

Instructions for Registering to Use Pupil Transportation (eTran)

I. Introduction

This document provides instructions for registering to use the Pupil Transportation system (eTran), which is located on the PDE website

Before registering to use eTran, a school district must have the security role **eTran – Local Administrator** (formerly eTran Approver).

II. Registration Process: Overview

Registering as an eTran user involves the steps described below. Specific instructions for each step begin on the next page.

- Step 1: Make sure you have a valid e-mail address, which is required for the eTran registration process.
- Step 2: Contact your Security Administrator to have a username and password created.
- Step 3: Follow the steps to register for the eTran application.
- Step 4: E-mail notification will be sent to the **eTran – Local Administrator** notifying them of the registration request for eTran.
- Step 5: Login to the PDE website to access eTran.

III. Registering to Use the eTran Application: Detailed Instructions

Step 1: Make sure all users have a valid e-mail address.

Having a PA Login account created requires that the requestor has a valid e-mail address. It is important that each person identified in step 1 has a unique e-mail address.

If a user does not have a valid work e-mail address, an alternate e-mail address can be used, but it should be **accessible from any location**.

If a user does not have e-mail at school *or* at home, a free e-mail account can be set up at many websites such as Yahoo (mail.yahoo.com), Google (gmail.google.com) or Windows Live/Hotmail (www.hotmail.com or www.live.com).

Step 2: Contact your Security Administrator to create a PA Login account.

Step 3: Register to use the eTran application.

Go to www.education.state.pa.us

Click **Log In**.

The screenshot shows the Pennsylvania Department of Education website. At the top left is the logo with the text "pennsylvania DEPARTMENT OF EDUCATION". Below it is a navigation bar with "pennsylvania PA" and a user name "Tom C". A "PDE Search" section contains a "Google™ Custom Search" box with a "Go" button. A red arrow points to the "Log In" link in the left-hand navigation menu, which also includes "Register | Log In Help". The main content area has a "Welcome to THE PENNSYLVANIA" heading and three image-based sections: "STUDENTS", "FAMILIES", and "TEACHERS".

Enter the PA login and password that was created and click **Login**.

The screenshot shows the Commonwealth of Pennsylvania Enterprise Portal login page. At the top is the state seal and the text "COMMONWEALTH OF PENNSYLVANIA ENTERPRISE PORTAL" and "pennsylvania PA". The main heading is "Welcome to the Enterprise Portal". Below it is the text "Log in to your personalized Portal account." and instructions: "If you are a citizen and have an existing account, enter your Username and Password. If you are a Commonwealth Employee, or other individual with specialized credentials, please insert the appropriate domain name in front of your username (example: domainname\username)." There are two input fields labeled "Username:" and "Password:", followed by a "Log In" button. At the bottom, there is a "Register" button and instructions: "If you are a citizen and do not have an account, please click on the Register icon to register for a new account. Once registered, the new account will be activated within 24 hours."

To register for the eTran application, click on the link for **My PDE**.

Then click on the link for **View/Join Groups**.

The screenshot shows the eTran application interface. On the left is a vertical navigation menu with the following items: Logged In As: Pierce, Valecia W (with a Log Off link), About PDE, Find an Institution, News and Media, Online Services, Departmental Offices, State Board of Education, Act 48 - Continuing Professional Education, Teachers and Teacher Certifications, Codes and Regulations, Data and Statistics, Forms and Documents, Grants and Subsidies, Policies and Procedures, Programs, My PDE (highlighted with a red box and a red arrow), View/Join Groups (highlighted with a red box and a red arrow), and Applications. On the right, the 'Group Memberships' section is titled 'Group Memberships' and includes the text: 'Below are groups which you have already joined. To join a new group, please contact your Administrator. To edit an existing group, click the corresponding Edit link.' Below this text is a 'Join Group' link and a table with the following data:

Category Name	Group Name	Institution	Status	Added Date	Last Change Date
SSR	PDE Editor	PDE	Active	12/2/2010 12:38:30 PM	
FAI	App User	PDE	Active	12/1/2010 9:39:35 AM	
eTran	Submission/DataEntry	Bryn Athyn SD	Active	11/13/2012 10:41:58 AM	

Below the table is another 'Join Group' link.

Click the link for **Join Group**.

Home >> My PDE >> View/Join Groups >> Applications

Applications

Group Memberships

Below are groups which you have already joined. To join a new group, please contact your Security Administrator. To edit an existing group, click the corresponding Edit link.

[Join Group](#) ←

Category Name	Group Name	Institution	Status	Added Date	Last Changed Date	
SSR	PDE Editor	PDE	Active	12/2/2010 12:38:30 PM		Edit
FAI	App User	PDE	Active	12/1/2010 9:39:35 AM		Edit
eTran	Submission/DataEntry	Bryn Athyn SD	Active	11/13/2012 10:41:58 AM		Edit

[Join Group](#)

Click the **Select** link located on the line for the eTran application.

Select an Application

1 → 2 → 3 → 4

Make a choice by clicking the corresponding Select link. To search for a specific grouping (or description), enter the keyword(s) below and click the Search button.

Group Information:
User Name: Jennifer Hobart
Group Type: Application

Group Category:

Search by keyword(s):

There are 15 categories available.

Application	Description	
CATSv2	The Career And Technical Education Information System provides a Program Approval system for updates from Area Vocational Technical Schools, Charter Schools and School Districts for career/technical programs.	Select
Driver Education	The DriverEd application provides an online pathway for educational entities to submit their Driver Education programs for PDE approval. DriverEd also allows School Districts to submit a request for reimbursement for their Driver Education programs.	Select
e-Data V2	e-Data V2	Select
eData	eData Application	Select
EdHub User Provisioning	These are groups used by the EdHub User Provisioning application.	Select
eSP	eStrategic Planning is a web-based tool for the creation and management of a local strategic plan and for the submission of program-specific plan reports to the state.	Select
eTran	The eTran system collects data for pupil transportaion.	Select
FAI	FAI is the Financial Accounting Information system, which was specifically developed for use by the Pennsylvania Department of Education (PDE) and the Labor, Education and Community Services (LECS) Comptroller's Office. The FAI system is designed to	Select

Click the *Select* link for the group/role needed for the eTran application.

The Groups are as follows:

Submission/Data Entry: Allows user to enter, save and submit data to PDE.

Read Only: User has read-only access for viewing screens or reports. Data cannot be entered, saved or submitted to PDE.

Select an Application Group

Select a Group Name by clicking the corresponding Select link. To search for a specific group name (or description), enter the keyword(s) below and click the Search button.

Group Information:
 User Name: Jennifer Hobart
 Group Type: Application
 Group Category: eTran

Group Category:

Search by keyword(s):

There are 2 groups available.

Group Name	Description	
ReadOnly	This role allows the user Read Only access to eTran.	Select
Submission/DataEntry	This role allows the user to enter and submit eTran data.	Select

Search for your affiliated institution by entering the name of your school district and clicking the *Search* button.

When the name of your school district appears in the list below the search boxes, click on the *Select* link to select your institution.

Select an Institution

Please identify an institution for the group association. Select either an existing affiliation, or search for a new institution below.

Current Group Information:
 User Name: Jennifer Hobart
 Group Type: Application
 Group Category: eTran
 Group Name: Submission/DataEntry

Use an existing educational institution affiliation:

There are 1 affiliated institution(s) available.

Institution Name	
Bryn Athyn SD	Select

Or search for a new education institution:

Please enter search criteria in order to display results below.

Search by keyword(s):

Category: County:

There are 1 institution(s) available.

Institution Name	County	Category	
Bryn Athyn SD	Montgomery	School District	Select

Click the button for *Create Membership*.

Your request has been sent for approval to the eTran – Local Administrator (formerly eTran Approver). You will receive an automated e-mail stating the registration is waiting for review.

If an eTran – Local Administrator role was not previously created, you will receive a message when submitting a registration request for the application. If this occurs please contact your Local Application Administrator to add a eTran – Local Administrator.

groups

Group Membership Profile

1 → 2 → 3 → 4

Please complete the membership by editing the attributes below.

Group Information:

User Name: Jennifer Hobart
Group Type: Application
Group Category: eTran
Group Name: Submission/DataEntry
Institution: Bryn Athyn SD

Group Attributes:

There are no attributes defined for this group.

Step 4: E-mail Notification

An e-mail is sent to your eTran – Local Administrator to notify them that your request needs to be reviewed. After the eTran – Local Administrator reviews your request, another e-mail will be generated with notification of approval or denial to use the application.

Step 5: Access eTran.

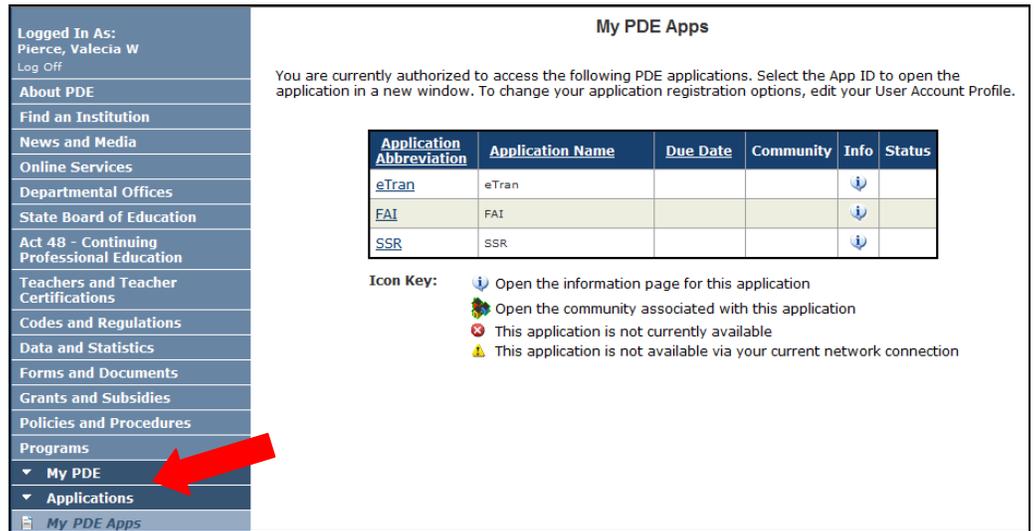
After your eTran – Local Administrator has approved your registration request, you may access eTran.

Open an internet browser and follow the instructions to access and login to the Department of Education website.

After you are logged in, click on **My PDE, Applications**.

Click the link for **eTran**.

Clicking this link will open eTran.



Logged In As: Pierce, Valeria W
Log Off

My PDE Apps

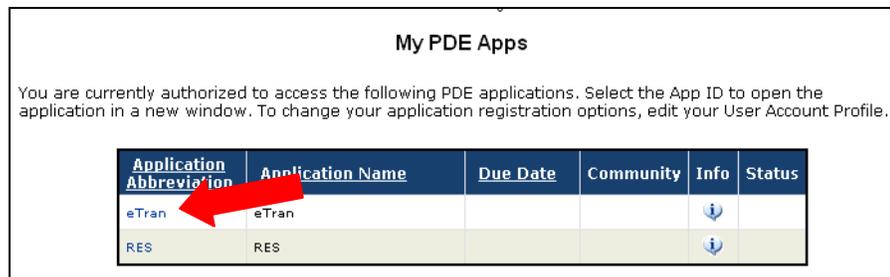
You are currently authorized to access the following PDE applications. Select the App ID to open the application in a new window. To change your application registration options, edit your User Account Profile.

Application Abbreviation	Application Name	Due Date	Community	Info	Status
eTran	eTran				
FAI	FAI				
SSR	SSR				

Icon Key:

- Open the information page for this application
- Open the community associated with this application
- This application is not currently available
- This application is not available via your current network connection

Navigation menu items: About PDE, Find an Institution, News and Media, Online Services, Departmental Offices, State Board of Education, Act 48 - Continuing Professional Education, Teachers and Teacher Certifications, Codes and Regulations, Data and Statistics, Forms and Documents, Grants and Subsidies, Policies and Procedures, Programs, My PDE, Applications, My PDE Apps



My PDE Apps

You are currently authorized to access the following PDE applications. Select the App ID to open the application in a new window. To change your application registration options, edit your User Account Profile.

Application Abbreviation	Application Name	Due Date	Community	Info	Status
eTran	eTran				
RES	RES				

IV. eTran Assistance

Questions may be directed to ra-eTran@pa.gov or (717) 787-5423, option 2.