

Users will click on the link given by your school administrator to set up your user profile in the FTR site.

[https://www.fieldtriprequest.com/CreateUser/Index?org=Berlin\\_Central\\_School\\_District](https://www.fieldtriprequest.com/CreateUser/Index?org=Berlin_Central_School_District)

Once you click the link you will then be directed to the page below where you will enter the following information. Fields marked with an asterisk ( \* ) are required.

The screenshot shows the 'Create User' form. At the top, it says 'FIELD TRIP REQUEST powered by busHive™'. The form has two columns of input fields. The left column contains 'Email: \*' with the value 'Sally@school.com', 'Password: \*' with masked characters, and 'Confirm Password: \*' with masked characters. The right column contains 'First Name: \*' with the value 'Sally', 'Last Name: \*' with the value 'Requestor', and 'Phone:'. Below the fields are 'Password Requirements:' which include: must be 8-16 characters long; must contain 3 out of 4 of the following: at least one lowercase (a-z), at least one uppercase (A-Z), at least one digit (0-9), and at least one symbol (@ # \$ % ^ & \* - \_ + = [ ] { } | \ : ' , ? / ~ ~ " ( ) ; .). A 'Create' button is at the bottom left. At the bottom of the page, it says 'Field Trip Request version 5.42.03' and 'powered by busHive'.

Once you click create you will get a confirmation message. Click on the link provided to login.

The screenshot shows a confirmation message titled 'Create User Confirmation'. It says 'Your account has been created.' and 'You may login by clicking this link:'. Below that is a link: <https://www.fieldtriprequest.com>.

You will enter your email and password on the sign-in screen

The screenshot shows the 'Login' screen. At the top, it says 'FIELD TRIP REQUEST powered by busHive™'. Below that is the 'Login' section with two input fields: one for email (containing 'Sally@school.com') and one for password (masked with dots and a visibility icon). Below the password field is a link 'Forgot your password?'. A blue 'Sign in' button is below that. Below the 'Sign in' button is the 'External Login' section with a button for 'Active Directory'.

Once you are signed in you are then on the Home screen.

Organization: busHive Unruh  
User: Sally Requestor  
Site: busHive Unruh  
[Logout](#)

Home   New Request   Favorites   History   Settings   Help

**Favorites**  
No favorites have been saved.

**Home**  
**My Trips**

Trip ID	Activity	Destination	Depart	Return	Status	Requested By
No records to display.						

You can then assign yourself to your trip type (school) in two ways.

1. Click on New Request.

Organization: busHive Unruh  
User: Sally Requestor  
Site: busHive Unruh  
[Logout](#)

Home   **New Request**   Favorites   History   Settings   Help

**Favorites**  
No favorites have been saved.

**New Trip Request**  
You are not setup to request any Trip Types yet.  
To do so click [here](#).

2. Click on Settings – Change Where I Request Trips

Organization: busHive Unruh  
User: busHive Support  
Site: busHive Unruh  
[Logout](#)  
[Set Tenant](#)

Home   New Request   Favorites   History   **Settings**   Help

**Settings**  
**Personal**

- [User Profile](#)
- [Change Where I Request Trips](#)

Choose from the trip types (your school) that you would need to request a trip for, then click Save Types.

The screenshot shows the 'FIELD TRIP REQUEST' application interface. The header includes the title 'FIELD TRIP REQUEST powered by busHive™' and user information: 'Organization: Berlin Central School District' and 'User: busHive Support'. There are links for 'Logout' and 'Set Tenant'. A navigation bar contains 'Home', 'New Request', 'Favorites', 'History', 'Settings', and 'Help'. The 'Settings' sidebar is open, showing 'Personal' settings with links for 'User Profile' and 'Change Where I Request Trips'. The main content area is titled 'Trip Types' and contains the following text: 'You have not selected any Trip Types.' and 'Select the types of trips you will request, then click **Save Types** at the bottom of the screen when finished.' Below this text is a list of four unchecked checkboxes: 'Berlin Elementary School', 'Berlin Middle/High School', 'Summer School Trips - ES', and 'Summer School Trips - MS/HS'. At the bottom of the main content area are two buttons: 'Save Types' and 'Cancel'.

Field Trip Request version 6.00.31

After you have saved your selection, then you can go to New Request, fill out the request form to submit to Transportation.