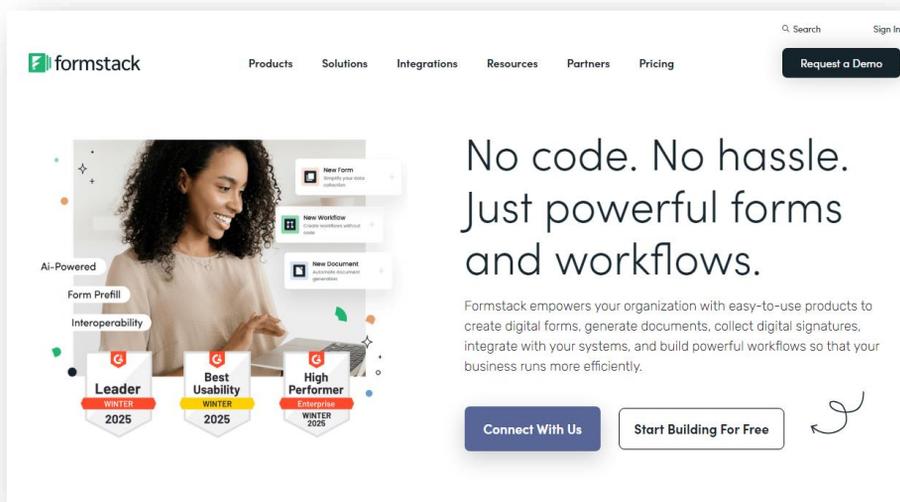


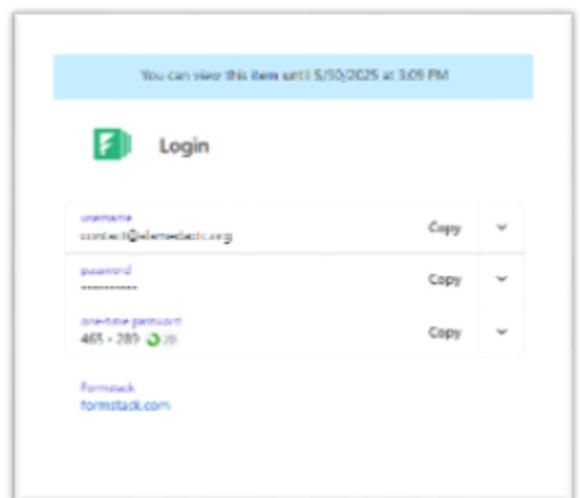
Step-by-Step Instructions for Verifying Student Transit Pass Applications in Formstack

1. SIGN IN

- Go to formstack.com and click "Sign in."

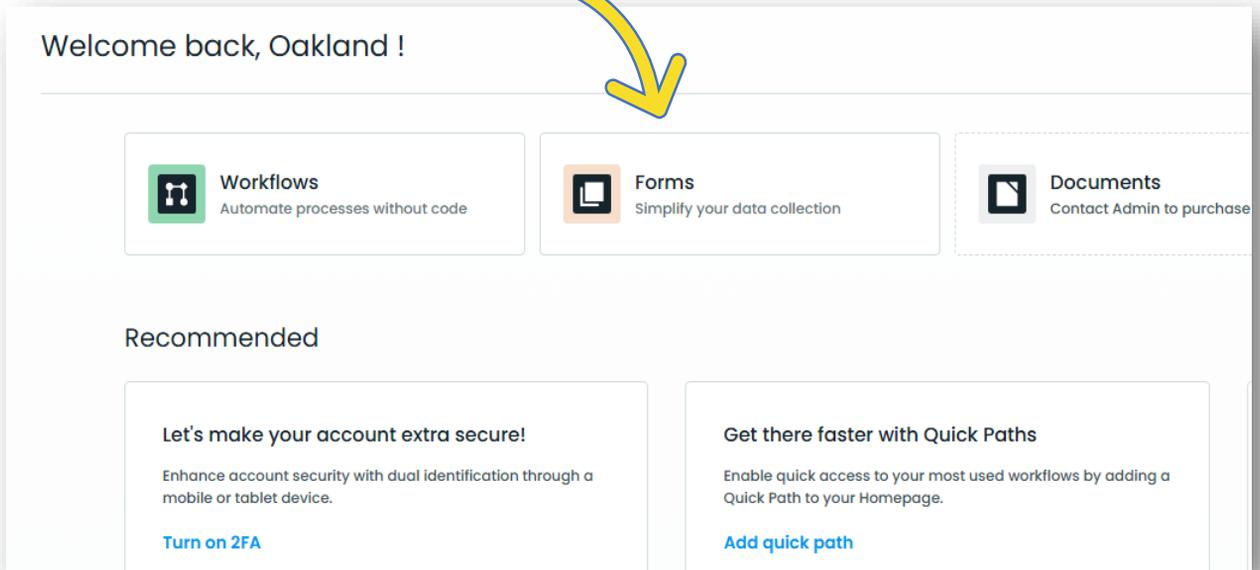


- Use the **username** and **password** found at the link on the Formstack Credentials tab of your password-protected STP spreadsheet (**not** your personal email or the encryption password).
- You'll be asked for an **Auth code/one-time password** – find that at the link as well. (Note: this code refreshes every 30 seconds.)



2. FIND YOUR SCHOOL

- This page looks like a lot, but all you need to do is click "**Forms.**"



Welcome back, Oakland !

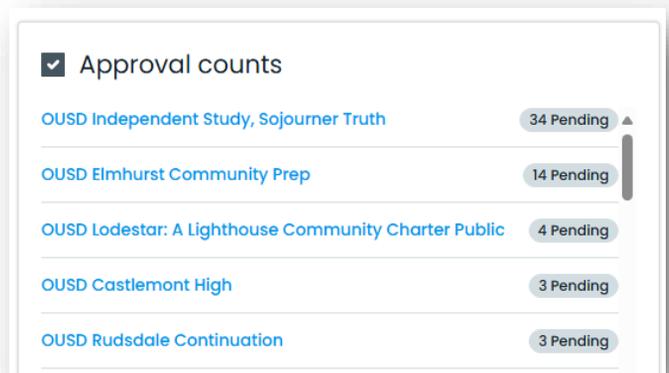
The dashboard features three main action cards: **Workflows** (Automate processes without code), **Forms** (Simplify your data collection), and **Documents** (Contact Admin to purchase). A yellow arrow points to the **Forms** card.

Below these cards is a **Recommended** section with two suggestions:

- Let's make your account extra secure!** (Turn on 2FA)
- Get there faster with Quick Paths** (Add quick path)

- Now, a shortcut:**

If your school is included in the lower left "**Approval counts**" box, it means applications are pending your approval. Click your school's name to access them.



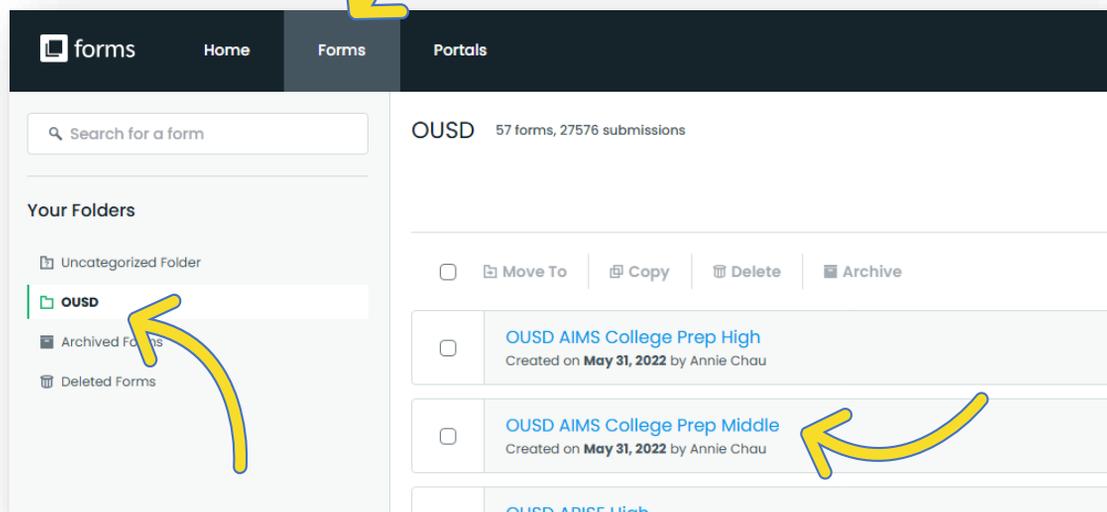
Approval counts

OUSD Independent Study, Sojourner Truth	34 Pending
OUSD Elmhurst Community Prep	14 Pending
OUSD Lodestar: A Lighthouse Community Charter Public	4 Pending
OUSD Castlemont High	3 Pending
OUSD Ruidsdale Continuation	3 Pending

This count sometimes shows a number even when there are no pending applications – please tell us if that happens for you!

2. FIND YOUR SCHOOL (cont.)

- If you need to navigate to your school but it's not in the "Approval counts" box, click "**Forms**" at the top, then click your **district's folder** to the left.
- Hover over your school's name and click "**Submissions.**"



3. ACCESS APPLICATIONS

- Enter the **encryption password** from the Formstack Credentials tab of your school's STP spreadsheet to see your students' applications.

Submission data for this form is encrypted ✕

An encryption password has been applied to protect your data from being viewed by all outside parties (including Formstack).

ENTER FORM ENCRYPTION PASSWORD:

.....

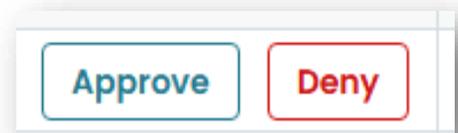
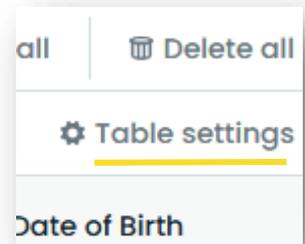
Some quick tips on encryption passwords:

- This password may not be the same as your Formstack account password.
- You may want to try passwords you use frequently.
- Encryption passwords can be set by any Admin on the Account.
- When a Form is created by being copied from another Form, the copied version will inherit the original Form's encryption password.
- Learn more about Data Encryption [here](#).

Cancel Access Submissions

4. VERIFY STUDENT INFORMATION

- We rely on site admin to confirm (and, if necessary, correct) essential student information.
- Click the "**Table settings**" gear icon to the right; drag and drop the options so that Student Name, Student ID Number, and Student Date of Birth are in the "**Visible**" column, and feel free to hide the rest.
- If the student information is **correct**, click "**Approve**."
- If a student **is not enrolled** at your school, or if they **already applied**, click "**Deny**."
- If student information is **incorrect**, you can fix it! Just click into the application, then click "**Edit**" in the upper left. When you're done editing, click "Save," then go back to submissions to approve.



5. NEXT STEPS

- Student applications will show one of 3 statuses after you verify them:
 - **Approved by Me:** You approved the application, but it's still waiting on approval from the transit agency.
 - **Approved:** The application has been approved by everyone. *Note: For AC Transit, this just means they downloaded the student's information, it does not guarantee a pass. Check the "Research + Denied" tab of your school's STP spreadsheet for an accurate status.*
 - **Denied:** Application was denied.

- To communicate about a student's pass, do not post a comment in Formstack. Instead, reach out to your school liaison.
 - Student in AC Transit-served schools are often denied because they're already enrolled in the STP program. If they lost their original card, they should [replace it](#), not reapply.
 - Passes can take 4-6 weeks to be delivered, especially at the beginning of the school year.
 - If a student provided an existing Clipper card number when they applied, then the pass will be loaded onto it remotely within 2-4 weeks. You will not receive a card for these students.