



## SPRINGFIELD PUBLIC SCHOOLS - SPRINGFIELD, MASSACHUSETTS

### Versatrans My Stop™ GPS Bus Tracking Set Up Guide

#### What is Versatrans My Stop™

- Versatrans My Stop™ is a Mobile app available for your smartphone
- Allows students to log in easily, with minimal setup
- Users can view when a bus should get to their bus stop
- Users can view the current location of the school bus while actively in route their stop

#### Step #1: Before you Begin

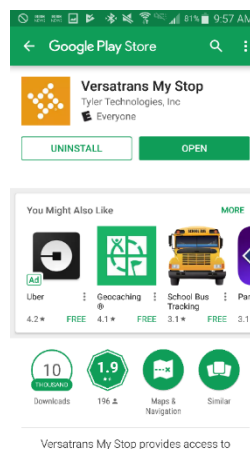
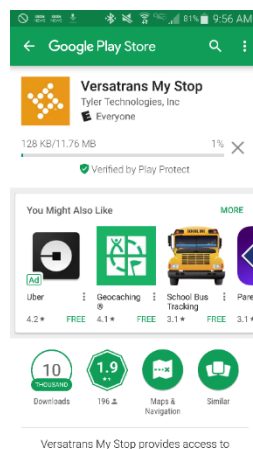
You **must** have your Student ID and Password. These are the same credentials you use every day when logging into your school's PC.

**Note:** This is a pre-requisite, "Versatrans My Stop™" setup cannot be completed without these credentials.

#### Step #2: Downloading the "Free" App

The application is available for both Android and Apple phones and can be downloaded from the appropriate app store.

Go to your APP-STORE and install "Versatrans My Stop", once installation is complete, open the "Vst My Stop" App.



Once you have located and opened that application on your mobile device, you can begin the initial set up process.



(application icon)

### Step 3: Initial Set Up

First you will be presented with a District Selection Screen (Figure 1 and 2), followed by the Login Screen (Figure 3)

Your **USERNAME** is your User Name or Student ID ex. 123456

Your **PASSWORD** is your password ex. Sp01012003

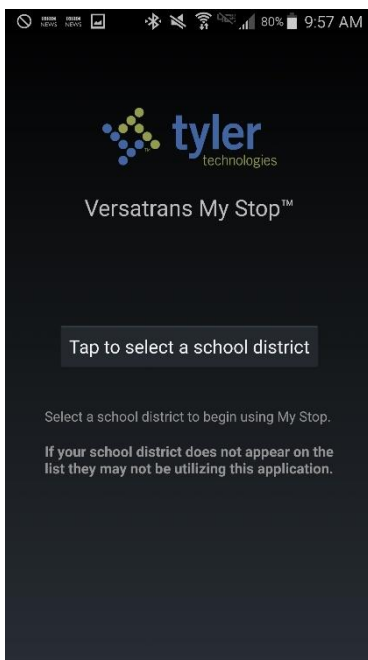


Figure 1: Select School District  
Tap to display a list of school districts

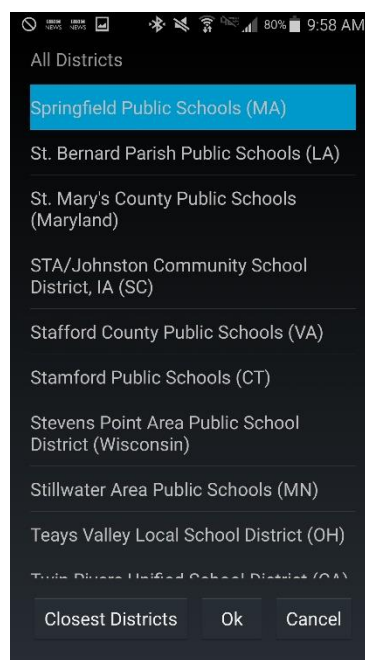


Figure 2: Choose your District  
Locate Springfield Public Schools (MA) and tap OK

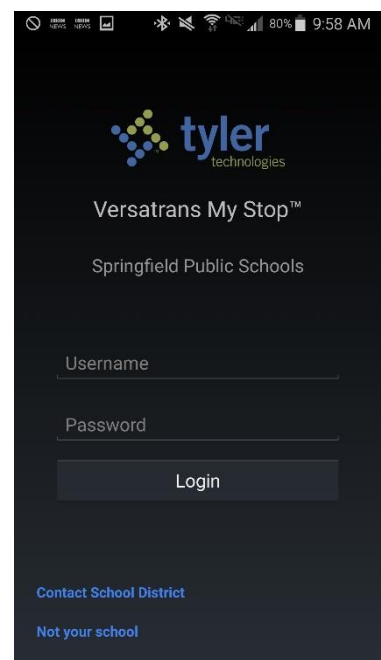


Figure 3: Login screen  
Enter credentials granted by SPS

and finally, your info will be displayed.

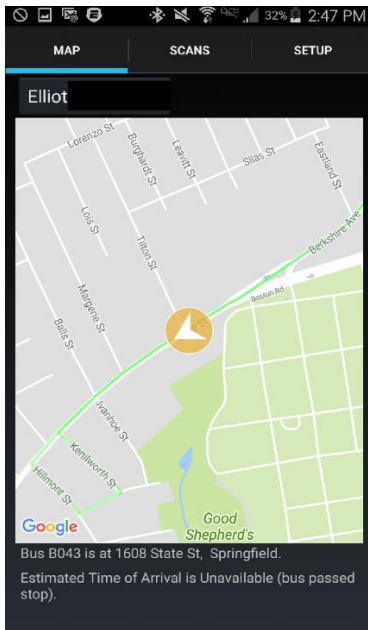


Figure 4: In Route Details

Data displays when route/GPS is active

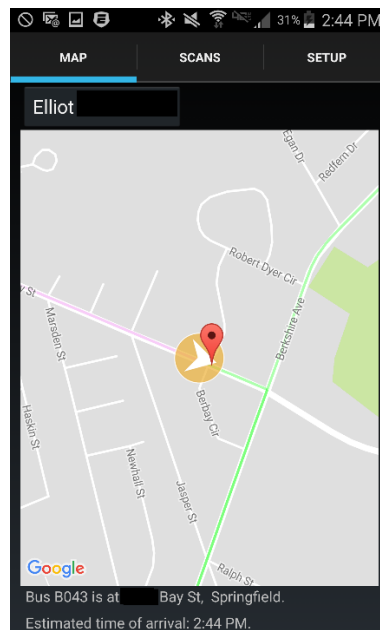
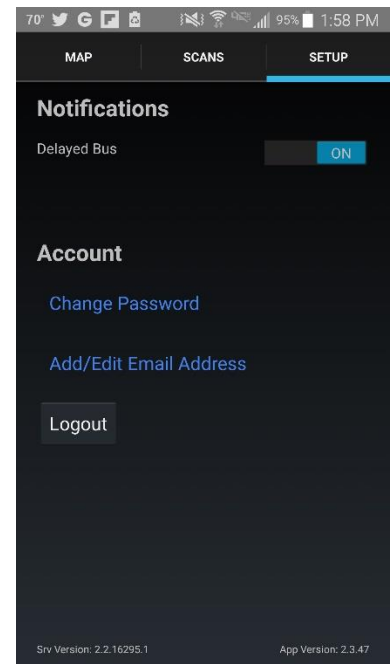


Figure 5: Bus Arrives at Stop

Maps display information relative to your bus location including bus #, current location, and estimated time of arrival (Figure 4 above) until it has reached your assigned stop (Figure 5 above). Updates after that time will show as “Unavailable” and it will be noted that the bus has passed the assigned stop.

### **Notifications:**

If you wish to receive a notification when your bus will be more than 20 minutes late. Navigate to the SETUP tab, tap on “OFF” next to *Delayed Bus*. This action will turn notifications on.



#### Step 4: Password Update or Retrieval

To **retrieve a forgotten password**, navigate to the “SETUP” tab and Select “Change Password” (Figure 7 below), click “Forgot Password” (Figure 8 below) You will need to enter your Username and Email address (Figure 9 below) which should be the same unless previously changed. Then click “Submit”. This action will deliver an email with your current password to your email address of record. You will be able to log in with current password and you will be required to enter your new password twice. If you have forgotten your Username, you will need to contact the Transportation Department at 413-787-7150 during the hours of 8:00am – 4:30pm

**NOTE:** We do not recommend changing your password\*\* these have been set to your standard SPS credentials and will be periodically reset to ensure consistency\*\*

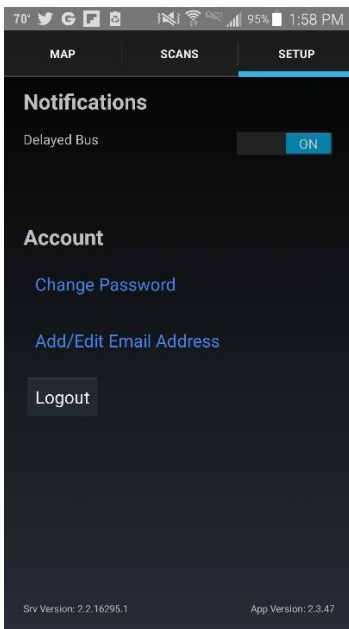


Figure 7: SETUP / Change Password  
Go to SETUP and “Change Password”

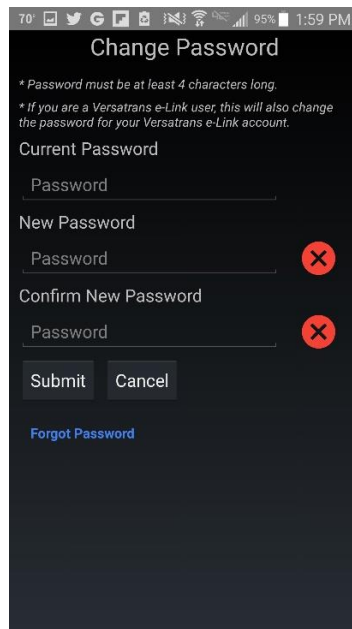


Figure 8: Change Password  
Tap Forgot Password

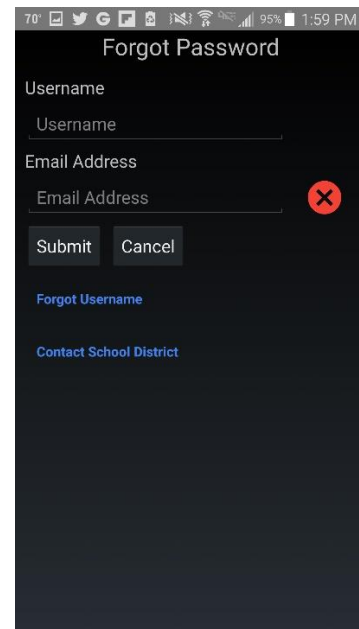
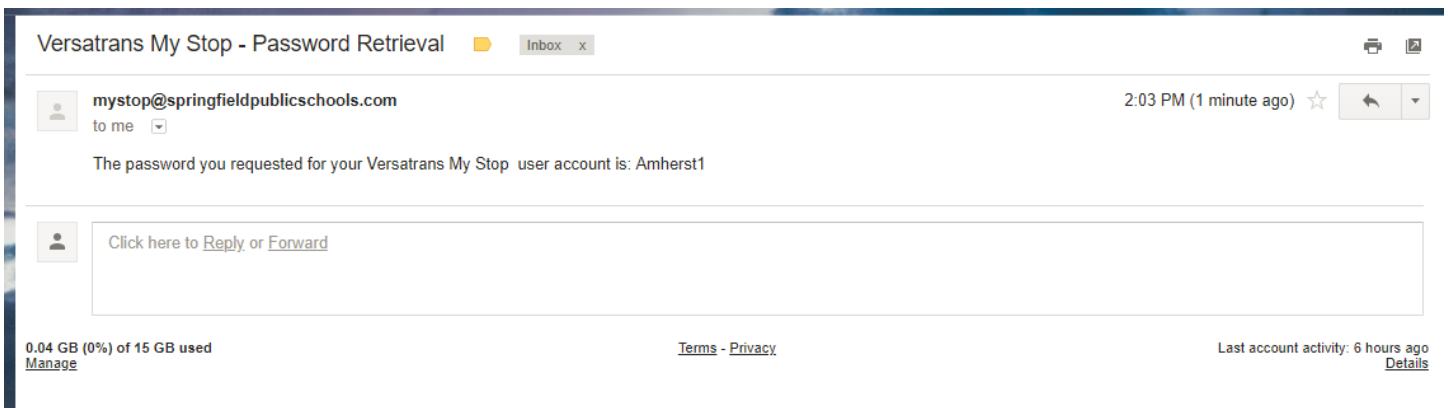


Figure 9: Forgot Password  
Enter Username / Email and “Submit”

Below is a sample email which will be sent to your email address with the current password of your account when requesting forgotten password.



# Frequently Asked Questions

## **What is Versatrans My Stop?**

Versatrans My Stop™ is a mobile app which gives you secure access to information on where your school bus is located and what time it is expected at your assigned stop.

## **How Reliable is the information?**

The system is dependent on GPS signals from each bus being associated to each bus route in our routing and planning software. Any damaged or inoperable GPS units, and vehicle swaps due to breakdowns or accidents can affect the credibility of that association. Our transportation team works closely with the bus company to keep this information current to minimize any impacts.

## **Who can use Versatrans My Stop™?**

Versatrans My Stop™ can be set up by anyone in the district who has a PowerSchool Parent Portal account or a student in grades 6 – 12 who receives transportation through the Springfield Public Schools District.

## **Are there any costs associated with the use of this application?**

No. It is a free app and can be downloaded to a smart phone or similar mobile device. To download the app, go to the Apple Store or Google Play and search for “Vst My Stop” by Tyler Technologies. Carrier data charges may apply if using without a WiFi connection.

## **What if I have a multi student household?**

You can only log into your own student information. If you have a younger child in the family a parent will need to provide the relevant information as needed.

## **What is the “Scans Screen” used for?**

Scan information is not available. Our students are not required to scan when boarding or exiting a bus. Therefore, our district does not utilize this functionality within the app.

## **Who can see my transportation Information?**

The only people who will be able to access and view your transportation information are those who have a PowerSchool Parent Portal account linked with you and you yourself.

## **Can I change my password if it becomes compromised?**

We do not recommend changing your password. The standard of operation will be to have your SPS ID and password as your log in information.

## **Can I change my Email Account?**

We do not recommend changing your password. The standard of operation will be to have your SPS Email as email for your My Stop account.

## **Who do I contact if I have a problem?**

You should contact the person the principal has designated for support at your school. If they cannot resolve your issue, you can call the Transportation Department at 413-787-7150 during the hours of 8:00am – 4:30pm Monday-Friday.