

## ENTERING YOUR FIELD TRIP INTO TRIP DIRECT

On the PSD homepage, select “Online Services”. In the left-hand column, select “SchoolDude – Trip Direct”. If a login screen comes up, log in using your regular login credentials.

This will usually bring up the page that defaults to the Maintenance Request screen. Select the “Trip Request” tab near the top. Your “Booked By” information should be pre-populated.

- Fill in your information in the Booking Details: you may name your trip whatever makes it easier for you to reference it later.
- Enter your destination.
- Your Location and your Organization should both be the name of your site from the drop-down list.
- Always select a Trip Package from the list if it’s there. 99% of destinations are there.
- Your Departure Date is the date of your trip.
- Your Trip Departure Time is what time you’d like to leave school.
- Your Return Time is the time you want to be back at school.
- Select your Budget Code from the drop-down list.
- Click on the school bus.
- Fill in your Trip Contact info, or check the box to duplicate the ‘Booked By’ info.
- Enter the appropriate numbers in Attendees
- You do not need to enter Educational Objectives. They will usually be pre-populated from the Trip Package info.
- Please enter your approved EEP # in the Special Needs box.
- Enter your password and click Submit Request – that’s it! You will receive system-generated emails as your trip moves through the system.

For any questions, please feel free to call Helena de Vos at 789-6588.