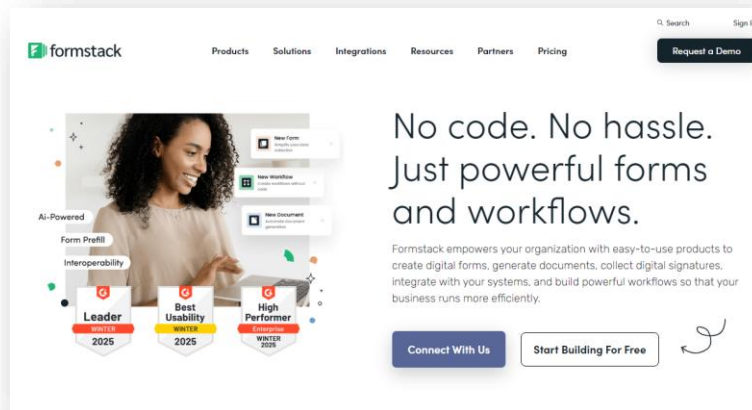


Step-by-Step Instructions for Verifying Student Transit Pass Applications in Formstack

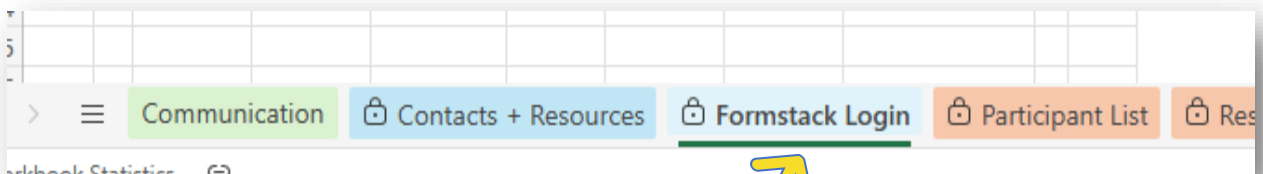
1. OPEN FORMSTACK.

- Go to formstack.com and click "**Sign In**" in the upper right.
- This is where student applications are stored – to sign in, you need the username, password, and auth code shared on your 1Password page (not your personal or work email). Let's find them!



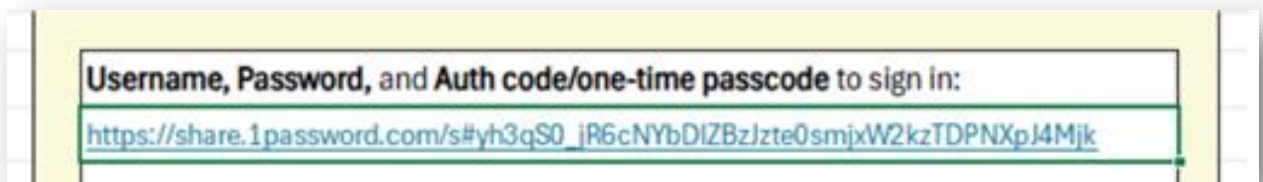
2. OPEN YOUR SCHOOL'S STP SPREADSHEET IN A NEW WINDOW.

- This was shared with you by your school liaison and is protected by a password. It's a tool for sharing information with you.
- To find the information for logging into Formstack, click on the "**Formstack Login**" tab at the bottom of the spreadsheet.



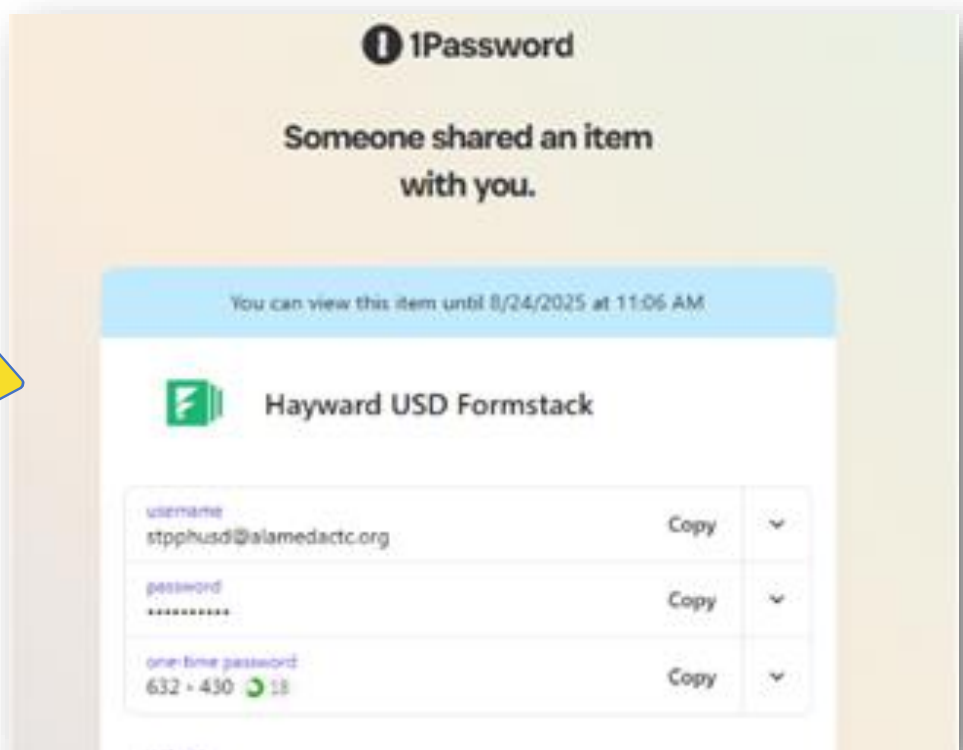
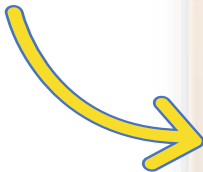
3. OPEN YOUR 1PASSWORD PAGE IN A NEW WINDOW.

- On your spreadsheet's "Formstack Login" tab, there's a white box. Open the link in that white box that starts with **[https://share.1password](https://share.1password.com/s#yh3qS0_jR6cNYbDIZBzJzte0smjxW2kzTDPNXpJ4Mjk)** in a new browser tab or window.
- This link will update monthly, so don't bookmark it.



The link to click

What the
1Password
page looks
like when you
open it



4. SIGN INTO FORMSTACK USING THE INFORMATION ON YOUR 1PASSWORD PAGE.

- When Formstack asks you for an email, copy and paste the **username** you see on the 1Password page (it starts with "stpp").
- When Formstack asks you for a password, copy and paste the **password** you see on the 1Password page.
- Finally, when Formstack prompts you for an "Auth code," copy and paste the 6-digit **one-time password** from the 1Password page. This code refreshes every 30 seconds, so you can wait until it starts over to ensure you have enough time.

Paste to here.

Copy from here.

Someone shared an item with you.

You can view this item until 9/21/2025 at 3:19 PM

San Lorenzo USD Formstack

1	username	stppSLZUSD@alamedactc.org	Copy	▼
2	password		Copy	▼
3	one-time password	044 • 669 18	Copy	▼

website
https://admin.formstack.com/login?login_challenge=bQxqNBUzpwYU7

1

EMAIL

Next

Enter your password

EMAIL [Log in as different user](#)

stppSLZUSD@alamedactc.org

PASSWORD **Required** [Forgot your password?](#)

2

Log into Formstack

Two-factor authentication

Sign in as **stppSLZUSD@alamedactc.org** or [switch user](#)

Open the authentication app you set up on your mobile device and enter the 6-digit authentication code.

AUTH CODE **Required**

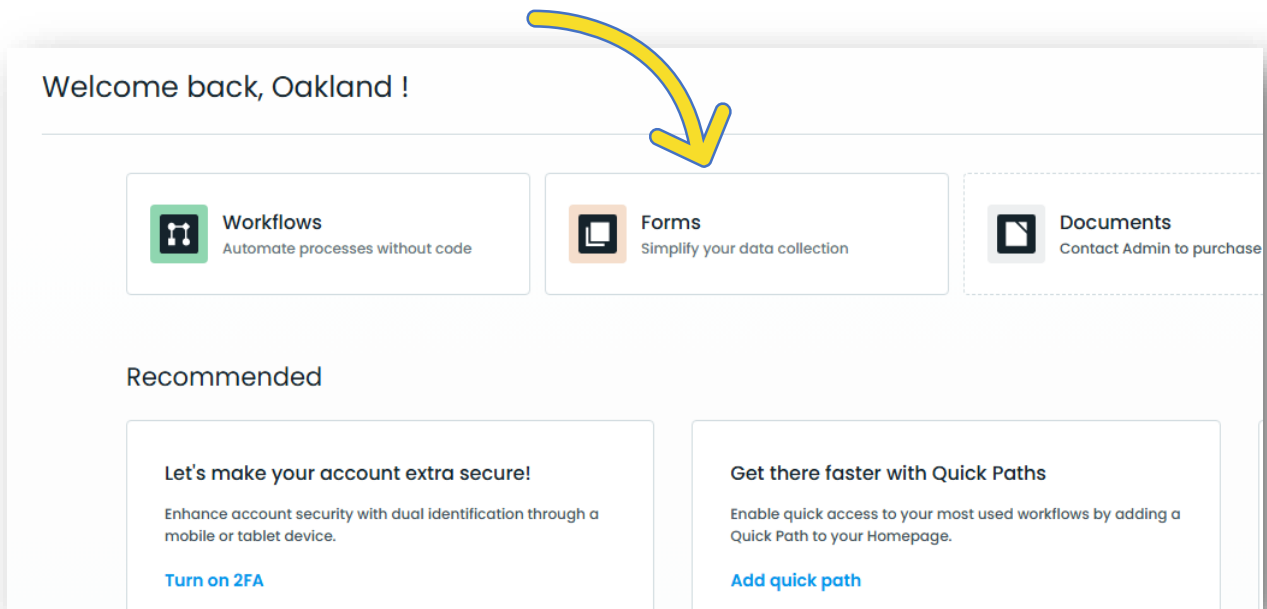
3

☐ Don't ask again on this device for 30 days

Verify code

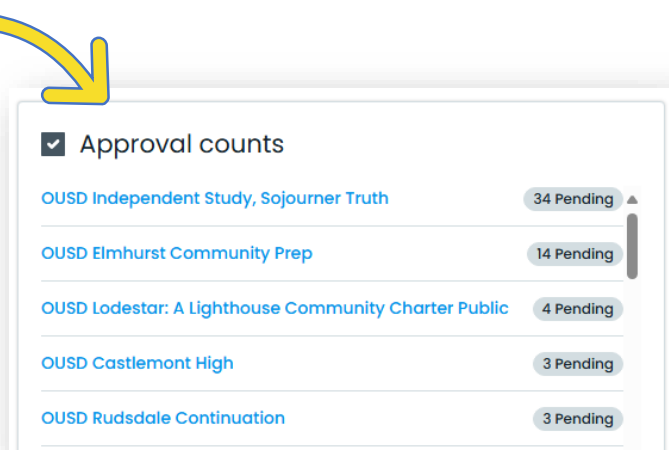
5. FIND YOUR SCHOOL'S APPLICATIONS.

- You're in! You can close the 1Password page – that was just to get you into Formstack.
- This page looks like a lot, but all you need to do is click "**Forms**."



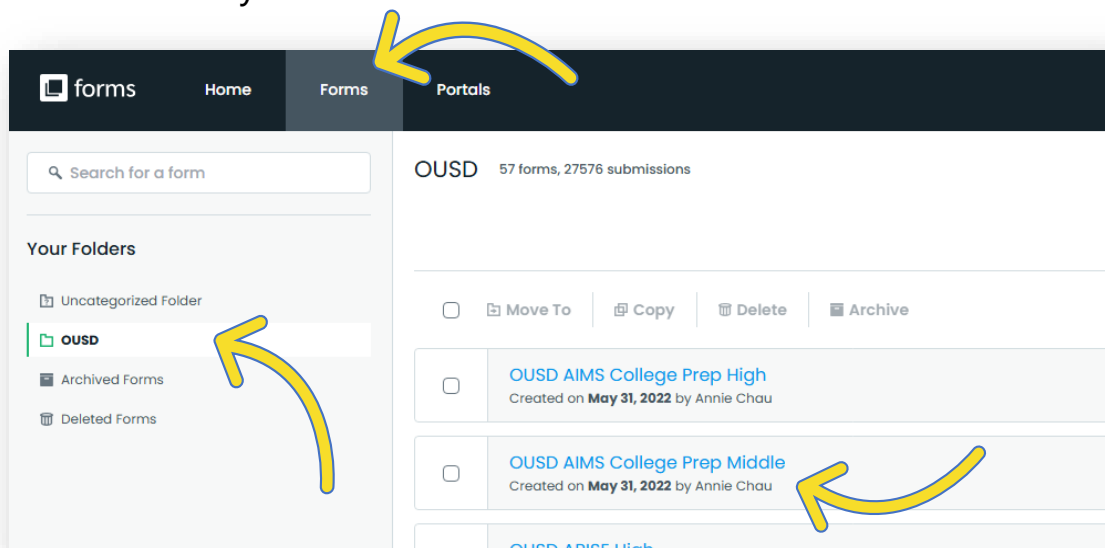
- **Now, a shortcut:**

If your school has applications pending your approval, you can click on it in the "**Approval counts**" box (*not* the "Your forms" box).



5. FIND YOUR SCHOOL'S APPLICATIONS (CONTINUED).

- 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**."



6. ACCESS APPLICATIONS USING ENCRYPTION PASSWORD

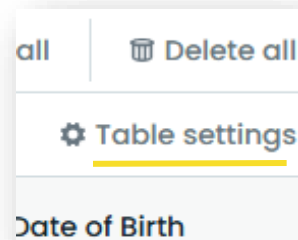
- When Formstack prompts you for an encryption password, use the "**Encryption password**" from the white box on the "Formstack Login" tab of your school's STP spreadsheet. It should be a combination of 6 letters, numbers, and symbols.



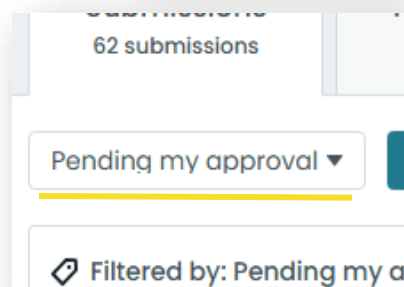
7. VERIFY STUDENT INFORMATION

- We rely on site admin to confirm (and, if necessary, correct) essential student information. If an application is approved with incorrect information, it will most likely be denied.

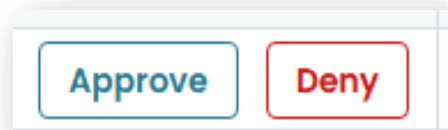
- Click the "**Table settings**" gear icon to the right; drag and drop the options so that Student Name, Student ID Number, and Student Date of Birth are in the "**Visible**" column, and feel free to hide the rest.



- To only see applications that need your attention, change the filter from "All submissions" to "**Pending my approval.**"



- If the student information is **correct**, click "**Approve.**"
- If a student **is not enrolled** at your school, or if they **already applied**, click "**Deny**" and provide a brief note.



- 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.

Student Transit Pass Application

District: OUSD

Buttons: Edit, Resend Notification Email, Export, Delete, Cancel, Save

8. 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 to students whose applications have been denied or flagged as needing more information.
 - **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 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. Their status will appear as "CSN New" on the "Participant List" tab of your school's STP spreadsheet.