



PREPARING STUDENTS
FOR LIFE

Through Academic Achievement
Personal Well-Being
Career Readiness

PowerSchool Instructions

PLEASE NOTE: Transportation information will only appear on the web version of PowerSchool, **you can not view Transportation information on the PowerSchool app.** PowerSchool is only available to CPS families.

Setting Up Your PowerSchool Account Instructions:

Log in to your parent PowerSchool account at <https://powerschool.cps-k12.org/public/>

If you do not have a parent PowerSchool account please contact your child's school or the Family Technology Desk at 513-363-0688 to receive an Access ID and Password to create an account.

Click Create Account.

Enter information into all fields under Parent Account Details.



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Enter information into all fields under the Link Students to Account. If you do not have the Access ID and Password associated with your student contact your school or the Family Technology Service Desk at 363-0688.

Link Students to Account

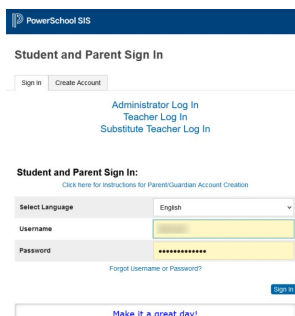
Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1	Student Name	Required
	Access ID	Required
	Access Password	*****
	Relationship	-- Choose

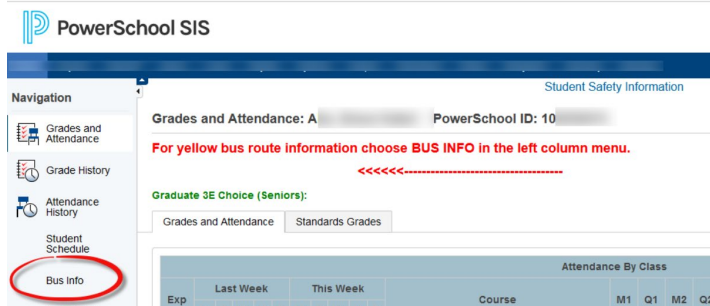
Student Name should be entered in First Last format. The Access ID and Password are available from your child's school, the FamilyTechnology Service Desk 513-363-0688, and may be sent to you via email or letter from Cincinnati Public Schools. The Access ID and Password are case sensitive and must be typed exactly as in the letter or email.

1. Click Enter.
2. You will be taken back to the login page. Enter the unique username and password that you created and click Sign In.

Locating Transportation Information in PowerSchool Website:



1. Click on **Bus Info** on the left side of the page:





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From this page you can view your student's regularly scheduled pickup and dropoff times and locations as well as the bus number. Any permanent updates/changes to the schedule can also be located in this location.

A

TO SCHOOL

Route#	Pickup Time	Pickup Location	Bus#
725AM	7:48AM	43i	0

School Location

FROM SCHOOL

Route#	Dropoff Time	Dropoff Location	Bus#
725PM	1:23PM	43i	0

AFTER SCHOOL

Route#	Dropoff Time	Dropoff Location	Bus#
		Student does not ride bus home from an after-school program	



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MyStop Instructions

1. Download the “Versatrans My Stop” app from the iPhone App Store or Google Play
2. Allow notifications from “Tyler Technologies LLC” (that’s the app’s publisher)
3. Select “Cincinnati Public Schools” from the list of available school districts
4. If you’ve never logged into MyStop, use the account information below:

Account Information:

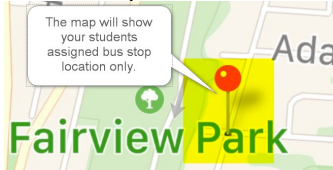
User Name:

Password:

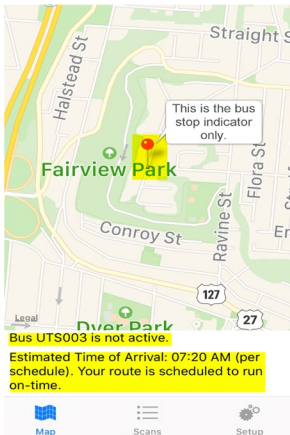
You will be required to change it at the initial login

All of your children should be linked to this account; if not, please contact (513) 363-RIDE (cpstrans@cps-k12.org) to have your children linked under one account.

The following are visual examples of the various screens you will see in the My Stop Application. It is important to understand that the application will not tell you the exact location of the vehicle during the route however it will provide you the most up to date estimated time of arrival (ETA) to the student’s assigned bus stop.

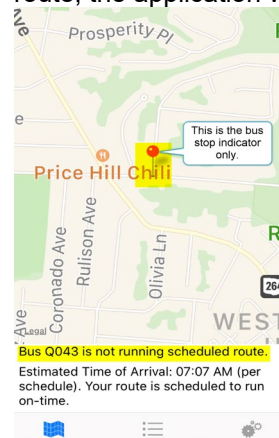


Many of the CPS buses service multiple schools for efficiencies. As a result you will not be able to receive information on the bus’ ETA to your assigned bus stop until the scheduled start time of the route.



All routes are created based on a controlled environment without influence to real life events or activities that are often experienced on school bus routes i.e. traffic,

construction, mechanical failures and incidents/accidents. Because of this there will be times where the driver will run off the planned scheduled route. As a result when the vehicle diverts from the planned route, the application will show.



The application will provide an estimated time of arrival based on the scheduled route path. For the safety of our students they must be at the stop 5 minutes prior to arrival time and must stay at the stop up to 10 minutes.



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Estimated Time of Arrival: 07:07 AM (per schedule). Your route is scheduled to run on-time.

The application will indicate if the bus is early, on-time, or late and will provide the estimated number of minutes this is based on the GPS. Also the estimate will fluctuate throughout the route based on the number of riders that day, traffic, road conditions, construction and weather. The application will update about every 10 seconds.

