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](http://www.education.state.pa.us)
Click Log In.

Enter the PA login and password that was created and click Login.
To register for the eTran application, click on the link for **My PDE**.

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

**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.

<table>
<thead>
<tr>
<th>Category Name</th>
<th>Group Name</th>
<th>Institution</th>
<th>Status</th>
<th>Added Date</th>
<th>Last Changed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSR</td>
<td>PDE Editor</td>
<td>PDE</td>
<td>Active</td>
<td>12/2/2010 12:30:30 PM</td>
<td></td>
</tr>
<tr>
<td>FAI</td>
<td>App User</td>
<td>PDE</td>
<td>Active</td>
<td>12/1/2010 9:39:55 AM</td>
<td></td>
</tr>
<tr>
<td>eTran</td>
<td>Submission/DataEntry</td>
<td>Bryn Athyn SD</td>
<td>Active</td>
<td>11/13/2012 10:41:58 AM</td>
<td></td>
</tr>
</tbody>
</table>

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

**Select an Application**

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 Names: Jennifer Hobart
- Group Type: Application

**Group Category:**

Search by keyword(s): [Enter]  [Search]  [Reset]

There are 15 categories available.

<table>
<thead>
<tr>
<th>Application</th>
<th>Description</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATSv2</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Driver Ed</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>eData V2</td>
<td>eData Application</td>
<td></td>
</tr>
<tr>
<td>eData</td>
<td>eData Application</td>
<td></td>
</tr>
<tr>
<td>EdHub User Provisioning</td>
<td>These are groups used by the EdHub User Provisioning application.</td>
<td></td>
</tr>
<tr>
<td>GSP</td>
<td>Strategic 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.</td>
<td></td>
</tr>
<tr>
<td>eTran</td>
<td>The eTran system collects data for pupil transportation.</td>
<td></td>
</tr>
<tr>
<td>PDE</td>
<td>PDE 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) Campbell's Office. The FAS system is designed to</td>
<td></td>
</tr>
</tbody>
</table>
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.

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.
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.

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.

IV. eTran Assistance

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