

## **Web School Assistant - Cheat Sheet**

Obtain a login and password from Operations. Email your request to: [Kieran.fahy@sd23.bc.ca](mailto:Kieran.fahy@sd23.bc.ca)

### **To determine whether a student has an assigned seat (so you can accept payment)**

- 1) Go to the appropriate website at <https://trans.sd23.bc.ca/livewq/weblookup/WebLookup.htm> (You may wish to save this as one of your web browser's favourites.)
- 2) Enter your user name and password. Choose login.
- 3) Choose "Quick Lookup"
- 4) Check the box beside the appropriate school (most users will have only one choice)
- 5) Select the button that reads "Student Info"
- 6) Select the letter of the student's last name
- 7) Scroll down and expand 'User Defined Information'
- 8) Look in the field that says "Transp"
  - a. If this reads "AS" – the student has an assigned seat and you can accept payment.
  - b. If this reads "AP" – the student has an assigned seat and has paid.
  - c. If this reads anything else, you cannot accept payment.

### **To determine bus stops and times for students with assigned seats**

- 1) Go to the appropriate website at <https://trans.sd23.bc.ca/livewq/weblookup/WebLookup.htm>
- 2) Enter your user name and password. Choose login.
- 3) Choose "Quick Lookup".
- 4) Check the box beside the appropriate school (most users will have only one choice)
- 5) Select the button that reads "Bus Pass"
- 6) Scroll down to the appropriate student name and look for the morning and afternoon stop times.

### **To determine detailed bus route information**

- 1) Go to the appropriate website at <https://trans.sd23.bc.ca/livewq/weblookup/WebLookup.htm>
- 2) Enter your user name and password. Choose login.
- 3) Choose "Quick Lookup".
- 4) Check the box beside the appropriate school (most users will have only one choice)
- 5) Click on the tab for AM or PM routes
- 6) Select the button that reads "Run Info"
- 7) Choose the applicable bus route.