



**Dear Parent or Guardian:**

As you may already be aware, the East Ramapo Central School District has expanded its capabilities with its Transportation Software by obtaining “**eLINK**” to allow you to access your child(ren)’s Transportation information directly from your smart phone, tablet or computer. This is a web-based service, so you just need internet access to join **eLINK**.

**Here is how to log-on:**

To gain access to the ERCSD eLINK Data go to:

<https://versatransweb06.tylertech.com/eastramapo/elinkrp/login.aspx>

- To log in for the first time:
- your username will always be "**your 10-digit home phone number**"; (**NO** dashes please “xxxxxxxxxx”)
- your temporary password is "**your 10-digit home phone number**" (again- do **NOT** use dashes please “xxxxxxxxxx”).
- As soon as you log on, you will be asked to create a new password.

After changing your password, you will be brought to **YOUR** child(ren)’s **eLINK** site:

1. You will be brought to the **WELCOME** screen.
2. If you want to **send an email** to the Transportation Department, you may do that from this Welcome Page – the bottom option “**Parent Communication**”.
3. If you want to access your Child(ren)’s Transportation Data, stay on the Welcome Page, Click on the top option “**Work with Students**”.
4. Next screen: Click on “**View my Students**”. All your children will appear in the next window.
5. Click on the **child’s name** who you would like to view, and their data will appear.
6. The Info Fields that appear at the bottom left of the first page are only applicable if they have a “Y” next to them.
7. If you want to print out the bus pass or any other data, click on the drop-down window that says “**Choose Export Option**” and then click on “**Choose PDF Version**”
8. You can now **print the PDF version** of your child’s Bus Pass or full transportation data as well as save it to a file on your computer or smart phone.

We look forward to this new **eLINK** feature in our VersaTrans Software package being a great tool for our parents to access vital information concerning their child(ren)’s school transportation data.

Thank you and WELCOME to **eLINK**!

*Douglas Schwegler*

**Director of Transportation**