

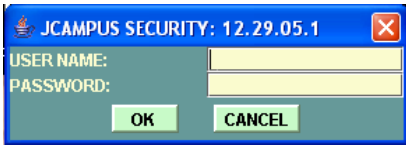
## Entering AM and PM Bus Pickup Data into JPAMS

- ☑ **DO NOT LEAVE ANY POST OFFICE BOX ADDRESSES IN THE AM AND PM PICKUP COLUMN. Any student that is to be routed by First Student MUST have a physical address in the AM and PM columns.**
- ☑ **ALL students should either have an address in the AM and PM columns or if they choose not to have bus service the statement No Ride should be placed in these columns.**

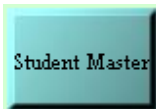
### Instructions for entering data:

1. Divide your returned bus forms into two categories:
  - ☑ Those wanting bus service
    - To home
    - To different locations in PM
  - ☑ Those NOT wanting bus service or No Ride

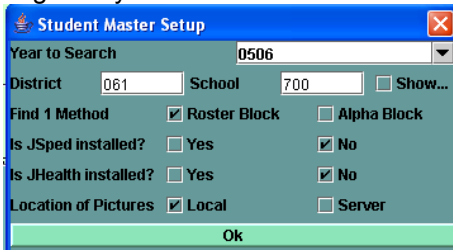
2. Launch JPAMS



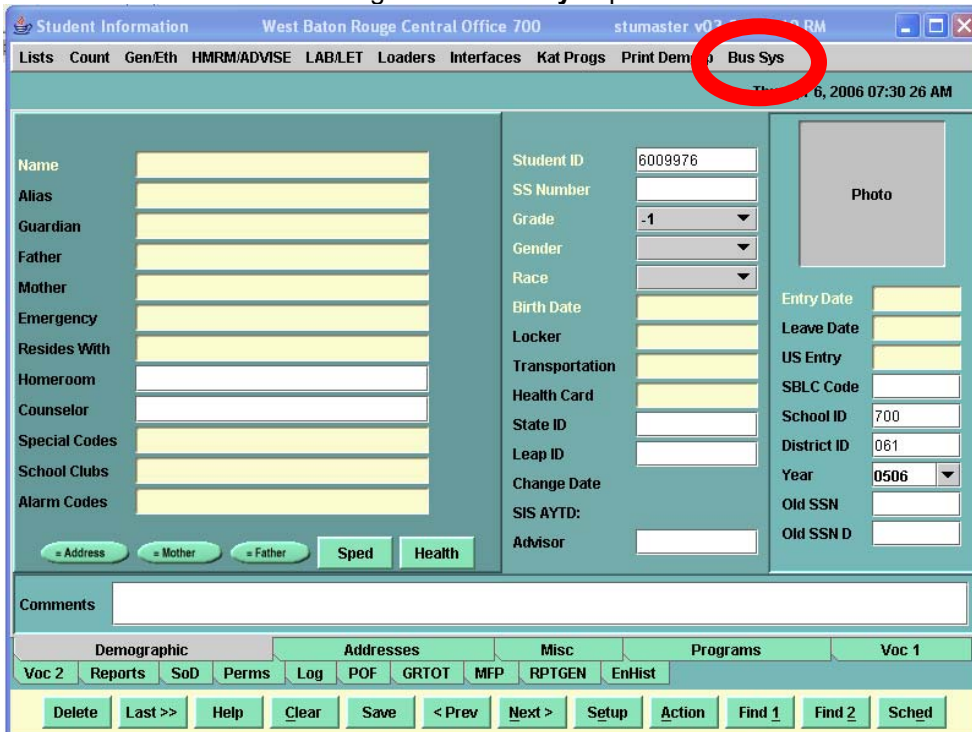
3. Click on the **Student Master** button



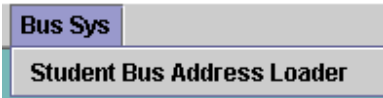
4. Logon to your school



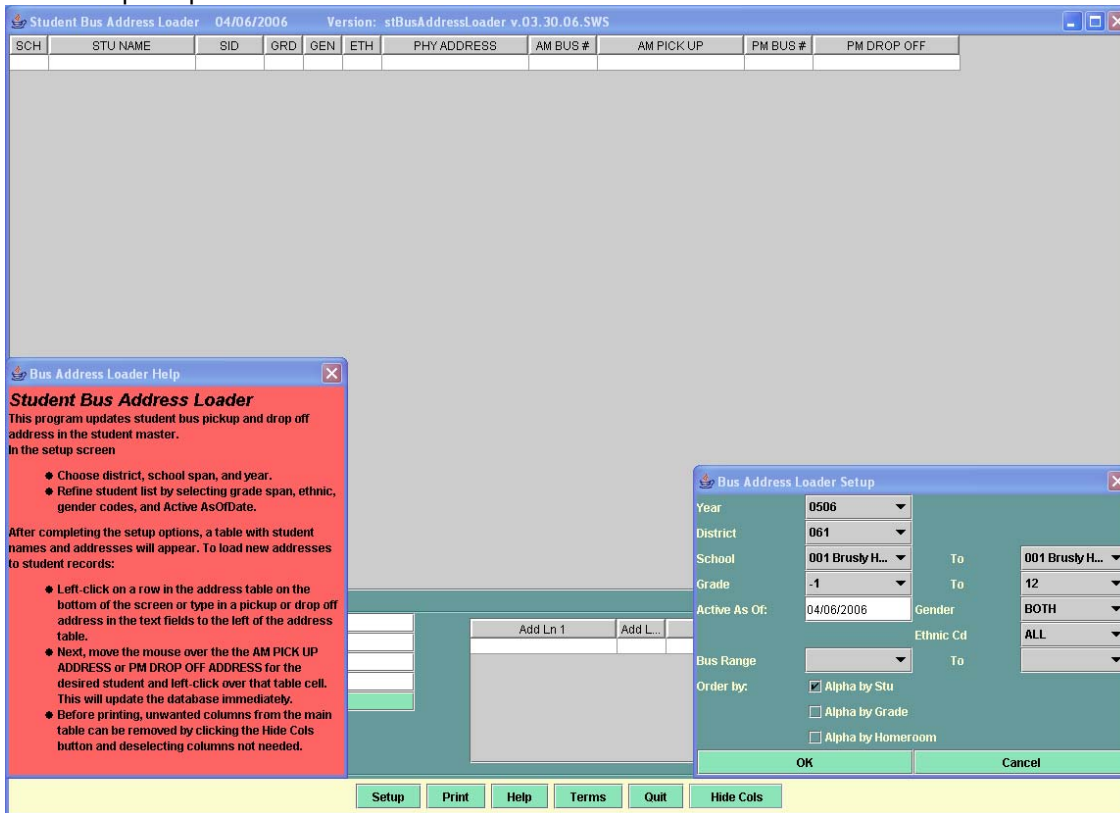
5. On the Student Master Screen go to the **Bus Sys** option on the menu bar



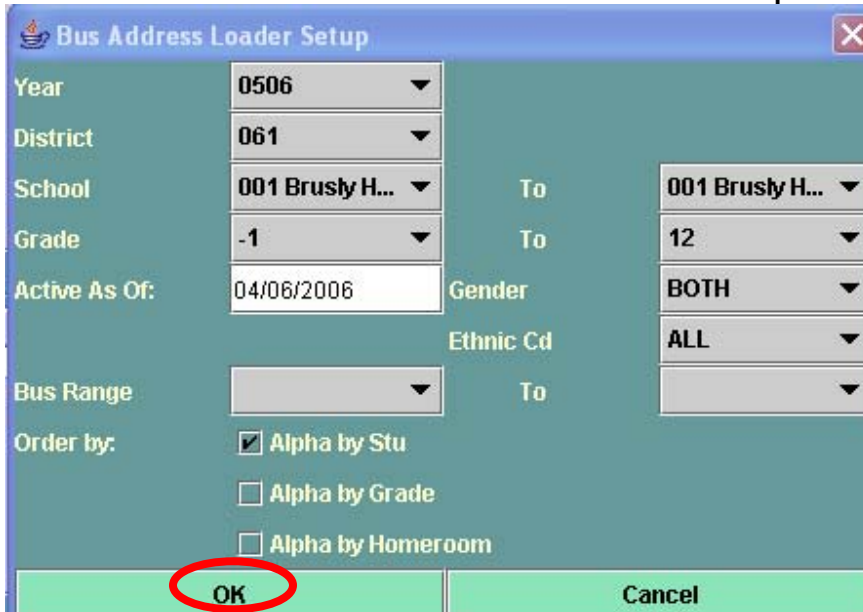
6. Click on **Student Bus Address Loader**



This will open up the **Student Bus Address Loader Screen**.



7. Put in the correct information into the **Bus Address Loader Setup** box and click OK.



**Make sure that the Bus Range options are left blank.**

You have three sorting options:

- **Alpha by Stu** = alphabetize by student name
- **Alpha by Grade** = alphabetize by grade level
- **Alpha by Homeroom** = students will be alphabetized by homeroom configuration

This will populate your **Student Bus Address Loader**:

8. **This step is an OPTION and may be done BEFORE or AFTER entering addresses:**  
 This option will allow you to populate the **AM Pickup** and **PM Drop Off** columns with the address in the physical address column. This way you will not have to retype every address if they are the same.

To populate these columns- click on the **Copy All From Phy Add** button.

**Note: Once you perform this action you CAN NOT go back and clear out the columns!!!**

Once you click the **Copy All From Phy Add** button the following popup window will display:

If you want to proceed click **Yes** – this will populate the columns. If not click **No**.

After clicking **Yes**:

Your columns will be populated.

- The **AM BUS #** and **PM BUS #** category will not be populated at the school level. We are working with First Student to have that information sent back to us so that we can place it into JPAMS. This will then populate the bus information screen on the Student Master.
- To begin inputting the AM and PM addresses, click into the **Address Line 1** and begin typing your address.

**Note: It is important to type your address into the Address Line 1 and not Address Line 2 (this is for apartment addresses for example).**

The screenshot shows the address input form with a dropdown menu open. The form fields are: Address Line 1, Address Line 2, City, State, and Zip. A green button labeled 'CI Address' is visible. The dropdown menu contains the following data:

Add Ln 1	Add L...	City	State	Zip
1153 MICHIGAN		PORT ALLEN	LA	70767
11888 LONGRIDGE AVE	APT 2...	BATON RO...	LA	70816
120 4TH STREET		PORT ALLEN	LA	70767
1206 W MAIN SREET		BRUSLY	LS	70719
1239 FREEMAN LANE		BATON RO...	LA	70767
12475 ENA STREET		PORT ALLEN	LA	70767
1332 FREEMAN LANE		PORT ALLEN	LA	70767

Example:

The screenshot shows the address input form with the following values: Address Line 1: 330 Avenue E, Address Line 2: (empty), City: (empty), State: (empty), Zip: (empty). A green button labeled 'CI Address' is visible.

**Note: Make sure to put in the City, State, and Zip information for the bus routers!**

- Once you have entered the address into the **Address Line 1**, click in the AM and/or PM cell to populate it with the correct address.

Example:

001	HANNAH DESHAY	8060228	10	F	0	3300 ALLENE STREET, ...	3300 ALLENE STREET, ...	330 Avenue E
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In the example above, Hannah's physical address is 3300 Allene Street, the AM pickup is at 3300 Allene Street, but the PM address is at 330 Avenue E.

**Note:** When you start typing in **Address Line 1** the box to the right containing the addresses in our system will begin to change in order to try and match what is being typed in. If you see the address that you are typing you can click on the address in the box to the right and it will populate the **Address Line 1** line.

If you make a mistake typing in the address and need to start over click the **CI Address** button:

- If a child **chooses NOT** to ride the bus then you will type in **NO RIDE** into the **Address Line 1** field.

The screenshot shows the address input form with the following values: Address Line 1: No Ride, Address Line 2: (empty), City: BRUSLY, State: LA, Zip: 70719. A green button labeled 'CI Address' is visible.

Once you have entered **NO RIDE** into the **Address Line 1**, click in the AM and/or PM cell to populate it.

Example:

001	LINDSEY R...	8060342	10	F	0	6272 GAIL AVENUE, BR...	No Ride, BRUSLY, LA, 7...	No Ride, BRUSLY, LA, 7...
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In the example above, Lindsey's physical address is 6272 Gail Avenue, and this student has stated that she will NOT be riding the bus for either AM or PM pickup.

001	JOSHUA BE...	8060480	10	M	1	5854 LUKEVILLE LANE, ...	1206 W MAIN SREET, B...	No Ride, BRUSLY, LA, 7...
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In the example above, Joshua's physical address is 5854 Lukeville Lane, his AM pickup is 1206 W. Main Street and he has not PM bus ride.

13. Once you click into the cells it is automatically saving that information into student master. To access this information from student master:

Click in the box next to Transportation to access the transportation information that you placed into the fast loader. The following pop-up box will appear: