



TOUCHBASE | ONLINE PAYMENTS



ACCESS YOUR TOUCHBASE ACCOUNT

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

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

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

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 TouchBase password only. Your ParentVUE 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 <https://ks-olathe.intouchrecepting.com/>

- Click on box with student's name

You will register one student at a time

- Select "Registrations"

- 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 transportation@olatheschools.org for any transportation related questions.