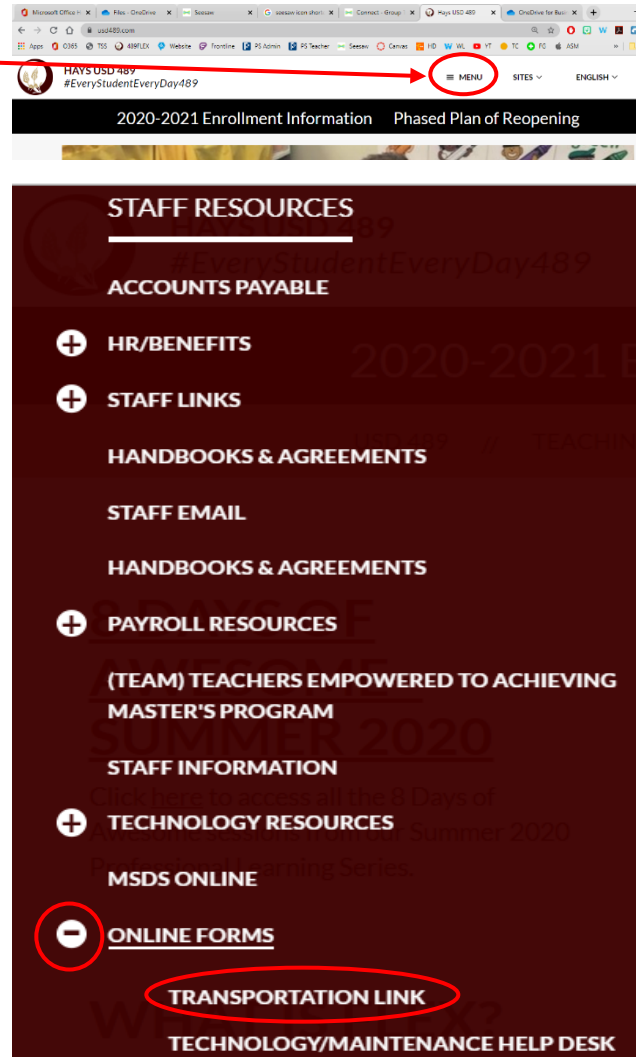


## Transfinder Transportation Request

Please follow these steps to make a request for a bus or car from our district Transportation Department. Contact Russ Henningsen ([rhenningsen@usd489.com](mailto:rhenningsen@usd489.com)) or Lida Howard ([lhoward@usd489.com](mailto:lhoward@usd489.com)) if you need a Transfinder account or have questions of any kind.

1. In any browser, navigate to the Hays USD 489 website ([www.usd489.com](http://www.usd489.com)) and click Menu at the top of the screen.
2. Under Staff Resources, click on the plus sign next to "Online Forms" and click "Transportation Link"

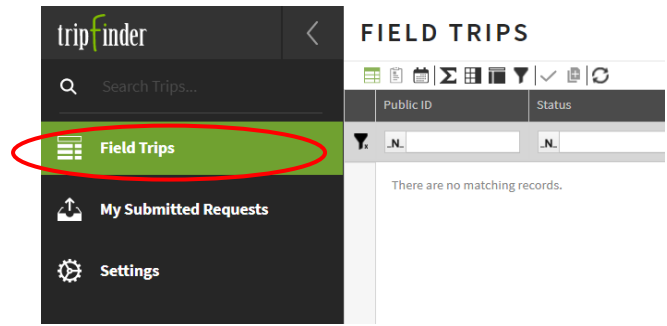


3. The Client ID is USD489 – all one word, capital letters. Your User Name and Password are the same ones you used in the previous Transfinder system. Enter your information and click "Log In".

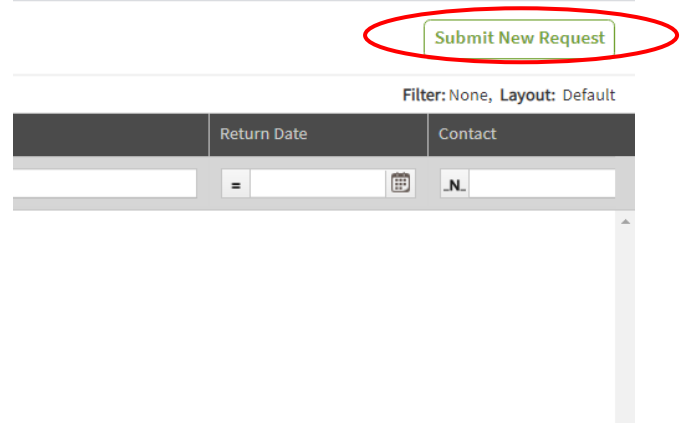
If you need an account, please contact Russ Henningsen ([rhenningsen@usd489.com](mailto:rhenningsen@usd489.com)) or Lida Howard ([lhoward@usd489.com](mailto:lhoward@usd489.com)) in the Transportation Office.

A screenshot of the Transfinder login page. At the top, there is a logo featuring a dinosaur silhouette and the text 'tripfinder'. Below the logo are four input fields: 'Client ID' (with 'Client Id' as a placeholder), 'User Name' (with 'User Name' as a placeholder), and 'Password' (with 'Password' as a placeholder). There are two checkboxes: 'Remember Me' and 'Forgot Password?'. At the bottom, there is a 'Log In' button, which is circled in red. The version number '1.0.7613' is displayed at the very bottom of the page.

4. Select "Field Trips" in the menu at the left.



5. Click "Submit New Request" at the top right.



6. This menu will appear at the right. Fill-in all required fields. Click "Save & Close" at the bottom.

A few things to note:

- Fields will auto-fill after you've completed your first request
- The "Contact" fields are about you, the requester
- Leave the Invoice or Assigned Resources fields BLANK
- You **DO NOT** need to be at school to complete a request
- Please don't "Save as Template" – this isn't a feature we're using and we can't remove templates later. Please leave it alone.