



Creating Islands of Safety

BALTIMORE CITY PUBLIC SCHOOLS



Welcome to OneCard Express!

You are about to join the Baltimore City School District OneCard Express Program. This program will allow you to receive your students MTA Transportation ID, Baltimore OneCard. The enclosed documents and hardware will allow you to take student photos, assign students, request ID printing and reprinting, and set student overrides.

Please read ALL documents before you begin any steps outlines here.

Please follow the steps below to receive your initial set of OneCard IDs. After receiving the initial set of cards, you will use this same system to request reprints and new cards.

1. Enclosed in the documents, on the **"Getting Started"** page, is your OneCard user name and password. Follow the "Logging into CAASS" instructions to sign into OneCard Express.
2. Install the Webcam on the computer you will be taking student photos from. The installation instruction can be found on the **"MTA Reference Card"** document.
3. Navigate in CAASS to the PhotoStation section of the software. Take a photo of every student that will be receiving a MTA OneCard.
4. When all your students have photos, you are ready to receive your initial set of ID cards.
5. Send an email to **express@access411.com** with your Name, School Number and School Name, and state that you've completed your photos and are ready for your first set of OneCards. **DO NOT USE** the OneCard Express Screen to order cards at this point. You will use that screen to **order lost, damaged, new, and reprints after you've received your initial ID cards.**
6. After receiving your email, Access411 will print your initial set of cards and ship them to the district to be distributed to your school. This can take 3-4 days.
7. Once you receive your initial set of cards, you can immediately distribute them to your students.
8. If you need any student cards reprinted, navigate to the OneCard Express screen and follow the instructions on the **"MTA Reference Card"** to order reprints
9. You also have access to both Override the current MTA setting and print Reports. Instructions are available on the **"MTA Reference Card"**.

Please use **express@access411.com** for the initial card print only. For support or questions, or if you need additional help, please contact Access411 at **support@access411.com**