



## **ZCSD Bus Service Request for the 2025-2056 School Year**

**Parents & Families - To request bus service, please follow the steps below:**

### **Step 1. Click on the following link to create your Alpha Portal Account**

<http://www.alphaportal.app/>

When prompted, select your state, school system, and language preference. Then create your account with your name, email (which will function as your username), phone number and password.

Once you've clicked "Sign Up," you'll receive a verification email to the email you used for your username. Check your spam folder if you did not receive this email. You'll need to click the link in that email to verify your account.

Now, you can sign in to your account.

### **Step 2. Add your student(s) to the account.**

Click "Add New" to add your student.

You can add your student(s) to your account using their name, student ID, school, grade level, and birth date. The student's 7-digit ID number can be located in the Parent Command Center at <https://zachary.edgear.net/progress/>. You will need to place 67 in front of the student ID number. *Example: if your student ID number is 1234567, you will enter 671234567.*

Repeat the actions above to add multiple students.

*If you are unable to add your student, please contact your student's school to make sure you have the correct student ID.*

*New Student for the 2025-2026 School Year? Please contact your student's school to receive your student ID.*

### **Step 3. Make your transportation request.**

Under each student that you add, you will either click "Request Transportation" or "Request Alternate Stop"

Request Transportation – use this option to request transportation to your home address

Request Alternate Stop – use this option to request transportation to an alternate address (daycare, grandparents, etc.)

Once your request is processed, you will receive an email and bus information will be visible in AlphaPortal.