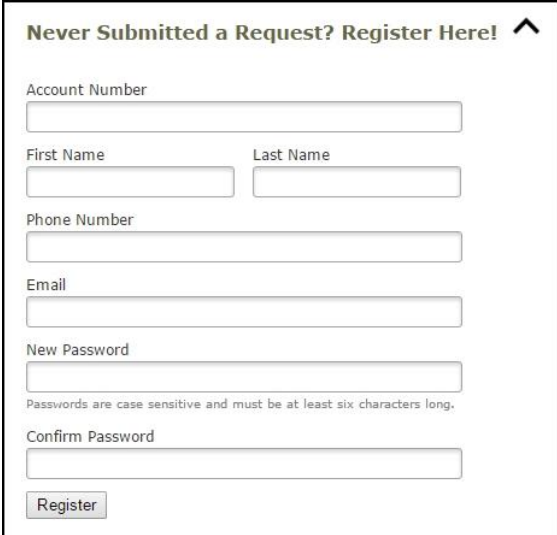


TripDirect Vehicle Requester Guide

West Liberty Schools uses TripDirect for all vehicle requests. Staff, Sponsors, Coaches and Outside Groups are expected to enter requests into the system. Melody Henderson will review and assign vehicles.

How to Register/Log in

- Open your Internet Browser and click on the following link, or copy and paste it into the web browser:
<https://www.myschoolbuilding.com/myschoolbuilding/tdgateway.asp?acctNum=1930887168>
- If you are a returning user, enter your **Email Address** and **Password**. Click **Sign In**.
- If you have forgotten your password, click the **Forgot Password?** Link and enter your email address. We'll send you instructions for resetting your password.
- If you are submitting your first request, you must enter registration information first. Click on the down arrow (▼) next to Never Submitted a Request? Register Here! to expand the registration form.
**Note: Your registration will be complete after you submit your first work request.*
 - Enter **Account Number 1930887168**.
 - Enter your **First** and **Last Name**, as well as your **Phone Number** and **Email Address**.
 - Type the **Password** you would like to use to log into your SchoolDude account and confirm it. The password you choose must be 6 characters long.
 - Click **Register** to go to the trip request form.



Never Submitted a Request? Register Here! ^

Account Number

First Name Last Name

Phone Number

Email

New Password

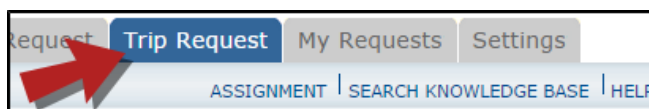
Passwords are case sensitive and must be at least six characters long.

Confirm Password

TripDirect Vehicle Requester Guide

How to Submit a Request

- Make sure you are on the **Trip Request** tab at the top of the screen.



***Note: Any field marked with a red checkmark is a required field.**

- The **Booked By** section will be filled in with your contact information according to how it was entered upon registration.
- Enter the **Trip Name** and the **Trip Destination**.
- Select your departing **Location** and the **Organization** taking the trip.
- Choose if your trip is **One Way** or **Round Trip**.
- Select your trip **Departure and Return Dates and Times**.

- Select the **Transportation Type** that is needed for your trip. Click on the icon next to the Transportation Type description to select it.

- Enter the **Trip Contact**. Check the box next to **Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information** if you are going to be the contact person for the trip.
- Enter the **Number of Students** attending the trip.
- You can add additional information for the trip in the **Faculty**, **Supervising Adults**, **Educational Objective**, and **Special Needs and/or Trip Requirements** boxes.
 - The **Educational Objectives** field is a great place for additional information (such as whether multiple vehicles are needed), as it is easily seen by Administrators during the approval process
- Once the trip request form is completed, enter the submittal **Password of Comets123**.
- Click on the **Submit Request** button.

TripDirect Vehicle Requester Guide

My Request Tab

You can view any requests that you have entered into the system by clicking on the **My Requests** tab. Hover your mouse over the **Shortcuts** link and click on **My Trip Requests**. You will see a listing of any requests that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.

On the **My Trip Requests** page you will see up-to-date information on your requests including the current status, trip ID number, and total costs. You can search for any trip request by typing a key word into the **Search** box and clicking GO.

The screenshot displays the TripDirect Vehicle Requester Guide interface. At the top, there is a logo for West Liberty Schools and a navigation bar with tabs for Trip Request, My Requests (selected), and Settings. Below the navigation bar, there is a section for My Requests with a Shortcuts dropdown menu and a Legend dropdown. A note states: "Note: Once the trip request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your trip request." Below the note is a search box labeled "Search for" and a "Search this results for:" field with a "GO" button and a "Show All" link. A "Print This" button is also visible. The main content area shows a table with 1 - 1 of total 1 listed. The table has columns for Trip ID, Trip Name, Departure Date Time, Pick Up Location, Status, Departing Location, Return Date Time, Drop Off Location, Trip State, # Students, # Adults, Attendees, Trip Destination, Package Name, Educational Objectives, Organization, Contact Name, Contact Phone, Total Costs, and Total Estimated Costs. The data row shows a trip for Grinnell Volleyball Tournament on 8/26/2017, with a status of Approved, departing from BUS BARN, and returning to BUS BARN. The trip is active, with 12 students, 3 adults, and 15 attendees. The destination is Grinnell High School, and the organization is HS Volleyball. The contact name is Brittney Boffeli. The total costs are \$0.00.

Trip ID	Trip Name	Departure Date Time	Pick Up Location	Status	Departing Location	Return Date Time	Drop Off Location	Trip State	# Students	# Adults	Attendees	Trip Destination	Package Name	Educational Objectives	Organization	Contact Name	Contact Phone	Total Costs	Total Estimated Costs
100	Grinnell Volleyball Tournament	8/26/2017 6:00 AM		Approved	BUS BARN	8/26/2017 7:00 PM		Active	12	3	15	Grinnell High School			HS Volleyball	Brittney Boffeli		\$0.00	\$0.00