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](image1)

![Default Screen After Opening App](image2)
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.

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).
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.

A pop-up window should appear and a five-digit Family ID will display:
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 able to see its location.

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.

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

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

Phone: 812-330-7719