



## ACCESS YOUR TOUCHBASE ACCOUNT

Go to: https://ks-olathe.intouchreceipting.com/

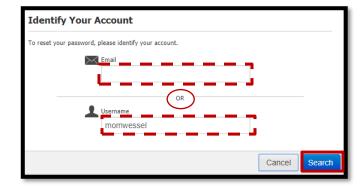
PARENTS: Do <u>NOT</u> follow the "create a guest account link". Parents must access TouchBase using the instructions below.

Parents must have a ParentVUE account to access TouchBase. <u>If you do not currently have a ParentVUE account</u>, you may login with <u>Username</u>: <u>Student ID Number</u> and <u>Password</u>: <u>Student Last Name</u>. Please contact your school for Student ID Number or for additional assistance. Contact <u>transportation@olatheschools.org</u> for any transportation related guestions.

First time users (with a ParentVUE account) must select the "Click here to set your password" button.



Enter the email address associated with your ParentVUE account or enter your ParentVUE username, then click "Search".

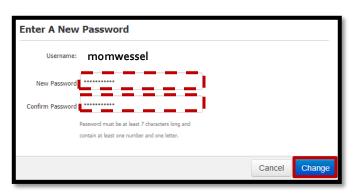


This will trigger an email from no-reply@intouchreceipting.com to the email address associated with your ParentVUE account. **Click the link in the email** to continue.

**Enter and confirm the password of your choice,** then click "Change" to set the password.

Passwords must be at least 7 characters long and contain at least one number and one letter.

PLEASE NOTE: This process sets the <u>TouchBase</u> password only. Your <u>ParentVUE</u> password will NOT be changed.



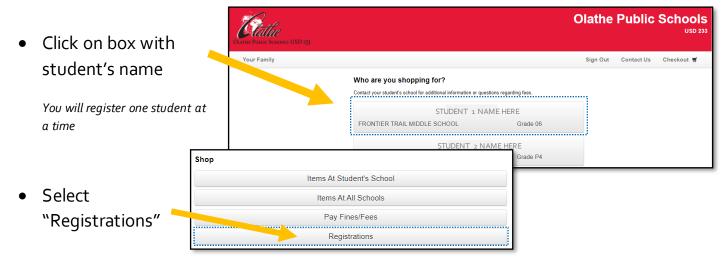
For more information visit www.olatheschools.org/feepayment

You're now ready to access TouchBase!

Log in to TouchBase using your ParentVUE username and the password just created.

## **Register for Bus Transportation**

Visit the TouchBase site and login <a href="https://ks-olathe.intouchreceipting.com/">https://ks-olathe.intouchreceipting.com/</a>



Click the "Register" button to begin the registration



Click the "Fill Out" button to access the form and complete registration



- Complete the registration form. Click the "Submit" button once everything has been entered and verified.
- The request for the selected student is complete!
- If requesting bus transportation for multiple students, navigate back to the TouchBase login screen and complete this process again for each student.
- Parent/Guardian will receive notification from our transportation provider if your registration is **NOT** accepted.
- All accepted registrations submitted during open registration will receive route information the first week of August. Registrations received after July 1 may result in a delayed start date.
- If submitting a registration during the school year, please allow a minimum of 3 school days to receive notification from our transportation provider regarding your registration.
- Contact <u>transportation@olatheschools.org</u> for any transportation related questions.