BUS HIVE ACCOUNT SETUP

TRAINING FOR TRIP REQUESTORS & APPROVERS

California State University, Chico
Vehicle Reservations Office
To begin using the online system to approve or request trips create an account by:

First, navigate to the VRES homepage at: www.csuchico.edu/VRES

Second, click the bus hive request icon
LOGIN- STEP 2

From the VRES link you will be guided to the BusHive website.

Click the “Create new user” link under the Login button.
CREATING AN ACCOUNT - STEP 3

• The organization code should automatically populate. If not enter:
CA_California_State_University_Chico

• Then enter your email, First name, Last name, and Phone (optional)

• Finally Click Create User

An email with your password should be sent to you.
CREATING AN ACCOUNT- STEP 4

- You will need to retrieve the password from the email that was just sent from Bus Hive Request.

- You will need to return to the login screen. To do so, select the “Return to Login” link.
ACCESSING THE SYSTEM - STEP 5

Enter your password to login
STOP!

Email hclong@csuchico.edu with a request to be setup as either a Requester or Approver.

- A requester has the ability to submit a trip request to their department’s approver. A Requester’s trip request will not be sent to Bus Reservations.

- An Approver is someone who has been authorized to approve expenses for their department. An approver using a state chart-field string must have a “Signature Authorization Form” on file with Accounts Payable. That form authorizes them to “approve invoices for payment against the specific Dept ID that is being used.”

- An Approver that is “approving” an expense for non-state funded trips must have authorization to use the specific Foundation Account or Associated Student Account that they intend to use.
Once you receive confirmation from Heather that you have been assigned to the appropriate trip types you may begin requesting and/or approving trips.

Refer to the “How to Place a Trip Request User Guide” on the VRES website for further instructions.
THANK YOU

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE VRES OFFICE AT:

EXT. 6117 or busreservations@csuchico.edu

http://www.csuchico.edu/vres/