Edulog Field Trip

http://nsd-edulog.nashua.edu/edulog/eFTremote/login.jsp

(**Link will be on Aspen Announcements Page and NSD Website under Staff tab**)

URL is case sensitive

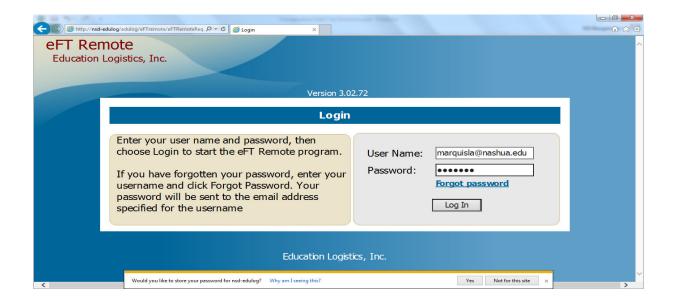
Must have Java 7 installed. (Uninstall any other Java versions as they will block program.)

Program asks to Run Active X first time used.

URL will work outside of the district

Staff Login: complete NSD email address (i.e. marquisla@nashua.edu

Password: **teacher** (lower case)

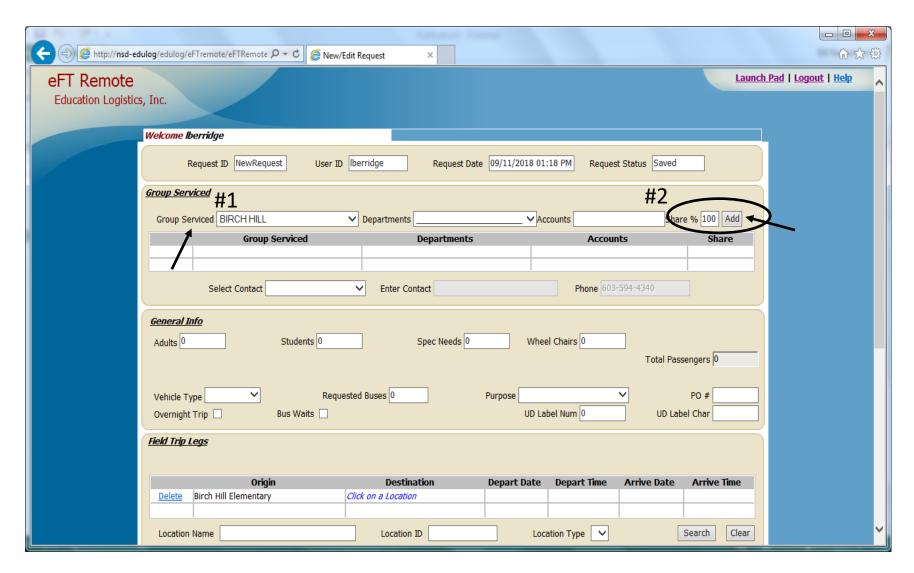




Click corresponding button on Launch Pad to complete task.

Example: Click on "Enter New Request" to submit a field trip request.

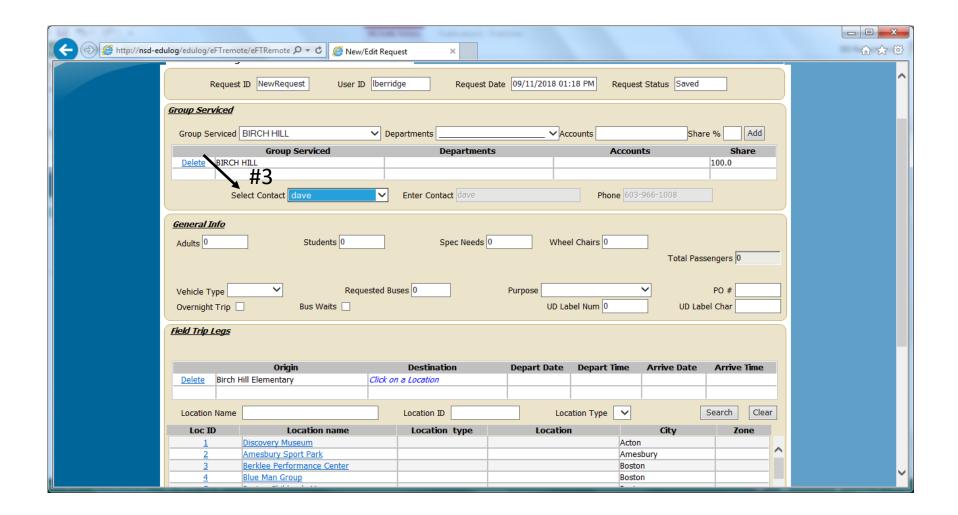
NOTE: Users will only see button they need- set by role.



#1 Group Service- Use the drop down button to select school, Click to select your school

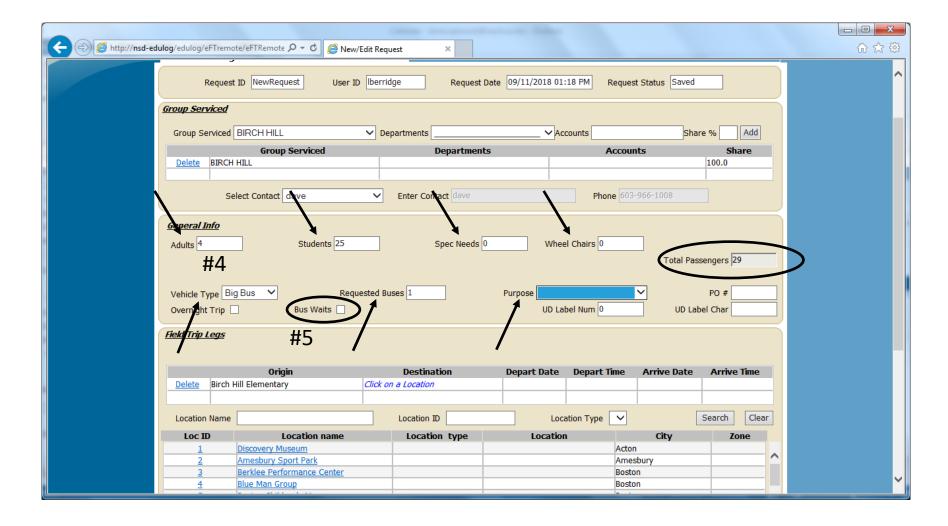
#2 Tab over to Share % and type in 100 click the add button (All teachers will fill in "100%" for percentage of trip even if sharing a bus)

Once you have clicked the Add button you will see your school appear in the Group Serviced section below Departments and Accounts will be left blank.



#3 Please select your contact

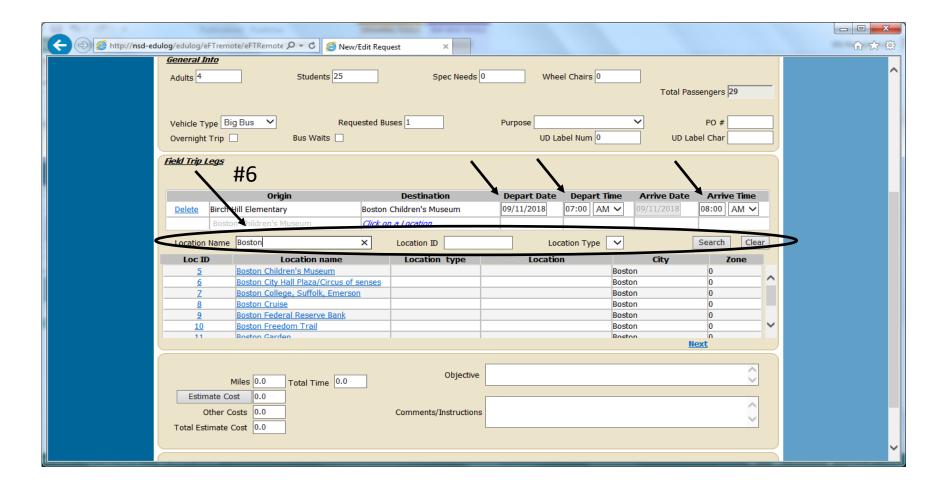
NOTE: If you need to enter a new contact please enter into the Enter Contact Box along with a phone number that you can be reached if the bus is late.



#4 Please enter the number of adults, students any special needs and/or wheel chairs that may be needed for your trip. It will total the number of passengers automatically.

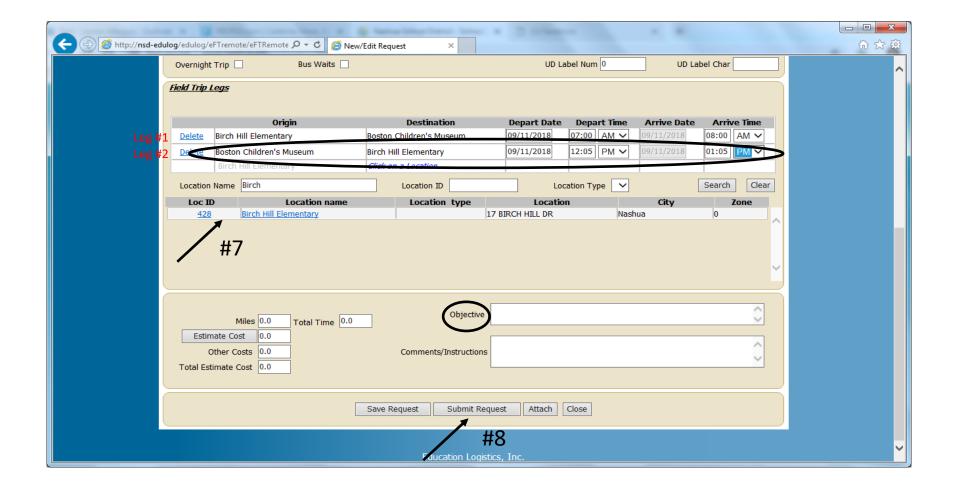
#5 Next go to the Vehicle Type hit the drop down menu to pick desired bus, then tab over to the requested number of busses and enter how many busses you would like. Next please use drop down menu to state the purpose of your field trip. I.e. Athletic or Educational experience. Leave all three other boxes blank.

NOTE: Don't forget to click the button if you would like the bus to wait during your field trip.



#6 In this section you will type in the "Legs" of your field trip.

To find the destination of your field trip please type in the location name and hit search. Below you will find the name or a list of names that best match your location. Click on the blue underlined name and that will move your location into the destination box where you will then have to enter the depart date the depart time and the arrive time.



#7 You will want to repeat the same steps as in #6 except type in the location of where you are returning to i.e. school or a different location. If you are going to multiple locations please type in each one separately to ensure you have each leg logged.

Then again enter your depart date, depart time and arrive time. This will create the "Legs" for your trip, you should at least have two legs in order to complete your trip. If you don't have a returning trip or "leg 2" the field trip will be denied and you will have to resubmit your trip.

#8 After you have completed the field trip form please hit submit request button to submit your field trip.

NOTE: Please make sure you put in an objective if need be for you trip.

You will receive notification via email through out the approval process.