

Instructions to configure Bus Planner Notifications for Other Stakeholders

E-mail Subscription to Route Delays

The first step is to log into the **Parent Portal** (if you do not have an account you will need to create one – this is not the same account that is used in the Bus Planner Professional Portal) at <https://geoquery.npssts.ca/Login?ReturnUrl=%2FSubscriptions%2FChildTransportInfo>

The screenshot shows the login page for the Nipissing - Parry Sound Parent Portal. At the top left is the school's logo and name. To the right, there are two status indicators: a green checkmark in a circle labeled "No Alerts" and a blue question mark in a circle. Below these is a dark blue navigation bar with links for "Home", "School Information", "Which School do I Attend?", and "Can I Ride a Bus?". On the right side of this bar is a "Log In" button. The main content area is titled "Log In" and contains an "Email" input field, a "Password" input field with a toggle for visibility, and a "Remember me" checkbox. Below the password field are three buttons: "Log In", "Forgot Your Password?", and "Create Account". An orange arrow points to the "Create Account" button. At the bottom of the page, there is a footer with a disclaimer, a "School Year" dropdown set to "LIVE_2022-2023", a "Language" dropdown set to "English (Canada)", and a navigation bar with links for "About", "Contact", "Privacy Statement", "Parent Portal", and "Professional Portal".

Once logged in to the Parent Portal, click on “My Subscriptions”

The screenshot shows the "My Students" page in the Parent Portal. The top navigation bar is similar to the login page, but the "Log In" button is replaced by "Home", "Public", and "Parent" dropdown menus. The user's email address "senecalm@npssts.ca" is displayed on the right. The main content area is titled "My Students" and features three icons: "Add Student" (a person with a plus sign), "My Students" (two people), and "My Subscriptions" (an envelope with an upward arrow). An orange arrow points to the "My Subscriptions" icon. The footer is identical to the login page, including the disclaimer, dropdown menus, and navigation bar.

General Notices

If you would like to receive General Notifications regarding The Cancellations of busses because of Inclement Weather, you will need to ensure your subscription “General Notices” is activated.

To view if your subscription is activated ensure that the box “Receive General Notices” is checked:

School

School	Remove
Alliance Public School	

[+ Add a School](#)

General Notices

General Notices are alerts that are intended for all subscribers, not specific schools or routes.

Receive General Notices

[Save Changes](#)

[Update Subscriptions](#)

[Add Student](#) [My Students](#) [My Subscriptions](#)

School Year: LIVE_2022-2023 Language: English (Canada)

[About](#) [Contact](#) [Privacy Statement](#) [Parent Portal](#) [Professional Portal](#)

If the box is not checked, click on it to activate followed by clicking on “Save Changes”

That is it; you are now subscribed to receive Route Delays and Cancellations Notifications in your e-mail.

Subscribing for text Messaging:

There is an option for you to receive these Alerts and Cancellations via your smartphone in a text format. To activate this option, log in to your account in Bus Planner Web in the Parent Portal.

Under the NPSSTS logo, click on Parent – followed by clicking on “My Account”



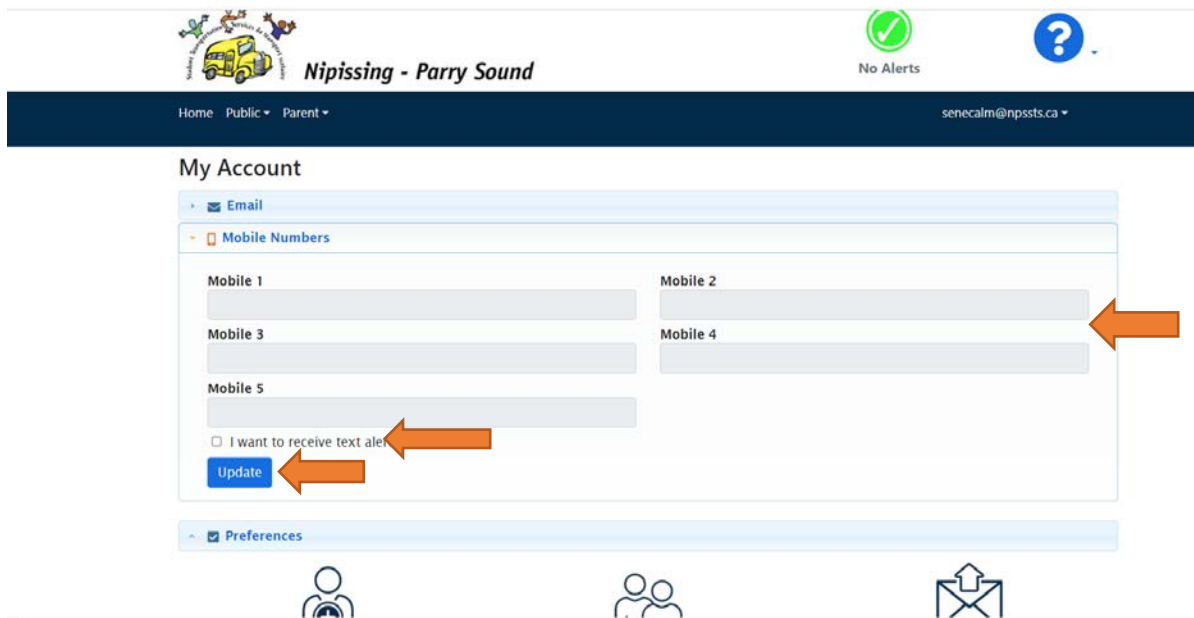
This will open your account details, which is separated into 3 categories:

Email

Mobile Numbers

Preferences

In order to subscribe to the Alerts and/or Cancellations click on the Mobile Numbers section to expand:



From here, you may enter multiple mobile telephone numbers and click “I want to receive text alerts” followed by clicking “Update” to activate the Notifications on your mobile(s).

To be noted: The telephone number sending the texts will be 1-705-548-8899, ensure that you do not block that number.

You are now subscribed to text messaging notifications.