



# Transportation Registration through Family Connection - Quick Start Guide



## How do I know if I need to register?

<b>YES</b>	Your student is in grades 7 - 12
<b>YES</b>	Your student is in grade K - 6 and you live within 2 miles of the school district
<b>YES</b>	Your student is in grade K - 6 and you live 2 miles or beyond of the school district. There is no fee if you are in grade K-6 and live beyond 2 miles, however, you must register for transportation in order to secure a seat
<b>NO</b>	If your student is not planning to ride the bus

**Step 1:** Go to <https://ma-mansfield.familyconn.com/>

**Step 2:** If you already used Family Connection for online enrollment in the past, you can begin by logging in. If you've never used Family Connection, start by clicking on the **Create Account** button. **Please Note: To create a new account, you must use the email address that you receive all of your communications from the Mansfield Schools as this is what is used to create the association with your student(s) After you click Create Account be sure to check your email for the Account Activation Link. Once you click on the account activation link in your email, you will be ready to move on to the next step.**

**Step 3:** Once you are logged into Family Connection, click the **Transportation Registration Form** tab

**Step 4:** Click the **+Start new form** button

**Step 5:** Select the **School Year** you are requesting transportation for

**Step 6:** Select the student from the drop down list that you would like to register for transportation

**Step 7:** Complete the questions for student 1. If your student does not have an Alternate pickup or drop off location, leave those fields blank.

**Step 8:** If you are registering another student, click **+Add Additional Student**. If you are registering only one student, you can proceed to the next step by clicking the Next button at the bottom of the page.

**Step 9:** At any point, you can save and exit Family Connection by clicking the **Save & Return Home** button and your progress will be saved. You can delete the form and start over by clicking the **Discard Form** button.

**Step 10:** If a payment is due, select your payment option (mail a check to the school or pay online through Unibank) **Please Note: Students in K-6 that live beyond 2 miles from the school district will not have to pay, however, you do need to register for the bus to secure a seat. For families that owe a fee, there is a \$.50 cent processing fee for an online payment if you choose to pay electronically by check. If you prefer to pay online with a credit card, a processing fee based on the transaction amount will be charged by Unibank.**

- To make a payment online through Unibank, select **Use our online payment system** and click the **Click to make Online Payment** button to be redirected to Unibank.
  - When you reach the Unibank site, you will see a summary of your charges, click **Checkout**
  - You do not have to create a Unibank account, just click **Checkout as Guest**
  - Enter your billing information and click **Checkout as Guest**
  - Choose your payment method (by checking account or by credit card. Please note: VISA is not accepted by Unibank), enter your account details and click **Proceed**
  - Review and Confirm the purchase and click **Submit**. This will complete your bus transportation registration and you will receive your payment confirmation. You can print or save this screen if you wish. Once finished, click the **Return to Family Connection** button
- To make a payment by mailing a check, select **Send Check or Money Order** and click Submit