLS

TRANSPORTATION ONLINE REGISTRATION INSTRUCTIONS

Hello Parents/Guardians of Guthrie Public School Students

New for the 2017/18 school year, the GPS Transportation Department will enable online access for parents/guardians to register their student for Transportation and to view Bus Schedules. You may setup and enter your account information at https://guthrie.ezrouting.com . This site performs best using Google's Chrome Browser and can be downloaded at https://www.google.com/chrome/browser/desktop/index.html

Please fill in all fields. School issued Student ID's are required for the security of your student. If you do not know your Student's ID, you may obtain it at registration, transportation or call your school. Also remember to add comments relative to your student's transportation need, i.e. special equipment used, shuttle preferences from/to a specific school, allergies, etc.

Text notifications are optional to receive for the student and any contact entered. Texts may be sent for important transportation related information only such as bus delays, etc.

Also, please remember to **Add Transportation** Options and **Session** Options with care. This important information is used to route your student correctly. Remember to click **SAVE** at the top of the page when complete.

When information is submitted, transportation staff will process the information received. When the account is verified, approved, and completed by Transportation, account information will be updated including your student's bus schedules. In addition, for transportation purposes only, address changes and other related information can now be updated in your account anytime. However, if an address change occurs, you must continue to inform the school.

When requesting access to students already registered, upon approval, you will receive a security token that must be used to view/edit a registered student's information. The combination of the security token and student ID ensures student security is never breached. We strongly recommend never providing your security token to anyone else as it enables access to view and change transportation information relative to your student. If you ever desire a new security token, please request one from the transportation department. They must validate all information before a new token can be issued. If you forget your security token, you may request it again from the Transportation department.

Initially, the complete process will take from 3 to 5 days before bus schedules can be viewed in your account. Please check your spam folder to ensure you do not miss any communication efforts by staff! If any other information is needed to complete your transportation request, notification via email will be sent. Please respond asap.

Thank you and have a great school year!

Guthrie Public Schools Transportation Team

Upon entering site, Fig.1 will appear: Click on **Parent Registration** and Fig. 2 will appear.

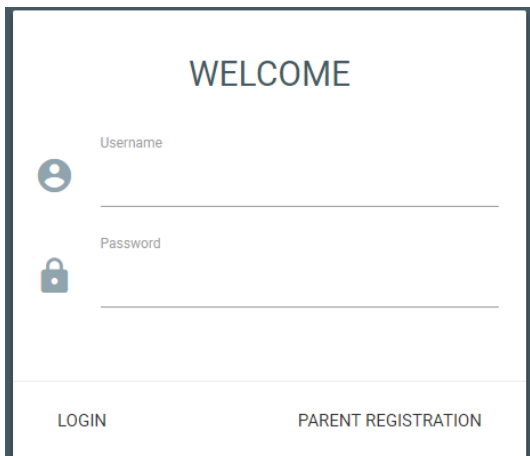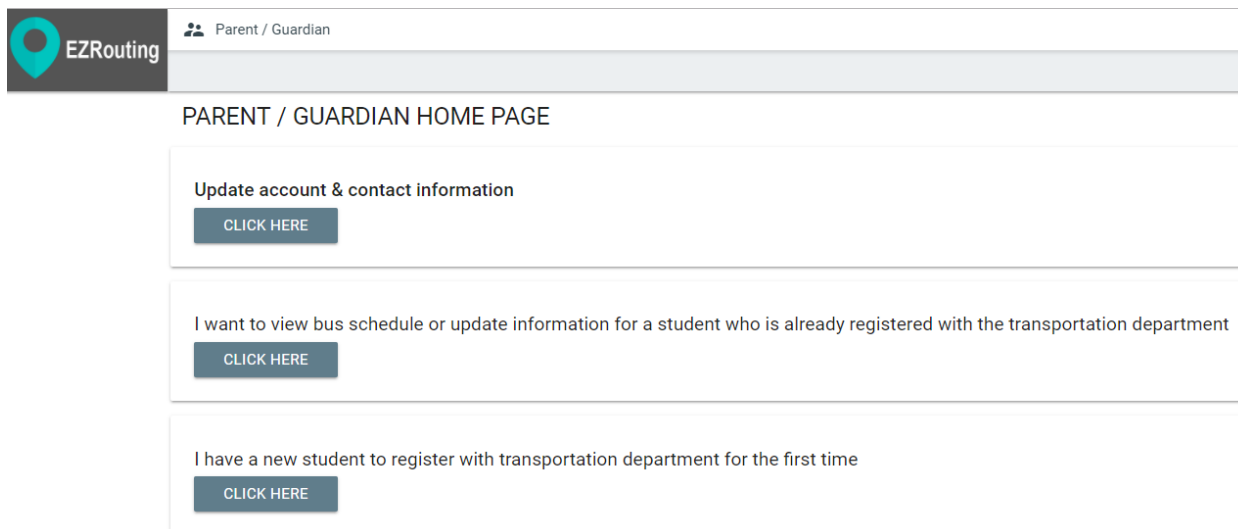Fig.1   Fig. 2

Fig.2 Instructions;

1. Enter a unique **username** with no capital letters. If an error occurs, someone else is already using the name you provided. Keep trying until it accepts your unique entry. Complete all fields provided.
2. Enter your **password**. (must be min of 8 characters with 1 Capital letter and 1 Number)
3. Click the **checkbox**, follow any security procedures, and then click **Submit**
4. Upon successful registration, enter **Username** and **Password** and click **LOGIN** in Fig 1.
5. Upon entry, Fig 3 appears.

Fig 3.

- **Update account information**: Optional: Add additional contacts. **SAVE**
- **View existing student** already registered: (Initial search does not require token) Staff will validate and send token to enable additional views of student information. Please allow 3-5 days.
- **Register New Student** with transportation department. (No token required to add new student)