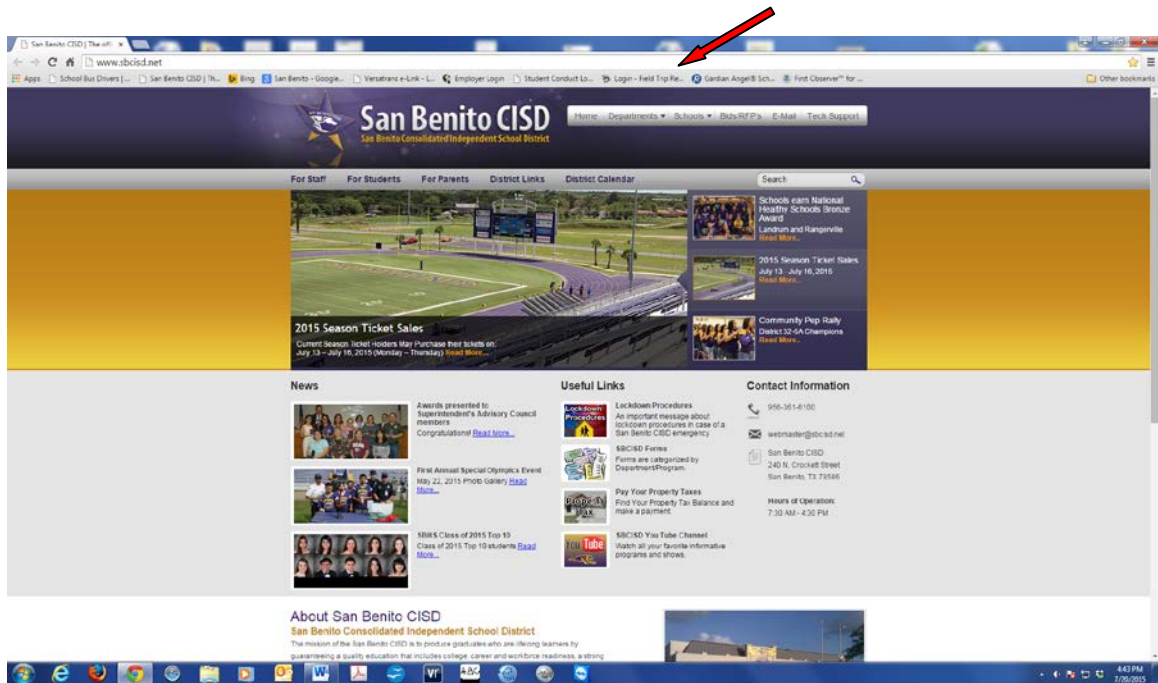
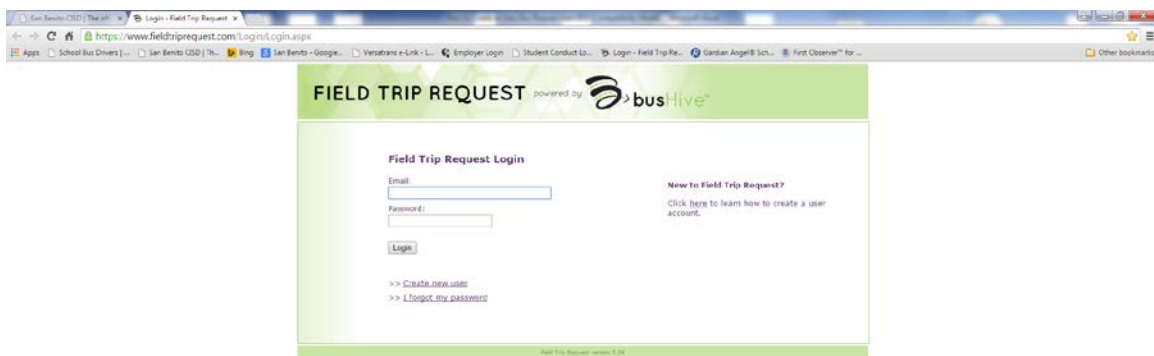


# How to Create an Easy Bus Request User

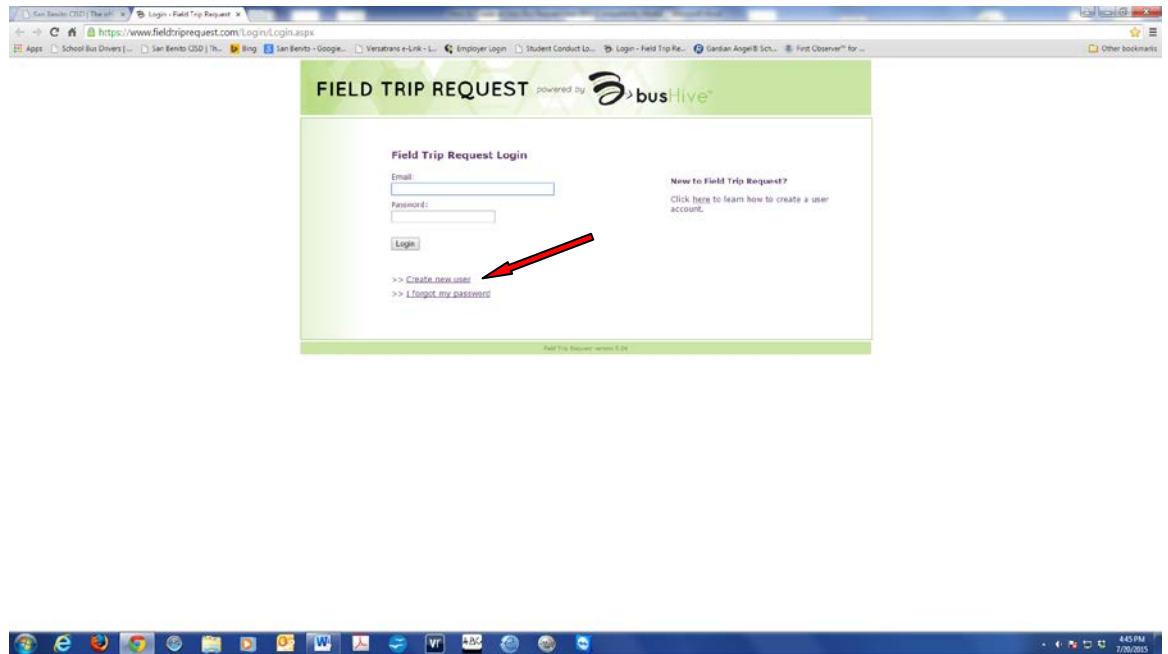
1. Open Your Web Browser and enter:  
[https://www.FieldTripRequest.com/Login/Login.aspx?org=TX\\_San\\_Benito\\_ISD](https://www.FieldTripRequest.com/Login/Login.aspx?org=TX_San_Benito_ISD)  
- **OR**- Select “Easy Trip Request Login” if it has been saved to your favorites bar.



2. Click “Enter” or Select and Click the “EasyTrip Login” to see the Login Screen:



3. Locate and Click on “>>Create new user” located near the bottom left of your screen:



4. Now Call (956)361-6350, our staff will assist you in becoming an approved Easy Bus Requestor in order to assure quality control in the request process:

