

Creating A Trip Request

Prerequisites:

- 1 – Be on a computer connected to the internet
- 2 – Be a teacher, or an administrator

Instructions To Create A Trip Request:

- 1 – Open up a browser of your choice (eg, Safari, Firefox, or Chrome)
- 2 – Go to the School District homepage at <http://nisgaa.bc.ca>
- 3 – Click on the “School Management System” link on the right-hand side under “Quick Links”
- 4 – Login with your School District 92 username and password
- 5 – Click on the “Create Trip Request” button 
- 6 – Fill in all the necessary fields in all the tabs
- 7 – After you have filled in a Short Description, you can save it as a Draft
 - This allows you to come back and edit it before submitting the request
- 8 – Once you have fully filled out the form, click the “Submit Trip Request” button on the left-hand side (If there are any errors, or blank fields, you will be informed of them)
- 9 – You will see a prompt for which school to request it under, select your school and click “Submit”
- 10 – Once submitted, you will see the progress of the request be updated to “submitted” in the left, as well as a message saying an email has been sent to the principal of your school, and the Director of Operations
- 11 – The principal and Director of Operations will authorize and approve the trip, as well as assign vehicles to your trip.
- 12 – If the trip is rejected, the trip will be returned to a draft, which you can edit and resubmit
 - If the trip is authorized and approved, you will get an email letting you know of the completed status
- 13 – If you have not received notification regarding your request, we recommend you follow up with your administration