

Family Access – Busing Information

1. Open a web browser such as Google Chrome, Internet Explorer, etc.
2. Type <https://www.mcSDK12.org/>
3. From the menu, click **STUDENTS/PARENTS**, then click **FAMILY ACCESS Login**
4. From the left pane, click **ONLINE FORMS**
5. Under the **BUS STOP INFORMATION** Click the **"FILL OUT FORM"** link

The screenshot shows the Family Access website interface. On the left is a vertical menu with links: Home, Online Forms, Food Service, Skylert, and Health Info. The 'Online Forms' link is highlighted in yellow. The main content area shows the user is logged in as 'Mifflin County High School'. Below the user name, there are links for 'Parking Registration' (with a 'View' button) and 'Bus Stop Information' (with an 'Open' button). The 'Bus Stop Information' link is highlighted in yellow, and next to it is a 'Fill Out Form' button, also highlighted in yellow.

6. Under District Messages, click step# 1. **Busing Information**
7. To Print, click the PRINT button

The screenshot shows the 'Bus Stop Information' form. The left menu is the same as the previous screenshot. The main content area has a header 'Bus Stop Information' and a sub-header '(Mifflin County High School)'. Below this is a red box containing the text 'Step 1. Busing Information (Required)' and 'To Print, click the "PRINT" button below.' The 'Print' button is circled in red. The form contains fields for 'AM Bus Number', 'AM Bus Stop Desc' (with a dropdown menu showing 'Walkzone'), 'AM Bus Stop Time' (with a dropdown menu showing '7:15:00 AM'), 'PM Bus Number', 'PM Bus Stop Desc' (with a dropdown menu showing 'Walkzone'), and 'PM Bus Stop Time' (with a dropdown menu showing '6:00:00 AM'). Below these fields is a section titled 'Exceptions' with similar fields. On the right side of the form, there is a 'View Full Screen' button. At the bottom right, there are buttons for 'Previous Step', 'Next Step', and 'Close and Finish Later'. A 'District Message' box is visible on the right side of the form, containing the text '1. Busing Information' and '2. Complete Bus Stop Information'.

8. Click the CLOSE AND FINISH LATER button