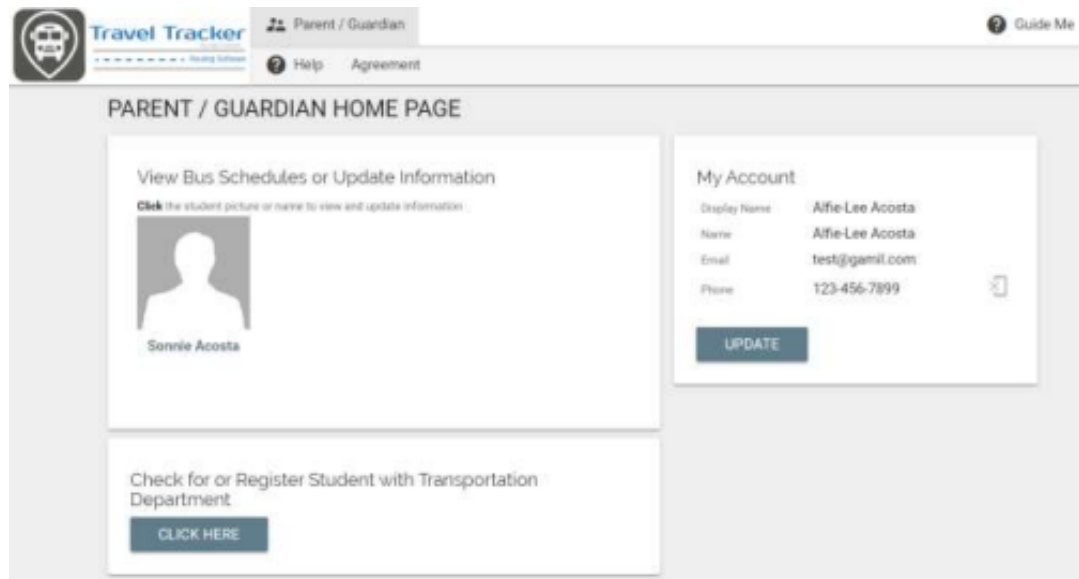


Adding Access To Others To Parent Portal/Bus Quest App

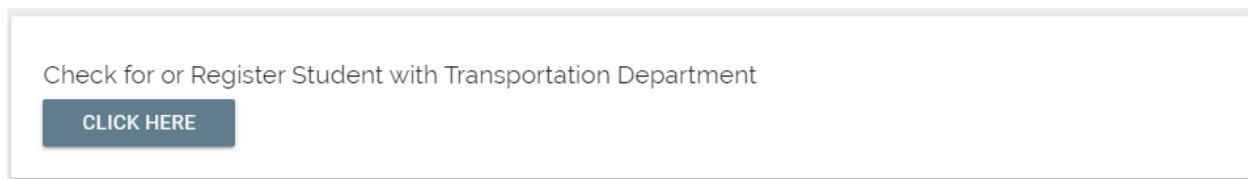
By default only the person listed as the primary parent has access to the student information on the Parent Portal or the Bus Quest App. To share information with others you would like to have access to the information to your student's information, there are 2 options. You can simply share your login information with that person. ***If you do this, be advised that the person you share that access with can request changes on the primary parents behalf.*** You can also have them create their own account on [Parent Portal](#). Once they create an account they can request access to a student's file.

Once logged in, their home page will look like this:



They will be able to request access to have Student information linked to their account. By following these steps. They will only have access to the students you give them access to.

To add a student



Select the appropriate session.

Select a School Year / Session

● 2022 ~ 2023
08/31/2022 ~ 06/23/2023

Fill out the form as accurately as possible with the information you used when registering your student. If your student is in the MISD student information system you should fill in the complete information for your student.

Date of Birth

Date of Birth

MM/DD/YYYY

Click on the Date of Birth field and a pop-up will appear.

A screenshot of a date picker interface. A dropdown menu is open, showing the months of the year from January to December. The background shows a calendar grid with days of the week (SUN, MON, TUE, WED, THU, FRI, SAT) and dates. A 'CLOSE' button is visible at the bottom right.

A screenshot of a date picker interface. A dropdown menu is open, showing years from 2013 to 2027. The background shows a calendar grid for the month of February, with days of the week (SUN, MON, TUE, WED, THU, FRI, SAT) and dates. A 'CLOSE' button is visible at the bottom right.

We will link you to the student information tab as long as you are listed as a contact for that student in our SIS (Student Information System).

Found student with same last name and first name, you may want to [link student](#) instead of creating new student.

Comment (Put your specific request or other information here)

Click link student

Parent / Guardian
Guide Me

< Home Page
Submit
Delete
Help


2022 ~ 2023

Please click on the **"EMAIL VERIFICATION CODE"** link (**MISD Transportation does not offer**


text notifications at this time.)


new

Child Information

First Name [REDACTED]	Last Name [REDACTED]	Student ID# (optional)	Date of Birth [REDACTED] 
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Verification Code
5-character code

 EMAIL VERIFICATION CODE

 TEXT VERIFICATION CODE

Notes

SUBMIT

This will send an email to the person listed as the primary contact to approve. Click “YES”.

System will send the verification code to [REDACTED]
Continue?

YES

NO

The primary parent will receive an email notifying them that a verification code has been sent for the student requested. The primary parent may share that code with the student or additional people they deem appropriate to access their students information related to their transportation file.