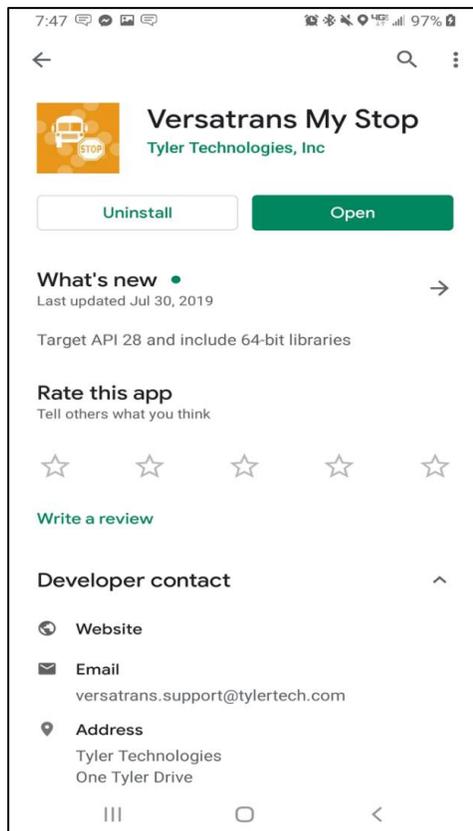


# How to Use Versatrans My Stop

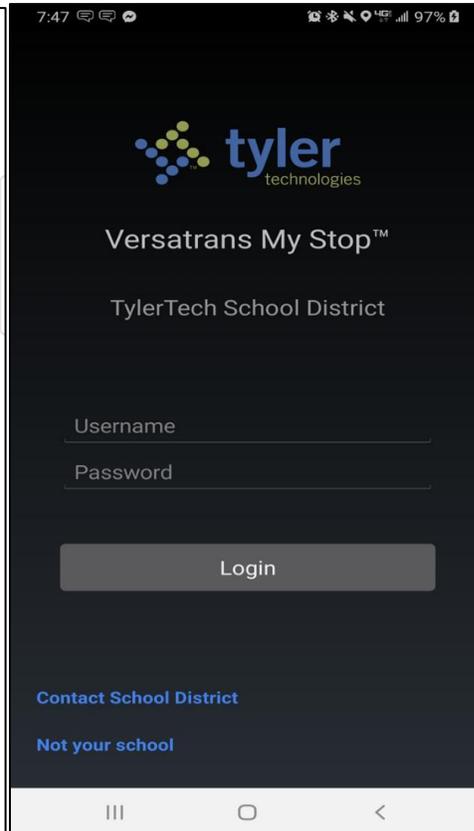
Versatrans My Stop allows parents to track their students' bus location and arrival times as well as receive notifications on delays or other pertinent information. It is an application that can be downloaded from the Apple or Android Store on your smartphone.

## Step 1: Downloading the Versatrans My Stop App

- Type "Versatrans My Stop" into the search field in the App Store (for Apple users) or Play Store (for Android Users)
- Select Versatrans My Stop and download
- After downloading My Stop navigate to the application and tap on it to open it.



*Install Screen*



*Default Screen After Opening App*

Upon download, you will be asked to select a school district. Select “Monroe County Community School Corporation (IN)” and you will be prompted to enter a Username/Password combination.

Closest Districts

- Beech Grove City Schools (IN)
- Brownsburg Community School Corporation (IN)
- Metro SD Warren Township (Indiana)
- Metropolitan Township of Lawrence (Indiana)
- Monroe County Community School Corporation (IN)
- Mooresville Consolidated School Corporation (IN)
- North Putnam CSC (Indiana)

All Districts Ok Cancel

Not your school

tyler technologies  
Versatrans My Stop™  
Monroe County Community School Corporation

Username  
Password

Login

### Step 2: Logging In

Your username and password will both be your Skyward Family Access “Family ID”. This information can be found on your Skyward Family Access account from the MCCSC website (<http://www.mccsc.edu>).

SKYWARD®

Monroe County Community School Corporation  
Student Records

Login ID:

Password:

Sign In

[Forgot your Login/Password?](#)

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Once logged in, select **“Student Info”** on the left side of the page. Your **“Family ID”** is located in the middle of the page on the **“View \_\_\_\_\_ Family”** Link.

**Student Information**

Home  
Enrollment for 'NEW' Students  
Online Registration  
Calendar  
Gradebook  
Attendance  
**Student Info**  
Busing  
Schedule

School:  
Call:

View [redacted] Family

Gender: Age (Birthday):  
Language: Graduation Year:  
Other ID: Community Service:  
Cell:

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email

A pop-up window should appear and a five-digit **Family ID** will display:

**[redacted]'s Family**

Family with [redacted]

Address: [redacted] Mailing Address: [redacted]

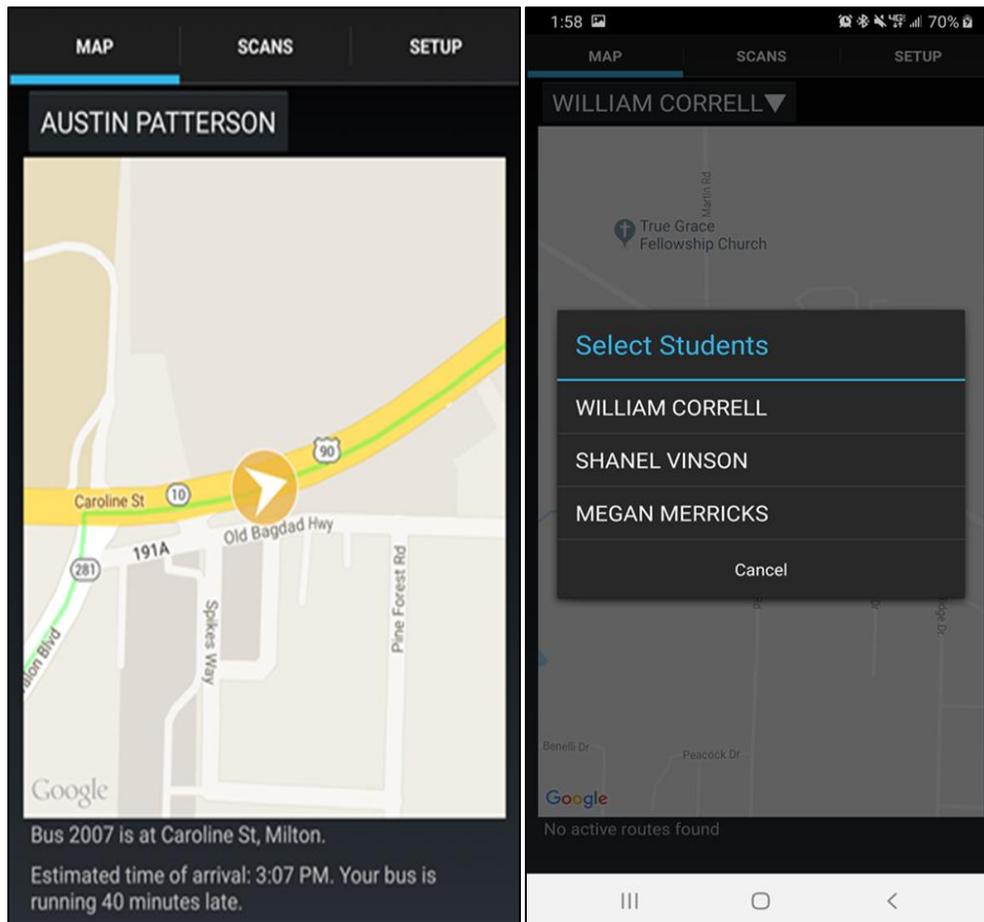
Primary Phone:  
Home Language:  
**Family ID:** [redacted]

Receive a Paper Copy of Report Card

Guardian	Second Phone	Third Phone	Home Email	Employer	Custodial?

### Step 3: Navigating the Map Page

- After logging in you will arrive at the Map section. Here you will see your student's bus location and the estimated time of arrival.
- If you have multiple students riding buses, there is an arrow with a dropdown menu on this screen to switch between your students.
- Remember if the bus is not on route you will not be able to see its location.



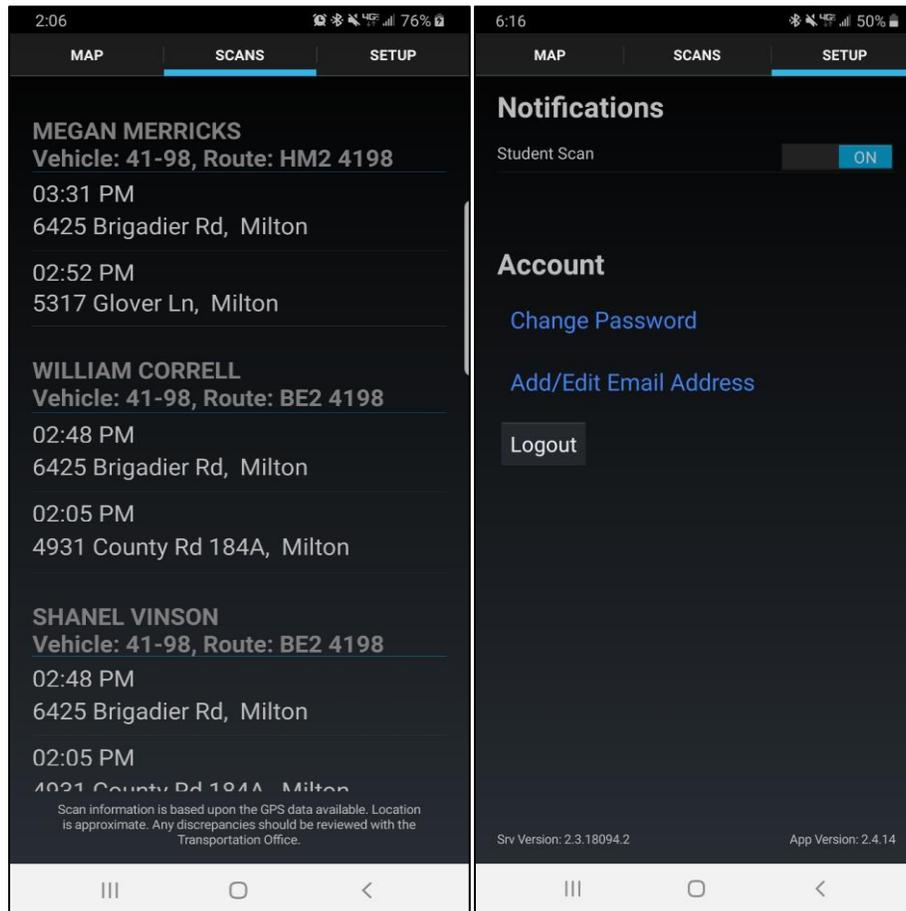
*Bus Location and Arrival Time*

*Dropdown Menu for Students*

### Step 4: Navigating the Scans and Setup Pages

- The Scans page shows the time and location your students scanned on or off the vehicle. Also shown here is their bus number and route name.
- A popup will appear when your student scans onto or off of the bus.
- The Setup page allows for different notifications to be turned to on or off. We recommend all notifications be turned on, as this will allow you to receive the most up-to-date information from the bus and the transportation department.
- You can also log out from the Setup page. Please note, if you are not logged into the application you will not receive notifications to your smartphone.

- This app estimates travel time along the scheduled route. If the bus is sitting waiting to load or unload, is stuck in traffic or has to take a detour, the estimated arrival time may not be accurate. This app can also be inaccurate if a substitute bus is used. Please use this system only as a helpful guide.

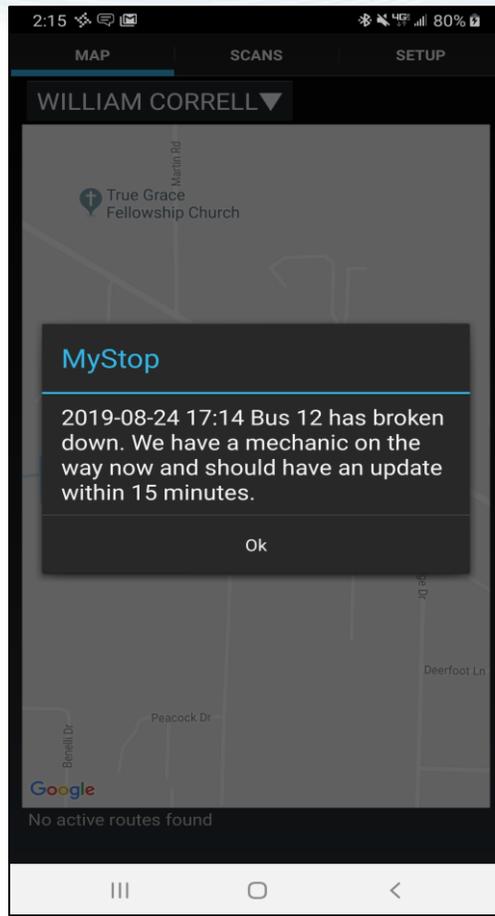


*Student Scans Screen*

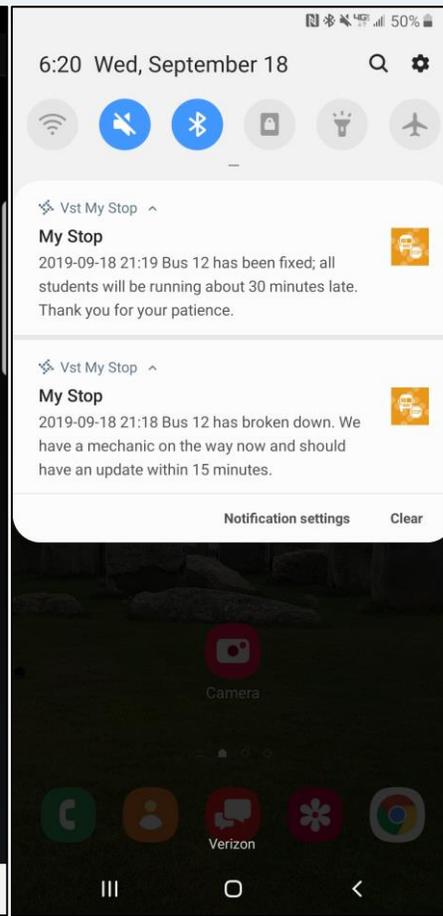
*Notifications Screen*

### Step 5: Understanding Notifications

- The transportation department is now able to communicate bus delays and other information directly through Versatrans My Stop.
- Notifications can be sent to specific students or to all students in the district.
- These notifications will pop up immediately if you are in the application; if you do not have the application open, yet you are logged in, you will see the notification show up similar to how other notifications show up on your smartphone.



*Notification While In-App*



*Notifications in Notification Center*

**Support**

If you are having trouble with your username or password, please contact your student’s school. For any questions about Versatrans My Stop, or any transportation related questions, please reach out to the transportation department at:

e-mail: [bushelp@mccsc.edu](mailto:bushelp@mccsc.edu)

Website: <https://www.mccsc.edu/transportation>

Phone: 812-330-7719



**MONROE COUNTY**  
**COMMUNITY SCHOOL CORPORATION**  
**ENGAGE. EMPOWER. EDUCATE.**