

# OE Transportation Instructions

1. Log in to your [ParentVUE](#) account.
2. Click on Fees in the left navigation bar.
3. Click on Fees (click here to access online payment system) in the center of the page.

The screenshot shows the ParentVUE interface. On the left is a navigation menu with the following items: Home, Messages, Calendar, Attendance, Class Schedule, Conference, Course History, Course Request, Grade Book, Health, Report Card, and Student Info. Below this menu are two sections: 'Fees' and 'Test History & Community Service'. On the right, the 'FEES' section is displayed with a list of links: 'Fees (click here to access online payment system)', 'Creating Parent User Account & Connecting Students', 'Activities Registration Instructions', 'Open Enrolled (OE) Transportation Instructions', 'Classroom & Field Trip Fees Instructions', and 'STMA Online Summer Class Instructions'.

4. [Create a parent user account and add students to your account](#), if you have not done so already.
5. Click Add To Cart under the OE Transportation 2021-2022 item.

The screenshot shows a horizontal bar with five icons: a blue book, a red soccer ball, a green dollar sign, a shopping cart, and a gear. Below this bar is a 'Home' button. To the left is a vertical list of school names: Albertville Primary, Big Woods Elementary, Fieldstone Elementary, St. Michael Elementary, Middle School East, Middle School West, High School, STMA Online, and Transportation. To the right is a card for 'OE Transportation 2021-2022' featuring a yellow school bus icon and an 'Add To Cart' button.


6. Leave Quantity set at 1. Select the desired item (One Student or Two or More Students) from the drop-down menu below Quantity and then click Add to Cart.



Home

- Albertville Primary
- Big Woods Elementary
- Fieldstone Elementary
- St. Michael Elementary
- Middle School East
- Middle School West
- High School
- STMA Online
- Transportation

### OE Transportation 2021-2022



Item 1#: DO-  
OETransportation20  
21-2022

Quantity:

Two or More Stude

**Description**

Leave the quantity at 1.

Select your price from the drop-down menu.

A single student is \$400.

Two or more students are \$600.

Click Add to Cart. Then complete the on-screen form so we have the most current information, especially if the pick-up and drop-off addresses are not the same for the entire family.


7. Click Checkout Now.



Home

- Albertville Primary
- Big Woods Elementary
- Fieldstone Elementary
- St. Michael Elementary
- Middle School East
- Middle School West
- High School
- STMA Online
- Transportation

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Subtotal: \$600.00



**OE Transportation 2021-2022**

Qty:

Price: \$600.00

8. On the next screen select one of your students in the drop down menu in the middle of the screen.



Home

[OE Transportation 2021-2022](#)  
 Item Added on 6/30/2021  
 Sku: DO-OETransportation2021-2022 Two or More Students  
[Delete](#)

-- Please Select --

[Add New Students](#)

Price: \$600.00  
 Quantity: 1  
 Total: \$600.00

Keep Shopping Clear Cart Update Cart

Confirm your student choice(s) before submitting [Checkout](#)

9. Click on the red **CLICK HERE to complete required Transportation 2021-22 form before checking out.**



Home

[OE Transportation 2021-2022](#)  
 Item Added on 6/30/2021  
 Sku: DO-OETransportation2021-2022 Two or More Students  
[Delete](#)

Sample, Student 1 -

[Add New Students](#)

**CLICK HERE to complete required Transportation 2021-22 form before checking out**

Price: \$600.00  
 Quantity: 1  
 Total: \$600.00

Keep Shopping Clear Cart Update Cart

Confirm your student choice(s) before submitting [Checkout](#)

10. Complete the form and then click Submit at the bottom of the screen. If you have more than 4 students using open enrolled transportation, finish the instructions to checkout and then contact [transportation@mystma.org](mailto:transportation@mystma.org) with the information for additional

students.

[Home](#)

Recent Orders

Update Email & Password

Manage Address Book

Students

Fees

Recurring Orders

Payment Methods

Forms on File

Flex Benefit Report

### Transportation 2021-22

Student First Name\*  Student Last Name\*  Student ID Number\*

Student Street Address\*  City (state and zip code are not needed)\*

<p><b>Before School Pick-up Information</b></p> <p><input type="checkbox"/> Home</p> <p><input type="checkbox"/> Daycare</p> <p><input type="checkbox"/> Kids Play</p> <p><input type="checkbox"/> Parent Transport (no transport needed)</p> <p>Daycare City (if applicable) <input type="text"/></p> <p>Daycare Point of Contact (if applicable) <input type="text"/></p>	<p><b>After School Drop-off Information</b></p> <p><input type="checkbox"/> Home</p> <p><input type="checkbox"/> Daycare</p> <p><input type="checkbox"/> Kids Play</p> <p><input type="checkbox"/> Parent Transport (no transport needed)</p> <p>Daycare Name (if applicable) <input type="text"/></p> <p>Daycare Phone Number (if applicable) ( ) - -</p> <p>Any additional notes? Example: Days attending Kids Play. <input type="text"/></p>
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By clicking this box you agree to the open enrolled transportation fees and the district policies and procedures for this service.\*

Yes

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**Note: If you have a second student using open enrolled transportation, enter the name of the student below.**

Second Student First Name  Second Student Last Name  Second Student ID Number

Second Student Street Address  Second Student City (state and zip code are not needed)

11. Click Checkout next to **Confirm your participant choice(s) before submitting.**

[Home](#)

[OE Transportation 2021-2022](#)  
Item Added on 6/30/2021  
Sku: DO-OETransportation2021-2022 Two or More Students

Sample, Student 1 -


Price: \$600.00  
Quantity: 1  
Total: \$600.00

[Delete](#) [Add New Students](#)

[Keep Shopping](#) [Clear Cart](#) [Update Cart](#)

**Confirm your student choice(s) before submitting** [Checkout](#)

12. Select the SmartSchoolK12 Checkout payment option.



[Home](#)

**1. Select Payment Option**

SmartSchoolK12 Checkout  
 Credit Card

**Apply Promotional Code**

[Apply](#)

**2. Proceed to checkout**

[Checkout with SmartSchoolK12](#)

**Order Summary**

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Subtotal: \$600.00  
Shipping: \$0.00  
Taxes: \$0.00

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Total: \$600.00

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[Edit Order](#)

- 13. Click the Checkout with SmarktSchoolK12 button to proceed with the checkout process.
- 14. Please email [transportation@mystma.org](mailto:transportation@mystma.org) with questions. Thank you.