

## **ELink Parent Portal and the My Stop App Instructions**

1. Go to <https://www.rsd.edu/departments/transportation> and visit the Transportation Page.
2. When you have your students Student ID number handy click on the ELINK PORTAL button.
3. Use your students Student ID number for the User Name and Password and click Login.
4. You will be prompted to update your password, don't forget to write it down.
5. Have a look around. If you have more than one student you should see bus information for all of your students who qualify for transportation. If not, click on the Parent Communication link and let transportation know. Changes to personal information for any student must be completed through your student's school secretary. Transportation cannot make any changes to student records in Power School.
6. Once you have established a link to your student via the ELink Parent Portal you may download and use the My Stop App to track your student's school bus.

## **Versatrans My Stop App download**

### **For Android Phones:**

1. Go to Google Play Store
2. Type in VERSATRANS MY STOP
3. Tap to Install then Tap to Open
4. Tap to select a School District.
  - a. At the bottom left Tap ALL DISTRICTS and find RICHLAND SCHOOL DISTRICT 400 (WA)
  - b. Tap RICHLAND SCHOOL DISTRICT 400 (WA) and then Tap OK
5. Tap USERNAME and enter your student's Student ID number, Tap Done.
6. Tap PASSWORD and enter your student's Student ID number, Tap Done.
7. Tap LOGIN.

Now your child's name should be on the top left. There will be a yellow circle with an arrow in the middle that is the school bus. There will be other information at the bottom showing you the estimated arrival time that the bus should be to your stop. You may need to click refresh.

### **For IPHONE:**

1. Go to Apple Store
2. Follow instructions above, beginning at 2.