

Student Travel Assistance Portal (STAP) Quick Reference Guide for Applicants and Travellers

This guide explains how to use key functions of the Student Travel Assistance Portal to support families in managing student travel needs.

Student Travel Assistance website: https://studenttravelassistance.educationapps.vic.gov.au

STAP screen view Step CREATE ACCOUNT Register a new account. CREATE ACCOUNT Go to the Student Travel Assistance Email website. CREATE ACCOUNT register@email.com 1. Click on Register • Which best describes you? 2. Click I want to apply for a school Go back bus and click Continue. between 8 and 100 characters 3. Enter your email address and click Continue. lower case letters I am a school or network coo numbers 4. Create a password and click special characters Continue. 5. Enter your details and click Continue. Go back 6. You will be sent an email confirming your account has been created. Login to your account **ACCESS YOUR ACCOUNT** 1. Click Log in. Please enter the verification code sent to the 2. Enter your username and **ACCESS YOUR ACCOUNT** email you provided. password. A verification code will be sent to your email address. Verification Code 3. If you have forgotten your password, click 'Forgot Password'. 4. Enter the verification code. 5. Click Verify Code. Check your eligibility. 1. Click on Pre-Application check from the main menu. Please select the Traveller Type? 2. Answer the questions to determine your eligibility for Pre-School Student Secondary Post Secondary Student Teacher travel. 3. Ready to apply? Click Log in to create an application or Register. Tempy Primary School - Tempy if you don't have an existing account. What is your year level? Three Four Five Six Foundation Where do you live?

Tyenna Road, TEMPY VIC 3489



Step

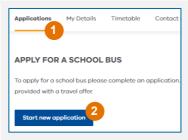
Create an application.

- 1. Once you have logged into your account, click Applications.
- 2. Click Start new application and follow the on-screen prompts.
- 3. Your eligibility will be calculated.

Once the application has been submitted, you will be given a travel offer immediately, or your application will need to be reviewed by the school bus administration team.

STAP screen view

Decline Offer





Accept your offer.

You can accept your travel offer immediately and you will also be sent an email to accept the offer at a later stage. Your bus seat will not be confirmed until the offer is accepted.

- 1. Open your account.
- 2. Click on the application.
- 3. Review your offer, within the nominated time frame, and select Accept or Reject.
- 4. The bus seat will be confirmed.

2023-000461 Perry Scope --> Perry Scope (New) Tempy Primary School 2023 - Term 3

Renew an application.

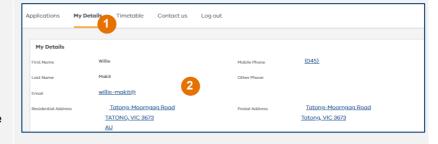
You will need to renew your application each term if you are an ineligible or conditional traveller. A reminder will be sent to you via email. From your account, click 'Renew Application'.

- Confirm your details have not changed, agree to terms and conditions, and click Submit.
- At the end of term, you will be provided with a travel offer (see Accept Your Offer)



Change your details.

- 1. Click on My Details
- 2. Make changes to your email, address, phone number or to reset your password.
- From this screen, you can update your child's name or date of birth by clicking on the small pencil.



For further help, contact us on:

1800 338 663 or via schoolbus@education.vic.gov.au