

## Using the Pre-K/EI Rider System: Updating Site and Rider Information

The Pre-K/EI Rider System is used to manage data regarding transportation for all Special Ed Pre-K and Early Intervention programs:

1. Site staff uses the application to update site information and manage rider data
2. Bus vendors use the application to identify riders that require transportation
3. OPT staff uses the application to manage transportation citywide and provide payment to vendors

The application has two components:

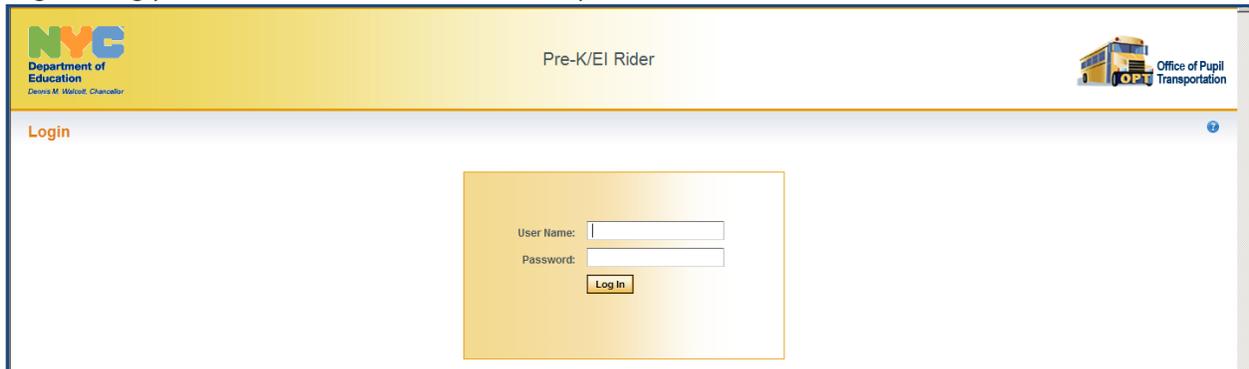
- Site information: Key contacts, school schedule and session times
- Rider Data: individual session times, pick up and drop off address, rider-specific information

Access the application from the School Applications page on the OPT web site:

<http://schools.nyc.gov/Offices/Transportation/SchoolResources/SchoolApplicationsLogin/default.htm>

[http://opt-osfns.org/opt/resources/PreK\\_EI\\_Rider/login.aspx](http://opt-osfns.org/opt/resources/PreK_EI_Rider/login.aspx)

Log in using your school's shared username and password:



The screenshot shows the login interface for the Pre-K/EI Rider system. At the top left is the NYC Department of Education logo. In the center, the text 'Pre-K/EI Rider' is displayed. At the top right is the Office of Pupil Transportation logo. Below the title, the word 'Login' is shown. The main area contains a login form with two input fields: 'User Name:' and 'Password:', followed by a 'Log In' button.

The first view after logging in is a list of riders associated with your site. For Pre-K riders this information is generated by CPSE staff updating the CAP system; for EI riders, student data is entered through the Early Intervention office.

From this screen you can do the following

- Search for a rider by their OSIS/ID number: enter the number and press the Search button
- Filter the list of riders by Transportation Category: Ambulatory, Non-Ambulatory, or EI
- Filter the list of riders by Program Type: 10 month, 12 month or NA
- Filter the list of riders by Session Status: Has Session or Has No Session

Each column heading will also filter the list and change the display

### Update Rider Information

Open a rider record by clicking the rider icon to the left the student ID number 

You will be directed to a new page where the following information can be changed:

1. Assigned session time: choose a session time for each day the rider attends your site
2. Pick up and drop off address: Vendors have five days to update bus routes after address information is updated
3. Emergency contact: Use this text box to enter emergency contact numbers or other student-specific information

After making changes, click the Save Information button to return to Rider Information list.

#### Session Times

Sites create and manage session times for all riders on the Site Information page. Riders must be assigned a session time in order to be viewed by bus vendors and assigned a bus route.

#### Address Changes

If you are changing the pick up address because of an address change, please remember to provide the CPSE or EI team with the proper documentation to update this information in CAP or the EI database. You will not be able to update the home address for any rider.

#### Emergency Contact

Enter an emergency contact number or other information in this box

**Rider on list does not attend your site OR a rider attending your site does not appear on the rider list**

Contact your CSE or EI team to request an update

## Site Information

Click the Site Information tab at the top of the page to update information about your site or program

The top of the page lists information about your site: click the Edit School button to make changes

**Note:** The top of the form displaying the site number, name, and address will be *grayed out* and this information cannot be edited at the site level: contact your CPSE or EI team to make changes to this information. Program information will also be *grayed out* and this information cannot be edited at the site level.

You will be able to change the following information:

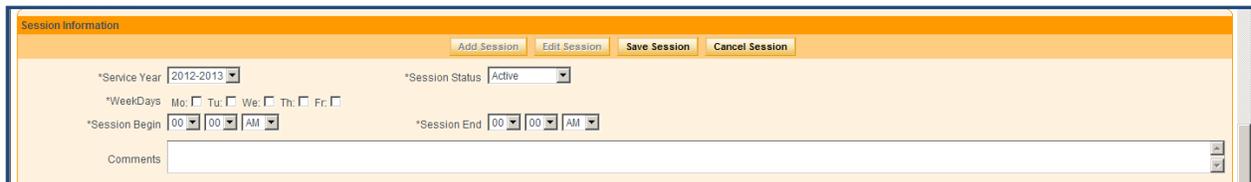
1. Principal name and contact information
2. Contact and late contact information: OPT will use this information if we need to get in touch with you
3. Service Start and End Dates: For the Service Year indicated, identify the date service will start at your site and the last date you require service. 10-month programs should select an end date in June; 12-month programs should select an end date in August

All fields are required: click the Save button to save your changes

## Session Information

In this section you can create a new session time for your site or edit information about current session times displayed

### Add Session



Click the Add Session button

1. Click each day of the week you need the session time to be in place
2. Use the drop down menus to select the start and end times for the session time
3. Enter a name for your session time in the comments sections

Click the Save Session button

The new time will appear on the list below and can now be assigned to an individual rider

### Edit Session

Click the pencil icon next to the session time you want to edit 

Make any changes and click Save Session

Click the drop-down menu for Session Status to make the session inactive: it will be removed from the list of choices when assigning session times to riders (If the session time is currently inactive you may also change the status to active if that session time is needed)



## **Assistance and Support**

### Operational Questions

Site staff and parents can contact the OPT Pre-K/EI Customer Service team with questions about your site, service, or to report a problem with your service

718 482-3800

Email address: [prekhelp@schools.nyc.gov](mailto:prekhelp@schools.nyc.gov)

### Application Assistance

Using any application requires repetition to become comfortable making changes. Please contact the OPT Training team for assistance or questions.

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