FOR THE ADMINISTRATOR WHO HAS TO SEE ALL OF IT

Your account, and who sees what

One account for the whole organisation, with a level for every college, billing account and department underneath it.

ALL FOUR PORTALS LIVE AT IPRONTO.COM

District /smccd

College of San Mateo /smccd-campus/college-of-san-mateo

Cañada College /smccd-campus/canada-college

Skyline College /smccd-campus/skyline-college

THE RULE THE WHOLE ACCOUNT RUNS ON

Each level sees everything inside it and nothing above it. A department sees its own trips. A billing account sees every department under it. District administration sees every trip, at every college, without asking anyone for a status. Nobody has to send anybody a spreadsheet.

WHAT YOU CAN DO FROM THE TOP

- See every trip in the organisation — requested, confirmed, running, complete
- Filter by college, billing account, department, date range or PO
- Pull invoices and spend in aggregate or one college at a time
- Add, move or remove users yourself, at any level
- Set who may request and who must approve, per billing account
- Export trip history and spend for a board paper or an audit

SETTING IT UP

1. **Tell us your structure**
   colleges, billing accounts, departments, and who owns each one. A list is enough; it does not have to be tidy.
2. **We build it**
   We create the levels and load your rates, so nobody starts from a blank form.
3. **You add your people**
   Invite them at the level they belong to. They see exactly what that level sees.
4. **It changes when you do**
   A new department, a new budget holder, a reorganisation — you make the change yourself, or we do it the same day.

WHY ADOPTION STALLS, AND HOW TO AVOID IT

The portal only saves anyone time when the people who book are actually on it. Start with the two or three departments that book most, get them through one real trip, and the rest follow. We run a one-hour onboarding session for each college — that is the whole ask.

START HERE

iPronto.com/smccd

Ask us to map your structure. It takes one call and we build it for you.

Pronto Corporation serves SMCCD under Charter Transportation Services Agreement No. 1385852, awarded by the Board of Trustees on 20 May 2026 and running 1 July 2026 through 30 June 2027. Contracting entity: Accelar, Inc. dba Pronto Corporation, 84 W. Santa Clara St., Suite 700, San Jose, CA 95113. ProntoJourneys.com is now iPronto.com.

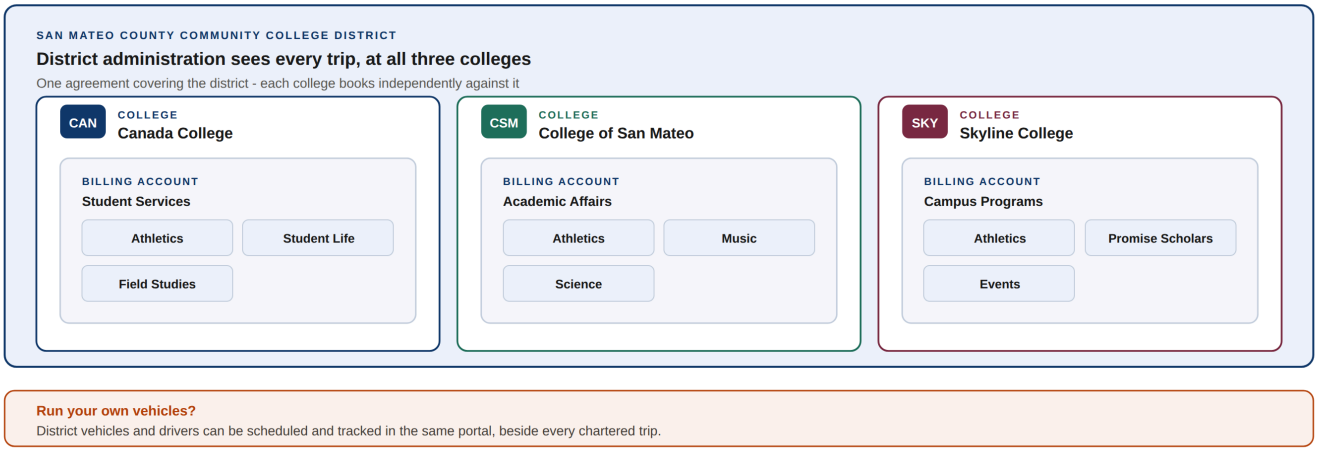
HOW YOUR ACCOUNT IS ORGANISED

One account, a level for every part of it

Each level sees everything inside it and nothing above it. Every college books independently; District administration sees all of it. Intermediate layers can sit anywhere the structure needs one.

SMCCD: three colleges, one district view

Each college books its own trips. District administration sees all three without asking anyone for a status.



Run your own vehicles?
District vehicles and drivers can be scheduled and tracked in the same portal, beside every chartered trip.

Departments shown are illustrative. Tell us your structure and we build it to match — there is no limit on levels, billing accounts or departments.

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