

Processing Pay To Ride Open Registration Request in TouchBase

1. Navigate to Ankeny CSD's TouchBase site: <https://ia-ankeny.intouchrecepting.com>
2. Login to the site. If assistance is needed with Touchbase, call the Business Office at 515-965-9600.

Already created your account?

If you have used this site before and are returning:

1. Enter your primary email address on record in Infinite Campus in the User Name box below.
2. Enter the password you created during your first visit.
3. Sign in

To reset your password: please [CLICK HERE](#) to have a password reset email sent to your email address on file. **Please note: be sure to type that Primary email address on record in Infinite Campus in the User Name box, NOT the Email box.**

User Name

Password

3. Choose the student, one at a time, for whom you wish to register for Pay To Ride Services
4. Select "Items at Student's School"

Shop

Items At Student's School incl. One-Time Meal Payment

5. Select "DISTRICT" under the "You are here" section.

You are here **DISTRICT** / ELEMENTARY / WESTWOOD ELEMENTARY

Categories Nutrition | School Items | Student Activities | Donation

6. Select "DISTRICT OFFICE" from the School Type section.

You are here DISTRICT

School Type BEFORE AND AFTER SCHOOL PROGRAM | **DISTRICT OFFICE** | ELEMENTARY | HIGH SCHOOL | MIDDLE SCHOOL

7. Select "CENTRAL OFFICE" from the School Section

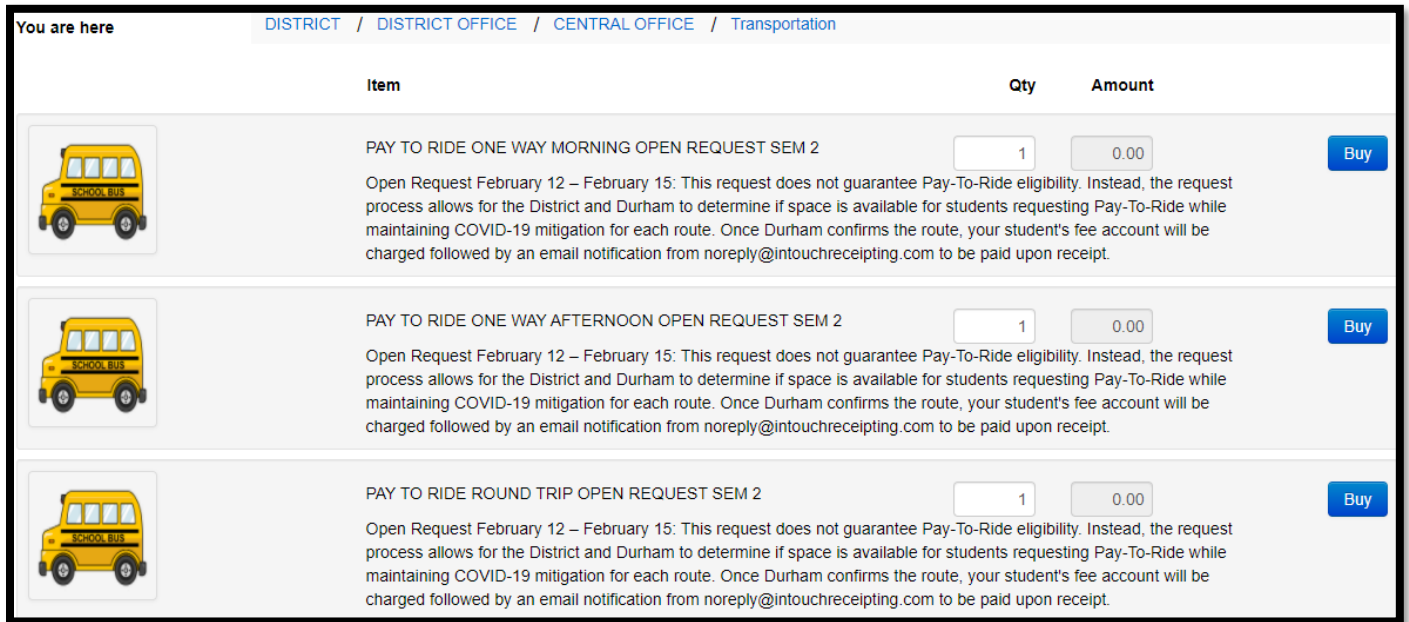
You are here DISTRICT / **DISTRICT OFFICE**

School **CENTRAL OFFICE**

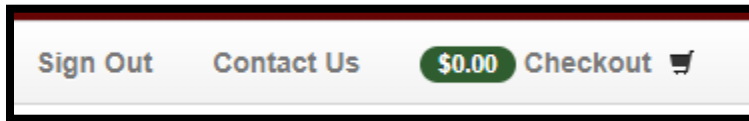
8. Select “Transportation” under the Categories section. **This link may take a few seconds for the optional item(s) to populate the screen!**



9. Select the PAY TO RIDE OPEN REQUEST Item for the route you need and click Buy. **Please know: The example below may be from a prior year and may not reflect the actual date nor the actual specifics. It is for instructional purposes only.**



10. Click on the Checkout button towards the top right-hand corner of the screen



11. Review the information on the screen and click “Checkout Step 1: Additional Info”. If more than one student, “Continue Shopping”, then click on the link top left corner **Your Family**.

| Item | Price |
|--|----------------------------|
| PAY TO RIDE ONE WAY MORNING OPEN REQUEST SEM 2 | \$0.00 Remove |
| Subtotal | \$0.00 |
| Tax (0.00%) | \$0.00 |
| Processing Fee | \$0.00 |
| Total | \$0.00 |

[Checkout Step 1: Additional Info](#)

12. Most of the Additional Info items before these 5 questions are auto filled from your Infinite Campus Parent Portal. Please complete any that are blank. Then, see below: Line 1 is optional. Line 2 is for families who may qualify for free or reduced meals. Line 3 will route you to the Pay-To-Ride rules. Lines 4 and 5 are required by checking the small box to the right. Then click on “Checkout Step 2: Payment”.

1. Only provide Pick-up or Drop-off address IF different than residential address above (limited to 50 characters).

2. ONLY CHOOSE from the drop down if your student currently qualifies for FREE/REDUCED MEALS and have submitted the corresponding Waiver of Confidentiality with this school district. My student's current year's status is... (Pick from the drop down).

3. FOR EVERYONE - [View the PAY TO RIDE Rules here.](#)

4. FOR EVERYONE - I have read, understand, and will adhere to the PAY-TO-RIDE rules.

5. I understand that my student's account will be assessed the Pay To Ride amount after Durham confirms my student is on a bus route. And that this amount should be paid in full within 4 weeks for services to continue.

[Continue Shopping](#) [Checkout Step 2: Payment](#)

13. IMPORTANT: Click on the Complete blue button. The transaction is not complete until you click on the Complete button! Please know that there is no money exchanging hands at this time. Your receipt will pop up after you have successfully completed the open registration request. If it does not pop-up, and you are wanting a receipt, you will need to enable pop-ups.

Your Family Sign Out Contact Us \$0.00 Checkout

Payment

[Complete](#)