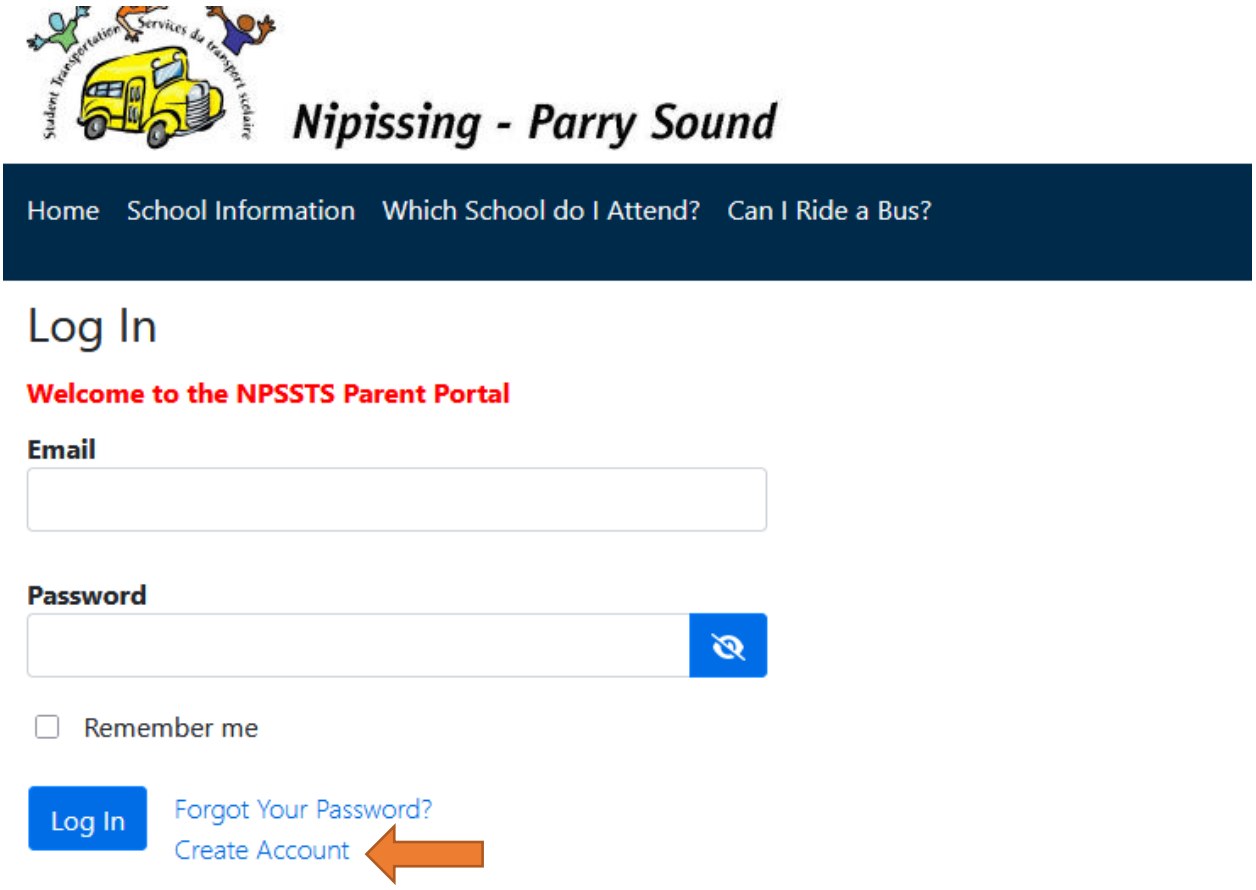
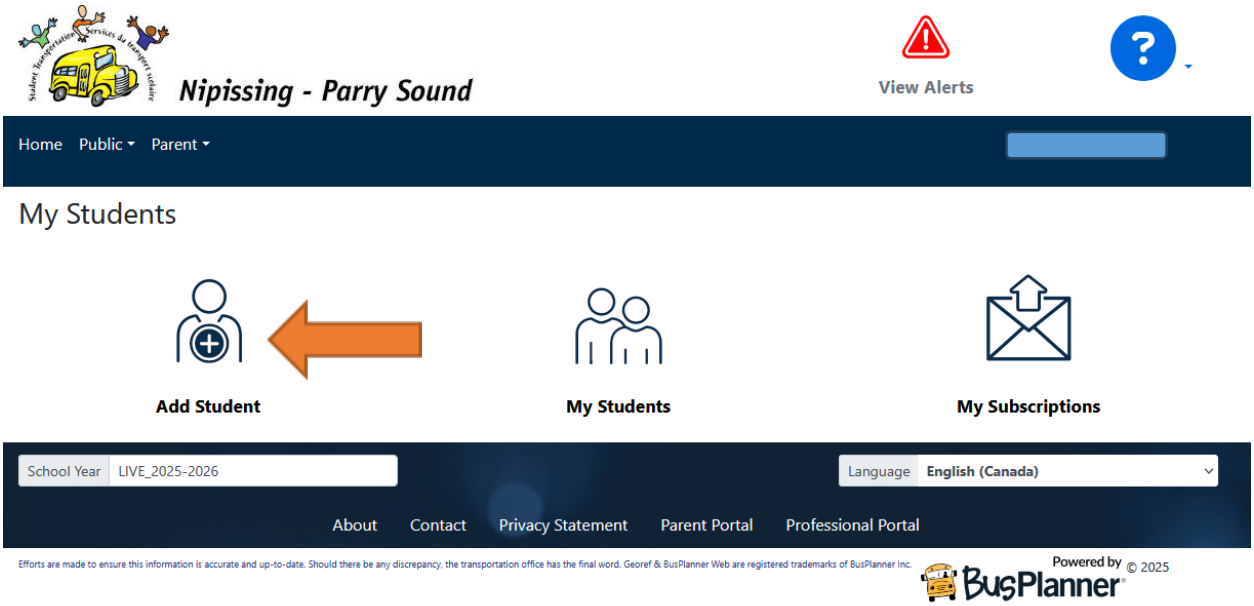
Instructions on how to create a Bus Planner Web Account for Parents

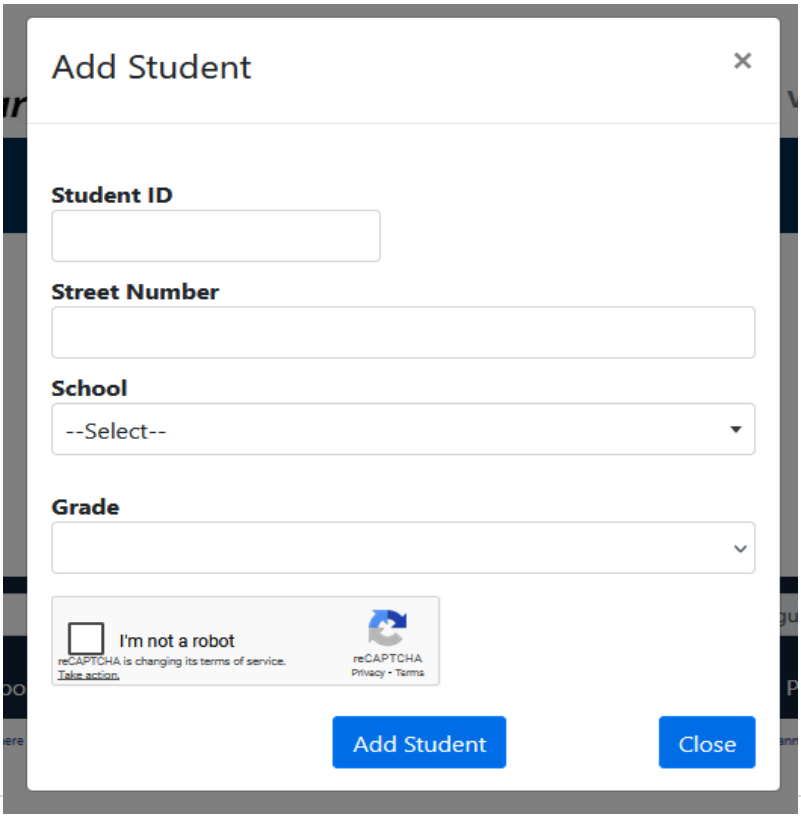
The first step is to **create** an account for Bus Planner Web to access the **Parent Portal** (if you do have an account, please sign in). You can follow this link to the parent portal: https://geoquery.npssts.ca/Login?ReturnUrl=%2fSubscriptions%2fChildTransportInfo&LoginType=Subscriber&showParentPopup=False



Once logged in to the Parent Portal, click on "**Add Student**"

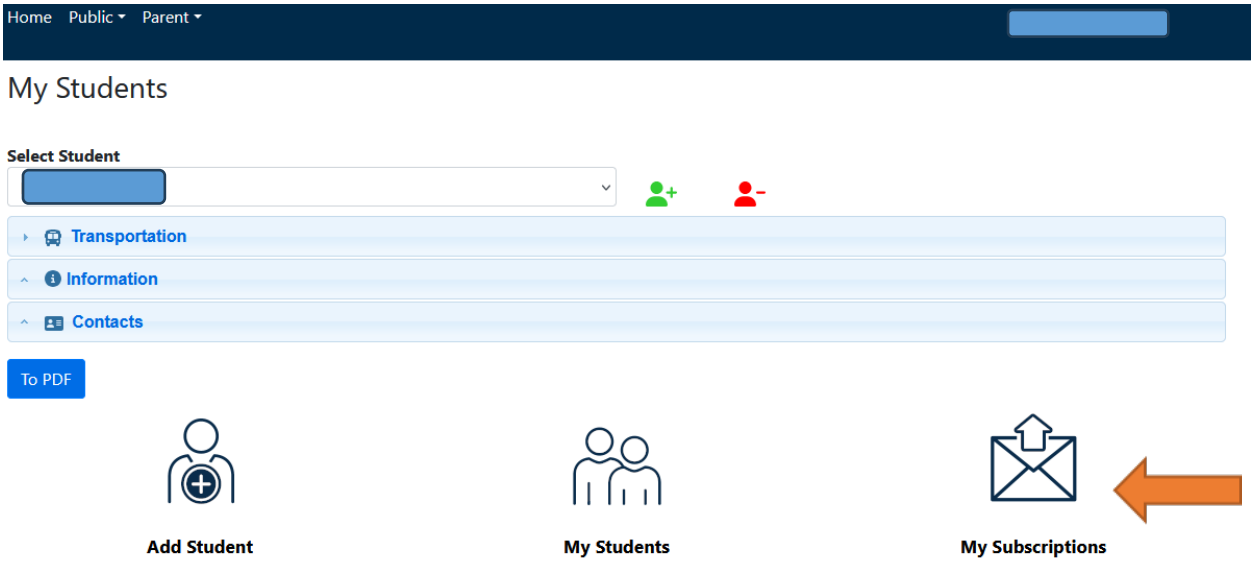


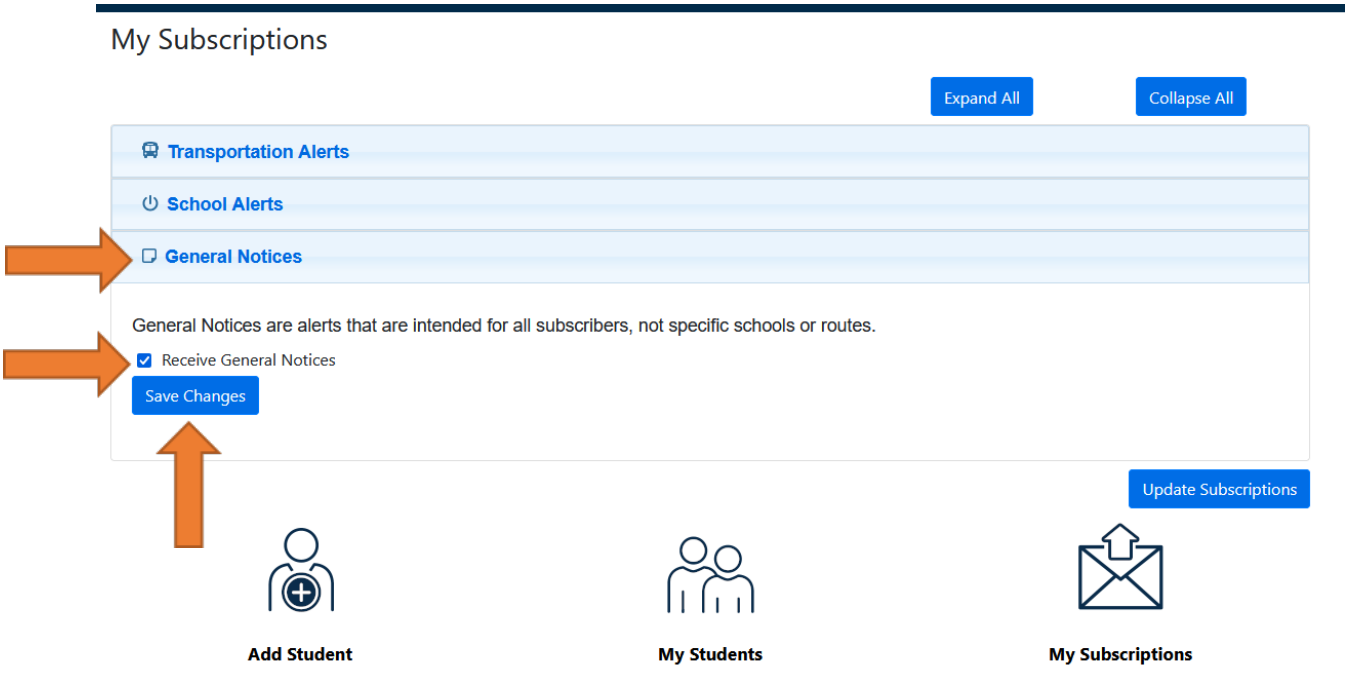
Please fill in the 4 fields and check the "**I'm not a robot**" box. For the "**Student ID**" enter the **OEN** provided by your school. If you are unsure, contact your school secretary to receive this information. Enter your street address. If you live in an apartment, please enter the house\building number; don't include the unit number. Select the student's school and grade for the remaining fields. The transportation pick-up and drop-off information will be displayed, as well as the student information and contacts.



General Notices

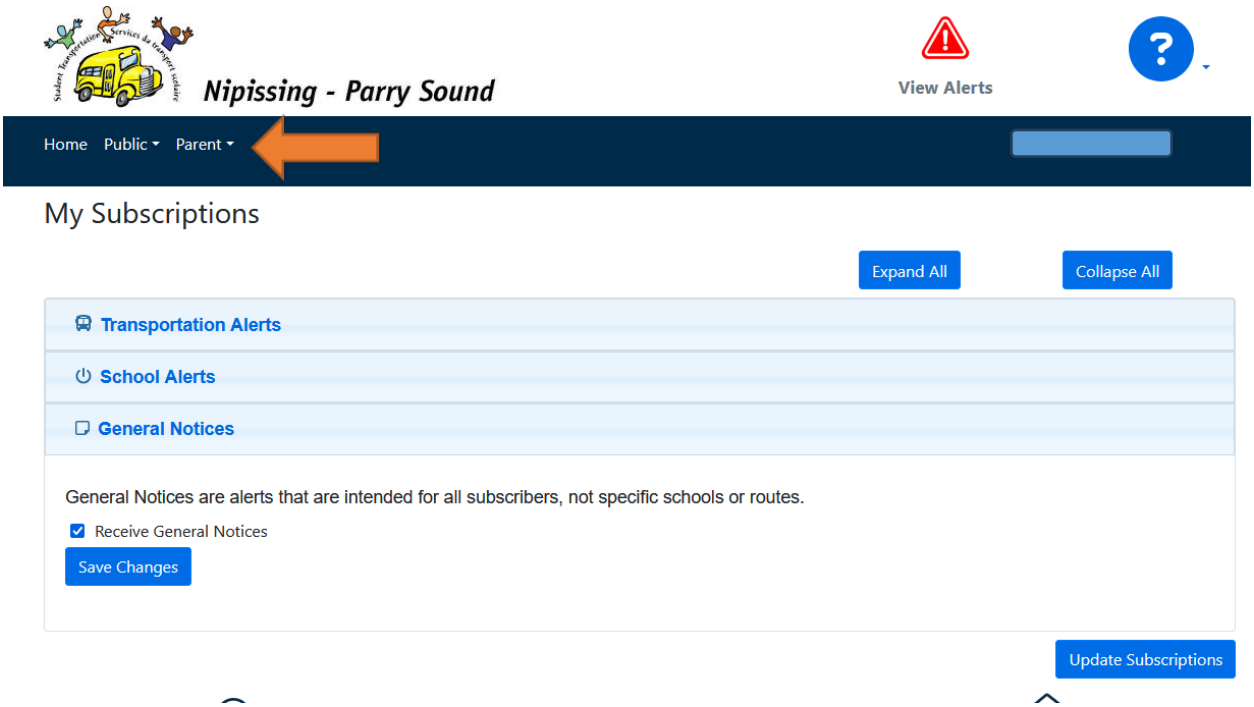
If you would like to receive General Notifications regarding bus cancellations due to inclement weather, you will need to ensure that you're subscribed to receive General Notices. To view if you're subscribed, click on "**My Subscriptions**" go to the "**General Notices**" section and ensure that the box "**Receive General Notices**" is checked. If the box is not checked, click on it to activate it and then click on "**Save Changes**."
You are now subscribed to receive General Notifications regarding bus cancellations due to inclement weather.

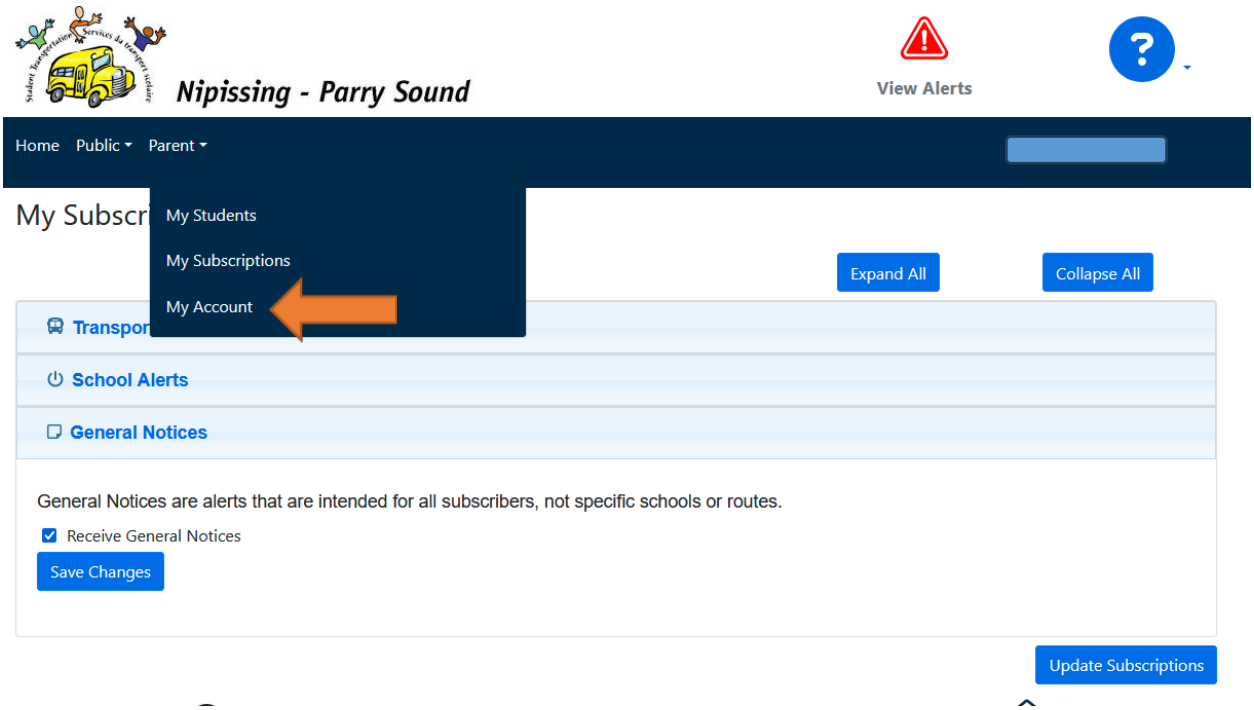




Subscribing to receive notifications through text Messaging:

There's an option for you to receive these Alerts and Cancellations via your smartphone in a text format. To activate this option, click on "**Parent**", then select "**My Account**" from the drop-down menu.

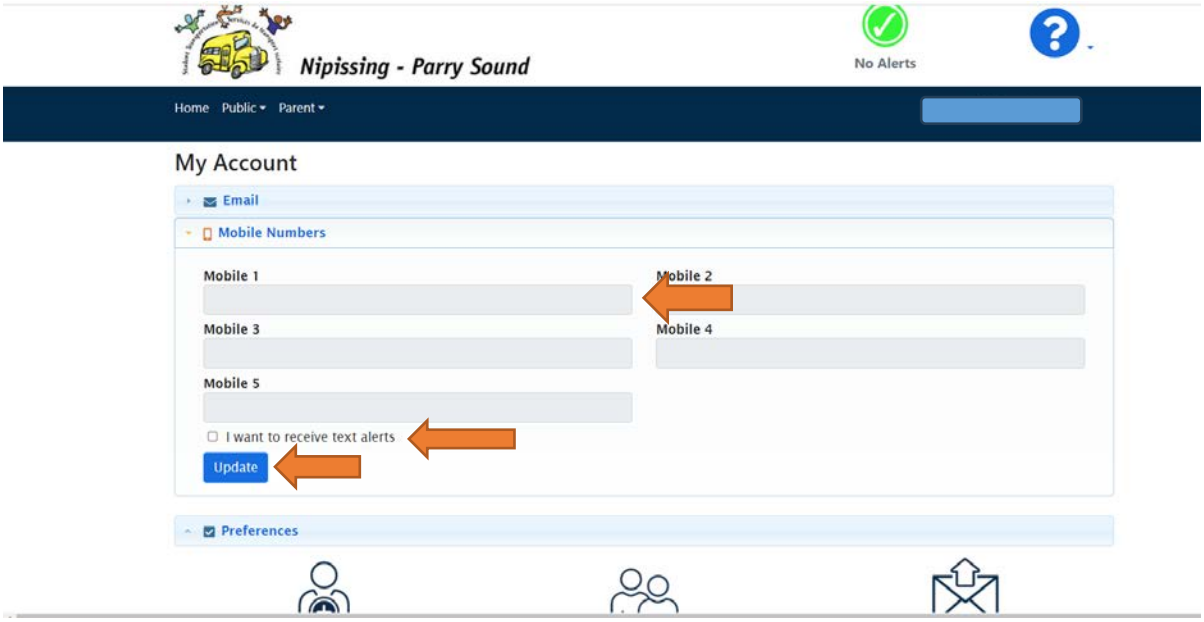




This will open your account details, which are separated into 4 categories:

1. Email
2. Mobile Numbers
3. Two-Factor Authentication Settings
4. Preferences

To subscribe to the **Text** Alerts and/or Cancellations, click on the Mobile Numbers section to expand it:



Here, you can enter multiple mobile telephone numbers and click the "**I want to receive text alerts**" box, followed by clicking the blue "**Update**" button to activate receiving Notifications as texts to your cellphone. You are now subscribed to text messaging notifications.

<u>Please note:</u> The number sending the texts is 1-705-482-8899; ensure that you do not block this number.