

**Rochester City School District**

**Request for a Password to access**

**Transportation’s MapNet Web Program**

 MapNet Web is a program in the Transportation Department which allows web access to view and/or print existing bus routes, the ability to check an address to see if it qualifies for transportation to a school and the capability of an on-line transportation request system. A unique password is required to access the MapNet Web program. The password is **for your use only**and should not be shared with any other person.

 Depending upon the responsibilities assigned by a principal or supervisor, your password will allow inquiry access only or the capability to make an on-line request for transportation. **You will be held responsible for any change in the file performed by your User ID as the computer does record the identification of the person signed on to the system at the time any change to information is made*.*** As a result, you should never reveal your password to any other individual.

 Select a combination of five alphabetic and/or numeric characters you will remember as your password. Avoid obvious combinations easily determined by someone else such as your phone number.

 **Please follow the instructions below**:

1. **Type** the requested information in the lower part of this form:
2. **Indicate** whether or not you **need to Request Transportation for Students**.
3. **Include the signature** of your principal or supervisor.

 2.  **E-Mail** **to**: **robin.fogle@rcsdk12.org** **(Transportation Department)**

#### Rochester City School District Transportation Department

**Request for a Password to access MapNet Web**

Name:  Phone #  Ext.

Job Title:  Employee Number:

E-mail Address:

School or Work Location:  Department:

Needs to Request Transportation for Students: Yes [ ]  or No [ ]

 (Check One by pressing the space bar in field)

Five (5) Alphabetic and/or Numeric Characters to be your password:

Principal / Supervisor’s Signature:

 **Stephanie Morrill**

**Director of Transportation**

Rev. October 29, 2021