

Arc card on SchoolZone

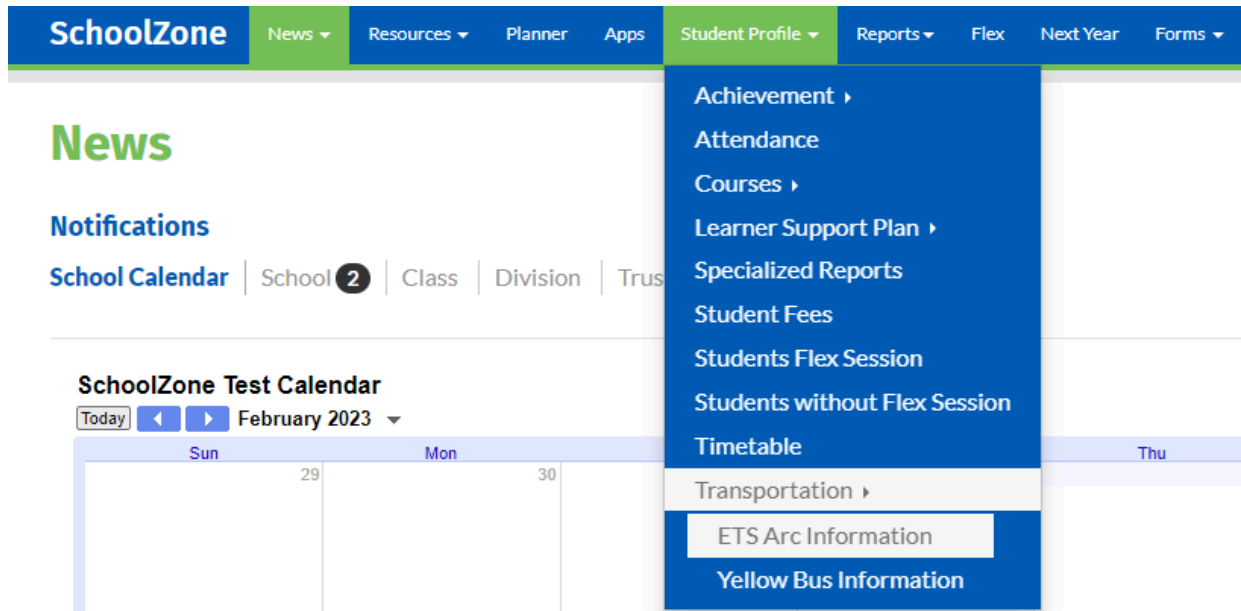
Students and families can now register and add monthly bus passes to their electronic [Arc cards](#) through SchoolZone.

Registering your Arc card

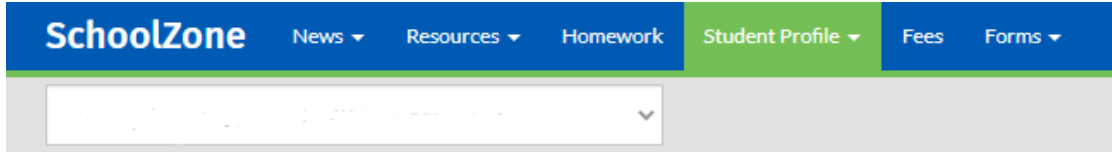
Before you can add a monthly bus pass to an Arc card, you need to register the card on SchoolZone. To register an Arc card you first need a physical card. You can get a physical Arc card from the school and purchase monthly bus passes for it through SchoolZone.

Follow these steps to register an Arc card:

1. Pick up an Arc card from your school.
2. Sign in to [SchoolZone](#).
3. Click on the **'Student Profile'** option from the main menu.
4. From the **'Student Profile'** menu option, select the **'Transportation'** option, then the **'ETS Arc Information'** option (shown in the image below). A page called **'Arc Card Registration'** will appear.



5. On the **'Arc Card Registration'** page, enter the card number (shown as **'account number'** in the image below) from the back of the Arc card and the security code from the front of the card into the blank boxes.



Arc Card Registration

1. Enter Card No.

Enter Card No:



Enter Security Code:



Register

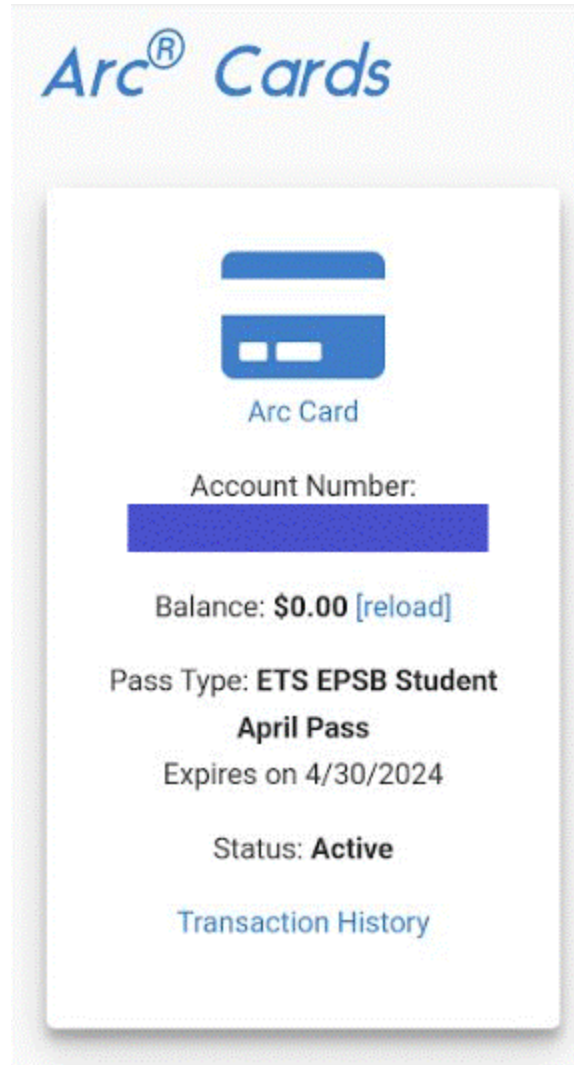
Front of card



Back of card



6. Click **'Register'**. The Arc card is now registered and you can purchase monthly bus passes through the **'Fees'** option in the main menu.
7. You can register your Arc card with myarc.ca to monitor your balance. A successful monthly pass will look like the image below.



Adding a monthly bus pass to your Arc card

1. Buying a bus pass is the same process as before. Click the '**Fees**' option in the main menu and add the '**[Month] Bus Pass ETS Arc Card**' option from the drop down.
2. The rate for a monthly bus pass remains the same for students.
3. After you have paid, SchoolZone will confirm that you have completed the payment. Once a monthly bus pass is added onto the card, the system will validate an Arc card **only three times a day** (4 a.m., 12 p.m. and 8 p.m.). **These times may affect when**

your Arc card is ready to use. After the card is validated in the system, the card can then be used to access Edmonton Transit Services (e.g., if you pay for a bus pass at 10 a.m., it will be ready to use on the Arc card at 12 p.m.).

Paying your fees

1. How to pay monthly bus pass fees through SchoolZone

- a. Once you have registered an Arc card, you can add a monthly bus pass to the card.
- b. Select '**[Month] Bus Pass - ETS Arc Card**' in the list of fees and click '**Done**'. The fee will now be added to your '**Fee List**' so that you can make a payment for the monthly pass.

Additional Fees

Select any additional products or services that you would like to purchase, then click 'Done'.

Description	Fee	Select
Bus Pass - Replace - ETS - Sep	\$73.00	<input type="checkbox"/>
Dec - Bus Pass - ETS Arc Card	\$60.00	<input type="checkbox"/>
Feb - Bus Pass - ETS Arc Card	\$60.00	<input type="checkbox"/>
Jan - Bus Pass - ETS	\$60.00	<input type="checkbox"/>
Jan - Bus Pass - ETS Arc Card	\$60.00	<input type="checkbox"/>
Nov - Bus Pass - ETS Arc Card	\$60.00	<input type="checkbox"/>

Done

Misplaced or stolen Arc cards

1. If a student loses this card and needs a replacement, they can pick one up at their school office.
2. Once the student has received a new card from their school, they need to register the new card in SchoolZone by following the steps above under **'Registering your Arc card'**. Once the new card is registered, the misplaced or stolen card will show as **'Removed'** in SchoolZone and will no longer be usable. The monthly pass will be transferred over to the new card automatically so it can be used.

Month(s) Status		Card Status	
⇅	<input type="text"/>	⇅	<input type="text"/>
			Removed
	Apr - 2024 Month Loaded		Validated

Getting help with Arc card on SchoolZone

If you need help using your Arc card in SchoolZone, please connect with your school office administration. If you have other questions about Arc cards, go to myarc.ca or call the Arc call centre at 1-888-302-0001.