

# The Office of Transportation

## SEPTA Student Fare Card Application Stepper Sheet

The process for providing qualifying students with “transpasses” for public transportation will be replaced with SEPTA Student Fare Cards for the 2021-2022 School year. Students will receive their Fare Cards at the beginning of their enrollment when eligibility is determined, and these cards will be used for the remainder of the school year, until the student withdraws from your school or is no longer eligible for transportation services. This stepper will provide instructions on how to access the New SEPTA Fare Card Application, identifying eligible students, assigning and deactivating Student Fare Cards and viewing a student’s Fare Card history.

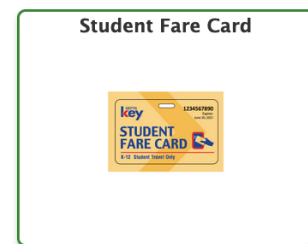
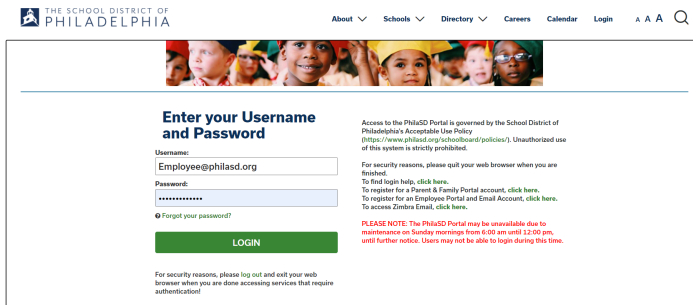
### Access to the Student Fare Card Application

District resources designated as Secretaries, Principals, Assistant Principals, and Counselors will automatically be granted access to the Student Fare Card application. Principals will be able to add additional resources to have access to the Fare Card application by assigning them as the Transportation Designee RAD Role. The Transportation Designee will have access to the Student Fare Card application, with the ability to assign/activate a Fare Card for a student or to deactivate a Fare Card if the card is lost, stolen or damaged. Please note: this designee will also receive access to the Compass system, with the ability to view and print your school’s bus routes and stops.

Charter and Non-Public school resources who currently have access to the Compass system will automatically be granted access to the Student Fare Card Application. New resources will need to request access to the application through the Transportation office.

## 1. Accessing the Student Fare Card Application

To access the Student Fare Card application, go to the District’s login page. After successfully logging in, select the Student Fare Card tile.




When you select the Student Fare Card tile you will be taken to the Student Fare Card home page for your designated school or schools. The system will list all students currently enrolled in your school who are eligible to receive a SEPTA Student Fare Card, as determined by the Compass/XSIS system, or have previously been assigned a SEPTA Student Fare Card.


The Student Listing can be modified to meet your viewing needs.

# The Office of Transportation

## SEPTA Student Fare Card Application Stepper Sheet

 THE SCHOOL DISTRICT OF  
PHILADELPHIA

Student Fare Card

cgomez-ext 

[Home](#) [Maintenance](#)

### Fare Card Assignment List

Filters

School

Grade

Status

Eligibility

RESET

Newly enrolled students may not be listed for 24-48 hours after their enrollment is entered into the Student Information System and/or processed within the Compass System.

Excel

Search:

EOS Code	School Name	Eligibility	Student Name	Student ID	DOB	Grade	Fare Card #	Status	Reason	Update Date	Product
0593	Lifeworks-Rockbourne Falls	Eligible	<a href="#">WOOD_ZAIRAH</a>	7342586	02/25/2004	11		Unassigned	NA		
0599	Highroad @ Ferguson	Eligible	<a href="#">GANT_HASIEEM</a>	7408621	03/26/2003	12		Unassigned	NA		
0599	Highroad @ Ferguson	Eligible	<a href="#">GRAY_SIANI</a>	6929664	03/27/2002	12		Unassigned	NA		
0599	Highroad @ Ferguson	Eligible	<a href="#">GUEST_DION</a>	8017964	11/11/2002	11		Unassigned	NA		
0599	Highroad @ Ferguson	Eligible	<a href="#">PRATER_WAYNE</a>	7679460	04/19/2004	11		Unassigned	NA		
0599	Highroad @ Ferguson	Eligible	<a href="#">MATHIS_NAHEED</a>	7090282	07/10/2002	12		Unassigned	NA		

Showing 1 to 10 of 62,186 entries

PREVIOUS 1 2 3 4 5 ... 6219 NEXT

Edit Fare Card Assignment

ADD SAVE CANCEL UNASSIGN

Eligibility Eligible

Fare Card \* Enter a Fare Card #

Fare Card History Excel

Student WOOD\_ZAIRAH (7342586)

Status \* Unassigned

School Fare Card # Status Reason Product Update Date

Date of Birth 02/25/2004

Grade 11

Reason \* NA

## 2. Working with the Student Listing

**Filtering:** You can filter the student listing in the application by Grade, Card status, and Eligibility status. To do this go to the filter box and select the category you would like to filter.

Filters

School

Grade

Status

Eligibility

RESET

Newly enrolled students may not be listed for 24-48 hours after their enrollment is entered into the Student Information System and/or processed within the Compass System.

63rd St. Multicultural Academy (5901)

All

All

All

**Sorting:** You can also sort the student listing in the application by any of the column headers (EOS Code, School Name, Eligibility, Student Name, Student ID, DOB, Grade, Fare Card Number, Status, Reason Update Date, Product).

Excel

Search:

EOS Code	School Name	Eligibility	Student Name	Student ID	DOB	Grade	Fare Card #	Status	Reason	Update Date	Product
0593	Lifeworks-Rockbourne Falls	Eligible	<a href="#">WOOD_ZAIRAH</a>	7342586	02/25/2004	12		Unassigned	NA		
0652	Philly Agile Learning	Eligible	<a href="#">Taylor_Jaxon</a>	C0067224	01/10/2009	07		Unassigned	NA		
0652	Philly Agile Learning	Eligible	<a href="#">Santillo_Lexy</a>	C0067898	09/21/2008	07		Unassigned	NA		
0652	Philly Agile Learning	Eligible	<a href="#">Perry_Sixx</a>	C0067228	06/05/2010	06		Unassigned	NA		
0652	Philly Agile Learning	Eligible	<a href="#">Marchman_Julia</a>	C0060990	08/04/2011	05		Unassigned	NA		
0652	Philly Agile Learning	Eligible	<a href="#">McCloskey_Colin</a>	C0060684	06/10/2010	06		Unassigned	NA		

Showing 1 to 10 of 59,901 entries

PREVIOUS 1 2 3 4 5 ... 5991 NEXT

Search:

tatus	Reason	Update Date	Product
ied	NA		
ied	NA		
ied	NA		
ied	NA		
ied	NA		
I-Pending	NA	01/05/2021	2021NPUB8

PREVIOUS 1 2 3 4 NEXT

**Searching:** You can search the student listing. This is a text base search, so you just need to type in the word or value you are looking for and the system will list any student record containing that value. The Search button is located on the top right of the student listing.

## The Office of Transportation SEPTA Student Fare Card Application Stepper Sheet

**Downloading the List:** You can download the student listing in Excel format. Any filtering or sorting which you have applied to the list will be utilized to create the Excel file. After clicking on the Excel button, which is located on the top left of the student listing, you can view or save the file on your computer.

Excel		
EOS Code ▲	School Name ⇅	Eligibility ⇅
3990	Academy Of Notre Dame De Namur	Eligible
3990	Academy Of Notre Dame De Namur	Eligible
3990	Academy Of Notre Dame De Namur	Eligible
3990	Academy Of Notre Dame De Namur	Eligible
3990	Academy Of Notre Dame De Namur	Eligible
3990	Academy Of Notre Dame De Namur	Eligible
Showing 1 to 7 of 7 entries (filtered from 62,188 total entries)		

Note: Depending on your filtering and search criteria, the system may provide you multiple pages of students in the student listing section. Also the Student ID has been removed from the screen shots but will appear when accessing the system directly.

**Eligible Students:** Only students who are eligible to receive a Student Fare Card will be listed in the Student Listing. Newly enrolled students may not be listed for 24-48 hours after their enrollment has been entered into the District's Student Information System and/or processed within the Compass/XSIS system.

Note: Students who experience an address change, will be automatically re-evaluated by the Compass/XSIS system after receiving the updated address information. Students who were assigned a Student Fare Card and then have their eligibility revoked, will automatically result in the Fare Card being deactivated on the following Thursday. These students, even though they are no longer eligible for a Fare Card, will remain part of your student listing showing their deactivated card information.

School District and Charter School students will be listed with their School District Student ID, non-public school students will be listed with their Compass/XSIS ID.

### 3. Editing a Student

All student updates will be completed in the "Edit Fare Card Assignment" section at the bottom of the screen.

Edit Fare Card Assignment				ADD	SAVE	CANCEL	UNASSIGN
Eligibility	Eligible	Fare Card *	91014619	Fare Card History <a href="#">Excel</a>			
Student	BLAKE, LEON	Status *	Activated	School	Fare Card #	Status	Reason
Date of Birth	03/30/2004	Reason *	NA	Bartram, John High School(1010)	91014619	Activated	NA
Grade	11			Bartram, John High School(1010)	91014619	Activated-Pending	NA
							Product
							Update Date
							2021SDP8
							12/11/2020 12:55:17
							2021SDP8
							11/30/2020 00:00:00

# The Office of Transportation

## SEPTA Student Fare Card Application Stepper Sheet

### 4. How to assign a Fare Card to a student

Students who are listed with a status of “Unassigned” are eligible for transportation assistance and can be assigned a SEPTA Student Fare Card. Locate and click on the student’s record from the student list.

Excel											Search: <input type="text"/>	
EOS Code	School Name	Eligibility	Student Name	Student ID	DOB	Grade	Fare Card #	Status	Reason	Update Date	Product	
3990	Academy Of Notre Dame De Namur	Eligible	CAIN, AUDREY	C0055535	06/17/2005	10		Unassigned	NA			
3990	Academy Of Notre Dame De Namur	Eligible	CAIN, AWA	C0024203	09/18/2003	11		Unassigned	NA			
3990	Academy Of Notre Dame De Namur	Eligible	FRANCIS, ADLEEN	C0006820	04/11/2003	12		Unassigned	NA			
3990	Academy Of Notre Dame De Namur	Eligible	PINHEIRO, JAEVE	C0045791	10/25/2002	12		Unassigned	NA			
3990	Academy Of Notre Dame De Namur	Eligible	SANTIAGO, LEYLANIE	C0045794	11/22/2004	10		Unassigned	NA			
3990	Academy Of Notre Dame De Namur	Eligible	Seasman, Sarena	C0070583	11/16/2002	12		Unassigned	NA			
Showing 1 to 7 of 7 entries (filtered from 62,188 total entries)												
											PREVIOUS	NEXT

This will update the “Edit Fare Card Assignment” section at the bottom of the screen with your selected student’s information.

Edit Fare Card Assignment				ADD	SAVE	CANCEL	UNASSIGN						
Eligibility	Eligible	Fare Card *	<input type="text" value="Enter a Fare Card #"/>	Fare Card History <a href="#">Excel</a>									
Student	HERNANDEZ-ROMERO, HUGO	Status *	<input type="text" value="Unassigned"/>	<table><tr><th>School</th><th>Fare Card #</th><th>Status</th><th>Reason</th><th>Product</th><th>Update Date</th></tr></table>				School	Fare Card #	Status	Reason	Product	Update Date
School	Fare Card #	Status	Reason	Product	Update Date								
Date of Birth	01/26/2001	Reason *	<input type="text" value="NA"/>										
Grade	12												

Using Fare Cards provided to your school, select a Fare Card and enter the 10-digit number of the card in the Fare Card field. The system will automatically provide you with a list of available Fare Card numbers assigned to your school. Confirm the correct number has been selected and click the SAVE button.

Note: The system will not allow you to enter a Fare Card that has not been assigned to your school. Also the system will not allow you to enter a Fare Card that is currently assigned to another student.

Excel	Search: <input type="text"/>										
EOS Code	School Name	Eligibility	Student Name	Student ID	DOB	Grade	Fare Card #	Status	Reason	Update Date	Product
0599	Highroad @ Ferguson	Eligible	<a href="#">GANT, HASIEEM</a>	7408621	03/26/2003	12		Unassigned	NA		
0599	Highroad @ Ferguson	Eligible	<a href="#">GRAY, SIANI</a>	6929664	03/27/2002	12		Unassigned	NA		
0599	Highroad @ Ferguson	Eligible	<a href="#">GUEST, DION</a>	8017964	11/11/2002	11		Unassigned	NA		
0599	Highroad @ Ferguson	Eligible	<a href="#">PRATER, WAYNE</a>	7679460	04/19/2004	11		Unassigned	NA		
0599	Highroad @ Ferguson	Eligible	<a href="#">MATHIS, NAHEED</a>	7090282	07/10/2002	12		Unassigned	NA		
0652	Philly Agile Learning	Eligible	<a href="#">Cauldwell, Wyatt</a>	C0060688	09/24/2009	06		Unassigned	NA		
Showing 1 to 10 of 62,188 entries											
PREVIOUS 1 2 3 4 5 ... 6218 NEXT											

Edit Fare Card Assignment				ADD	SAVE	CANCEL	UNASSIGN						
Eligibility	Eligible	Fare Card *	<input type="text" value="Enter a Fare Card #"/>	Fare Card History <a href="#">Excel</a>									
Student	GUEST, DION (8017964)	Status *	<input type="text" value="Unassigned"/>	<table><tr><th>School</th><th>Fare Card #</th><th>Status</th><th>Reason</th><th>Product</th><th>Update Date</th></tr></table>				School	Fare Card #	Status	Reason	Product	Update Date
School	Fare Card #	Status	Reason	Product	Update Date								
Date of Birth	11/11/2002	Reason *	<input type="text" value="NA"/>										
Grade	11												

Edit Fare Card Assignment				ADD	SAVE	CANCEL	UNASSIGN						
Eligibility	Eligible	Fare Card *	<input type="text" value="1000124503"/>	Fare Card History <a href="#">Excel</a>									
Student	HERNANDEZ-ROMERO, HUGO	Status *	<input type="text" value="Activated-Pending"/>	<table><tr><th>School</th><th>Fare Card #</th><th>Status</th><th>Reason</th><th>Product</th><th>Update Date</th></tr></table>				School	Fare Card #	Status	Reason	Product	Update Date
School	Fare Card #	Status	Reason	Product	Update Date								
Date of Birth	01/26/2001	Reason *	<input type="text" value="NA"/>										
Grade	12												

## The Office of Transportation SEPTA Student Fare Card Application Stepper Sheet

The student listing will display the student's updated record and the "Fare Card History" section. The status will be listed as "Activated-Pending". The assignment will be processed by SEPTA that evening and will be available for the student to use in the morning. The status will then be updated to "Activated".

NOTE: Cards listed in a status of "Activated-Pending" can be removed from the system and not sent to SEPTA in the nightly process, by selecting the "Unassign" button. This may be useful if any fare card assignment mistakes are entered into the system.

Excel

Search:

EOS Code	School Name	Eligibility	Student Name	Student ID	DOB	Grade	Fare Card #	Status	Reason	Update Date	Product
0599	Highroad @ Ferguson	Eligible	<a href="#">GANT, HASIEM</a>	7408621	03/26/2003	12		Unassigned	NA		
0599	Highroad @ Ferguson	Eligible	<a href="#">GRAY, SIANI</a>	6929664	03/27/2002	12		Unassigned	NA		
0599	Highroad @ Ferguson	Eligible	<a href="#">GUEST, DION</a>	8017964	11/11/2002	11		Unassigned	NA		
0599	Highroad @ Ferguson	Eligible	<a href="#">PRATER, WAYNE</a>	7679460	04/19/2004	11		Unassigned	NA		
0599	Highroad @ Ferguson	Eligible	<a href="#">MATHIS, NAHEED</a>	7090282	07/10/2002	12		Unassigned	NA		
0652	Philly Agile Learning	Eligible	<a href="#">Caudwell, Wyatt</a>	C0090688	09/24/2009	06		Unassigned	NA		

Showing 1 to 10 of 62,188 entries

PREVIOUS 1 2 3 4 5 ... 6219 NEXT

Edit Fare Card Assignment

ADD SAVE CANCEL UNASSIGN

Eligibility Eligible

Student GUEST, DION (8017964)

Date of Birth 11/11/2002

Grade 11

Fare Card \* Enter a Fare Card #

Status \* Unassigned

Reason \* NA

Fare Card History Excel

School	Fare Card #	Status	Reason	Product	Update Date
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### 5. Duplicate Students

If you should encounter a situation where a student is listed in the SEPTA Student Fare Card system more than once, you will need to resolve the issue before assigning the student a Fare Card. In many cases, you will need to go into the Compass/XSIS system and resolve the duplicate student issues. If necessary contact the District's Help Desk for assistance.

### 6. How to mark a Fare Card as Lost, Stolen or Damaged

If a student has their card lost, stolen, or damaged they must report it to the card administrator at their school. The administrator will mark the card as lost, stolen, or damaged and assign a new card if the student is still eligible for transportation services. Locate and click on the student's record from the student listing. This will update the "Edit Fare Card Assignment" section at the bottom of the screen with your selected student's information.

Change the Status section to "Deactivated-Pending" and select the Reason for the deactivation (Lost, Stolen or Damaged). SAVE the changes.

Edit Fare Card Assignment

ADD SAVE CANCEL UNASSIGN

Eligibility Eligible

Student Abdul-Jami, Mecca

Date of Birth 01/19/2005

Grade 09

Fare Card \* 100000006

Status \* Deactivated-Pending

Reason \* Lost

Fare Card History Excel

School	Fare Card #	Status	Reason	Product	Update Date
63rd St. Multicultural Academy(5901)	100000006	Deactivated-Pending	Lost	2021NPUB8	01/05/2021 15:53:41
63rd St. Multicultural Academy(5901)	100000006	Activated	NA	2021NPUB8	12/11/2020 12:55:17
63rd St. Multicultural Academy(5901)	100000006	Activated-Pending	NA	2021NPUB8	11/23/2020 15:22:49
63rd St. Multicultural Academy(5901)	100000006	Activated-Pending	NA	2021NPUB8	11/23/2020 15:22:49
63rd St. Multicultural Academy(5901)	100000006	Unassigned	NA		11/20/2020 14:54:32
63rd St. Multicultural Academy(5901)	100000006	Activated-Pending	NA	2021NPUB8	11/20/2020 14:54:16

The student listing will display the student's updated record and update the "Fare Card History" section. The status will be listed as "Deactivated-Pending". The deactivation assignment will be processed by

## The Office of Transportation SEPTA Student Fare Card Application Stepper Sheet

SEPTA on Thursday evening and will be invalid for use on Friday morning. The status will be updated to “Deactivated”.

**Assigning a Replacement Student Fare Card:** After marking a Fare Card as Deactivated-Pending, the system will allow you to assign a replacement card to the student. Click on the “ADD” button in the Edit Fare Card Assignment section, using Fare Cards provided to your school, select a Fare Card and enter the 10-digit number of the card in the Fare Card field and click the SAVE button. The assignment will be processed by SEPTA that evening and will be available for the student to use in the morning.

### 7. Accessing Student Fare Card History

The system will provide Fare Card history for each student assigned a Fare Card. All Fare Card assignments and deactivations will be logged. To view a student’s history, locate and click on the student’s record from the student listing. This will update the “Edit Fare Card Assignment” section at the bottom of the screen with your selected student’s information.

School	Fare Card #	Status	Reason	Product	Update Date
63rd St. Multicultural Academy(5901)	100000006	Deactivated-Pending	Lost	2021NPUB8	01/05/2021 15:53:41
63rd St. Multicultural Academy(5901)	100000006	Activated	NA	2021NPUB8	12/11/2020 12:55:17
63rd St. Multicultural Academy(5901)	100000006	Activated-Pending	NA	2021NPUB8	11/23/2020 15:22:49
63rd St. Multicultural Academy(5901)	100000006	Activated-Pending	NA	2021NPUB8	11/23/2020 15:22:49
63rd St. Multicultural Academy(5901)	100000006	Unassigned	NA		11/20/2020 14:54:32
63rd St. Multicultural Academy(5901)	100000006	Activated-Pending	NA	2021NPUB8	11/20/2020 14:54:16

**Downloading the Fare Card History:** You can download the student listing in Excel format. Click on the “Excel” button, which is located in the header of the Fare Card History section.

### 8. Automatic Deactivation of Fare Cards

There are circumstances where the system will automatically deactivate a student’s Fare Card. Students and/or Parents should be advised their Fare Card could be deactivated under the following situations.

**Student Withdrawals from School:** 2-3 days after a student withdrawals from the school which assigned the Fare Card, the card will be deactivated. If the student is enrolled into another District, Charter or non-public school, the student will be re-evaluated to determine if they are still eligible for transportation services. If the student is eligible for transportation services the new school will assign the student a new Fare Card.

**Note for Non-Public Schools:** When a student withdraws from the school, it is necessary for your school to also delete the student in the Compass/XSIS system. This step is necessary for the Fare Card system to be notified to deactivate the student’s Fare Card.

**Student No Longer Eligible:** Students who have their address information updated in the District’s Student Information System and/or the District’s Compass/XSIS system will be automatically re-evaluated to determine if they still are eligible for transportation services. If the student is determined to no longer be eligible the Fare Card will be deactivated. If the student remains eligible for transportation services, you do not have to do anything, the student’s card will simply remain active.

# The Office of Transportation

## SEPTA Student Fare Card Application Stepper Sheet

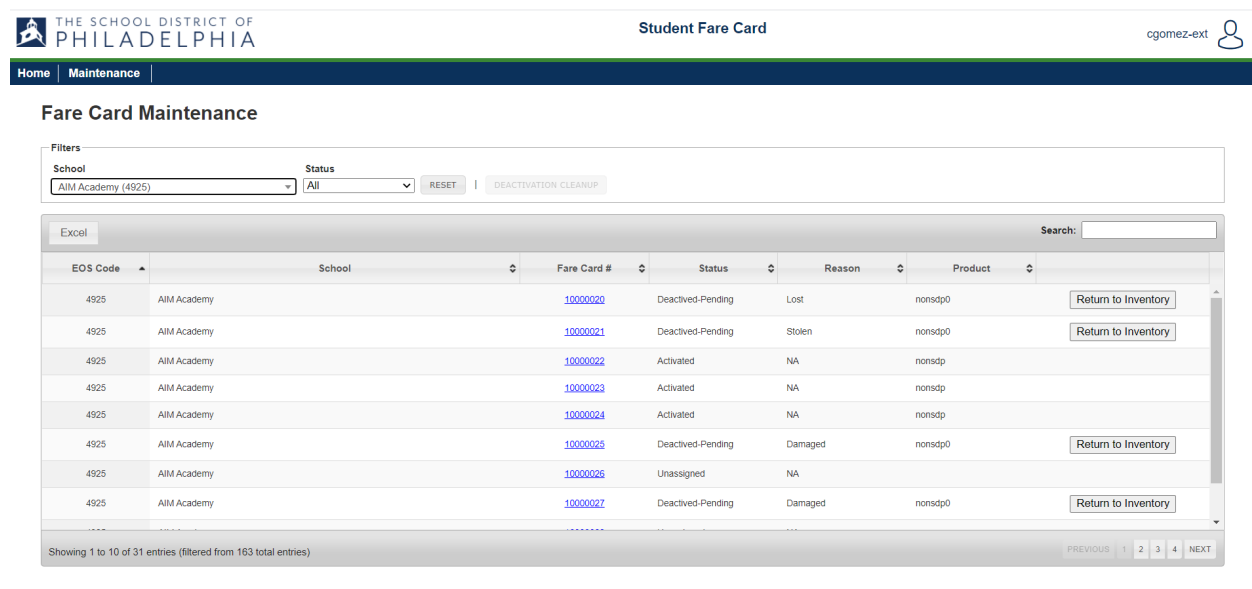
### 9. Returning Cards Back into your Schools Inventory

In the event that a student was assigned a Student Fare Card and the student is either no longer eligible to receive transportation services (i.e. change of address), or withdrawals from your school. The school is encouraged to retrieve the card from the student, so that it can be returned to inventory for future use.

To add a card back into inventory select the Maintenance option located in the top left hand side of the fare card home screen. This will bring you to the “Fare Card Maintenance” screen. On this screen you will be able to see all fare cards currently assigned to your school, current card status and deactivation reason (if applicable). The product associated with the card will also be displayed, which indicates the School Calendar Type. Only cards that have a status of Deactivated or Deactivated-Pending can be returned to your school’s inventory. Simply search and locate the card number you wish to return to your inventory and select the “Return to Inventory” button, which will be displayed on the right side of the screen. Cards must only be returned to inventory when they have been physically returned to the fare card administrator at your school.



NOTE: Any issues regarding incorrect cards being returned to inventory, must be reported to the District’s Help Desk or the Transportation Office for resolution.



The screenshot shows the "Fare Card Maintenance" interface for The School District of Philadelphia. It includes a header with the district logo, "Student Fare Card" title, and a user profile "cgomez-ext". A navigation bar shows "Home" and "Maintenance". The main section is titled "Fare Card Maintenance" and contains a "Filters" section with "School" (AIM Academy (4925)) and "Status" (All) dropdowns, a "RESET" button, and a "DEACTIVATION CLEANUP" link. Below the filters is a table with columns: EOS Code, School, Fare Card #, Status, Reason, Product, and a "Return to Inventory" button. The table lists 10 entries, with the first 7 shown. The first 7 entries are: 10000020 (Deactivated-Pending, Lost), 10000021 (Deactivated-Pending, Stolen), 10000022 (Activated, NA), 10000023 (Activated, NA), 10000024 (Activated, NA), 10000025 (Deactivated-Pending, Damaged), and 10000026 (Unassigned, NA). The 7th entry (10000027) is also shown. The table is paginated, showing 1 to 10 of 31 entries (filtered from 163 total entries). A search bar is located at the top right of the table area.

EOS Code	School	Fare Card #	Status	Reason	Product	Return to Inventory
4925	AIM Academy	10000020	Deactivated-Pending	Lost	nonsdp0	Return to Inventory
4925	AIM Academy	10000021	Deactivated-Pending	Stolen	nonsdp0	Return to Inventory
4925	AIM Academy	10000022	Activated	NA	nonsdp	
4925	AIM Academy	10000023	Activated	NA	nonsdp	
4925	AIM Academy	10000024	Activated	NA	nonsdp	
4925	AIM Academy	10000025	Deactivated-Pending	Damaged	nonsdp0	Return to Inventory
4925	AIM Academy	10000026	Unassigned	NA		
4925	AIM Academy	10000027	Deactivated-Pending	Damaged	nonsdp0	Return to Inventory

# The Office of Transportation

## SEPTA Student Fare Card Application Stepper Sheet

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### FOR DESIGNATED TRANSPORTATION DEPARTMENT AND INFORMATION SYSTEMS ONLY

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The following information is for use by designated Transportation Department and Information Systems designated resources only. School based resources will not have access to these functions within the Fare Card application.

The Maintenance tab, located on the application banner provides access to a number of administrative functions.

- Fare Cards: Listing of all Fare cards by designated school, showing current card status and the ability to return any Deactivated or Deactivated-Pending card back into the school's inventory. This function is also available to school based users but only shows cards currently assigned to their school.
- Fare Card Ranges: Ability to add fare card ranges by school. This function is only available to District Admin Users.
- Products: Listing of school year products/calendars, which are utilized by the system. This function is only available to District Admin Users.

**NOTE:** Fare Card Products must be entered into the system annually, in coordination with the start of school year scheduled tasks, associated with the "roll-over" from the previous school year and with SEPTA's system tasks.

## 10. Manage Fare Card Products

The Transportation department will be responsible for annually entering all Fare Card related calendars to the system. Once Fare Card Products have been added for the School year - no changes should be made in the system.



From the main page click on the Maintenance link located on the upper left hand side of the Fare Card application which will provide the list of maintenance functions - select Products, this will take you to the Maintain Products page.



# The Office of Transportation

## SEPTA Student Fare Card Application Stepper Sheet

### Maintain Products

Search:

Product	Calendar Type	Product Type	Start Date	End Date
2021test8	Base Calendar	Eight Tap	07/01/2021	07/31/2021

Showing 1 to 1 of 1 entries

Edit Product
ADD SAVE CANCEL DELETE

Product Name \*

Start Date \*

Calendar Type \* Base Calendar

End Date \*

Product Type \* Eight Tap

On this page you can view all calendars. To add a new calendar select the ADD button.

Edit Product
ADD SAVE CANCEL DELETE

Product Name \*

Start Date \*

Calendar Type \* Base Calendar

End Date \*

Product Type \* Eight Tap

It is critical that calendar information entered into the Fare Card application is aligned with the Calendar information provided to SEPTA.

**Product Name:** This is the name of the product which will be provided to SEPTA when cards are activated. Must be alphanumeric and be no more than 10 characters in length, and must be pre-approved by Transportation leadership and by SEPTA.

**Calendar Type:** This will be utilized to determine which product is assigned to a student's Fare Card based on either date (i.e Base Calendar) or school type (i.e. SDP, Charter, etc.).

Edit Product
ADD SAVE CANCEL DELETE

Product Name \*

Start Date \*

Calendar Type \* Base Calendar

End Date \*

Product Type \* Eight Tap

**Product Type:** This indicates the number of taps associated with the product. Please note: all calendars, except the annual Base Calendar should have an eight tap and zero tap entry.

Edit Product
ADD SAVE CANCEL DELETE

Product Name \*

Calendar Type \* Base Calendar

Product Type \* Eight Tap

Start Date \*

End Date \*

# The Office of Transportation

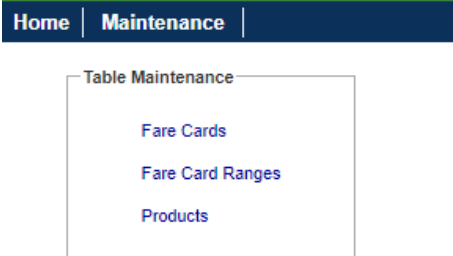
## SEPTA Student Fare Card Application Stepper Sheet

Start and End Dates: Add the first and last day of each calendar. Please note: the dates are to reflect the specific dates attributed to the calendar - not the first and last active school days for each calendar.

After filling in all this information select the Save button. After selecting the save button, double check the calendar has been added to the Product List.

### 11. Card Range Management

The Transportation department will pre-assign a designated number of Fare Cards for each school participating in the SEPTA Fare Card system. The number of cards is based on the number of transportation eligible students enrolled in each school. Each school's card range must be entered into the system so that school users will only be able to assign Fare Cards that are in their inventory. Additional card ranges can be added into the system, should a school require more Fare Cards during the school year.



From the main page click on the Maintenance link located on the upper left hand side of the Fare Card application which will provide the list of maintenance functions - select Fare Card Ranges, this will take you to the Maintain Fare Card Ranges page.

### Maintain Fare Card Ranges

EOS Code	School Name	Start Number	End Number
6985	Penn Charter School, William	5000000011	5000000330
3918	HOLY GHOST PREP	5000000331	5000000610
2410	Girard Academic Music Program (GAMP)	5000000611	5000000890
5977	The Philadelphia School	5000000891	5000001090
8992	Calvary Christian Academy	5000001091	5000001250

Showing 1 to 19 of 19 entries

Search:

ADD SAVE CANCEL DELETE

School

Penn Charter School, William (6985)

Start Number \*

5000000011

End Number \*

5000000330

## The Office of Transportation

### SEPTA Student Fare Card Application Stepper Sheet

On this page you can view ranges currently assigned to schools and add new ranges in the Edit Fare Card Range box. To add a new range select the ADD button. Select the school you would like to add a new range to from the dropdown and type in the lowest number of the range in the Start Number Box and the highest number of the range in the End Number box. After filling in all this information select the Save button.

**Edit Fare Card Range**

ADD

SAVE

CANCEL

DELETE

School

Penn Charter School, William (6985)

Start Number \*

5000000011

End Number \*

5000000330

After selecting the save button, double check the range has been added by searching for the school and confirming the range is listed.

#### Maintain Fare Card Ranges

Search: <input type="text"/>			
EOS Code	School Name	Start Number	End Number
6985	Penn Charter School, William	5000000011	5000000330
3918	HOLY GHOST PREP	5000000331	5000000610
2410	Grard Academic Music Program (GAMP)	5000000611	5000000890
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