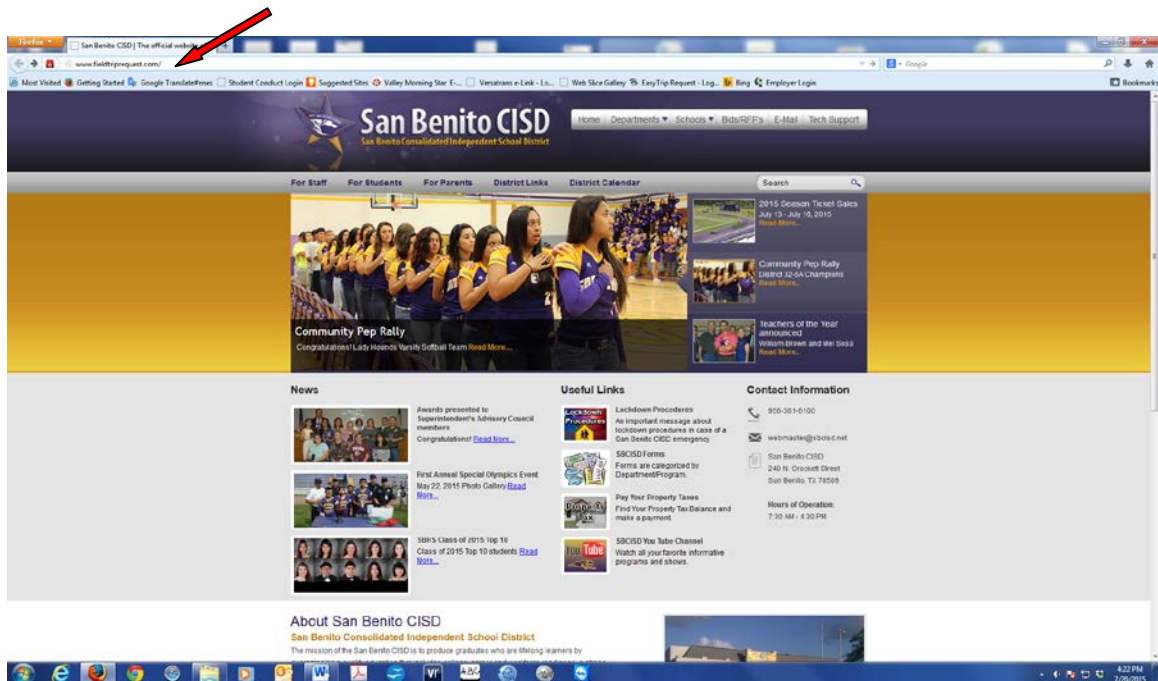
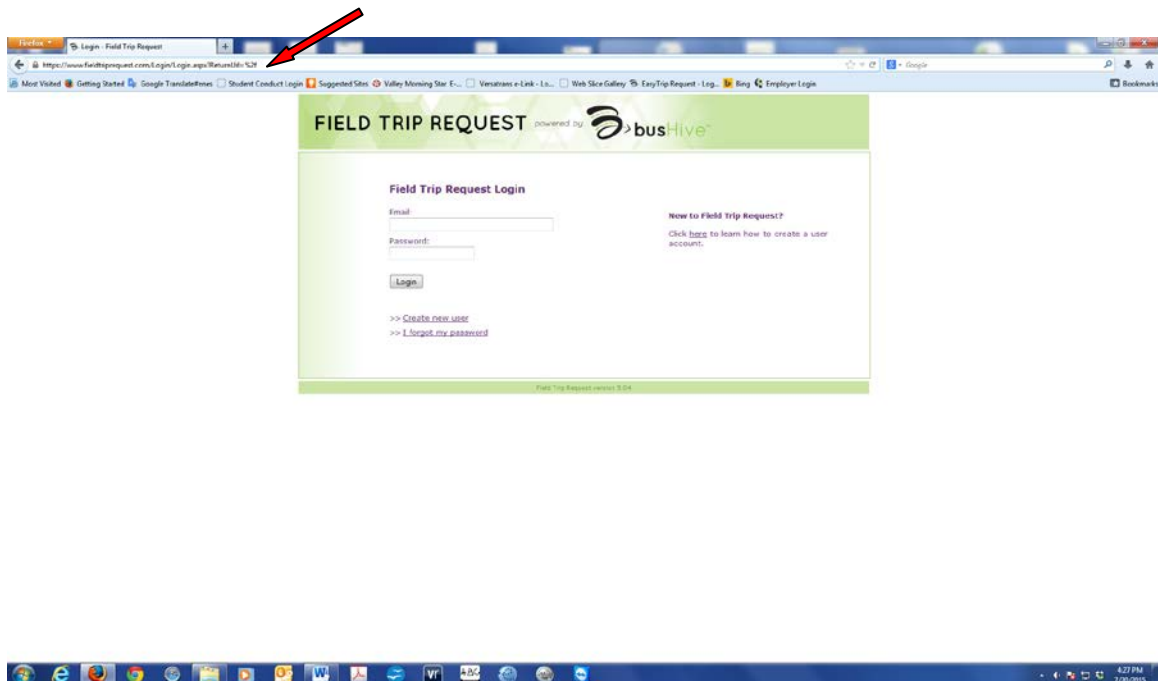


# User Bus Request Procedure

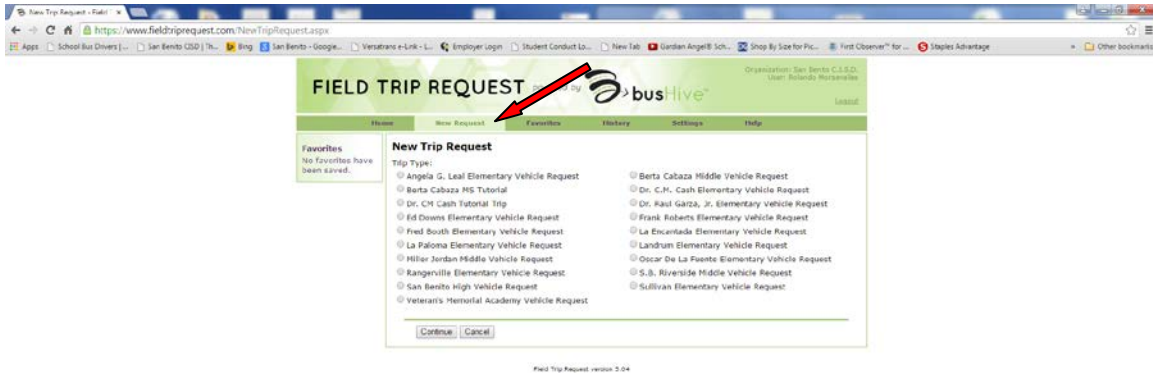
1. Open Your Web Browser to Select the Field Trip Request Login. This may be found at:  
[https://www.FieldTripRequest.com/Login/Login.aspx?org=TX\\_San\\_Benito\\_ISD](https://www.FieldTripRequest.com/Login/Login.aspx?org=TX_San_Benito_ISD)



2. Enter and you will see the “[FieldTripRequest](#)” Login Screen



3. Enter Your Login Information and Proceed to the Home Page ... Now Select the “New Request” option from the options bar ...



4. Select Your Trip Type and Complete the “Bus Request” Information:

