

Instructions to create a Bus Planner Web Account for School Administration

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; a reminder the Parent Portal account is not the same as a Professional Portal account). You can follow this link to the parent portal:

<https://geoquery.npssts.ca/Login?ReturnUrl=%2fSubscriptions%2fChildTransportInfo&LoginType=Subscriber&showParentPopup=False>



Nipissing - Parry Sound

Home School Information Which School do I Attend? Can I Ride a Bus?

Log In

Welcome to the NPSSTS Parent Portal

Email

Password

Remember me

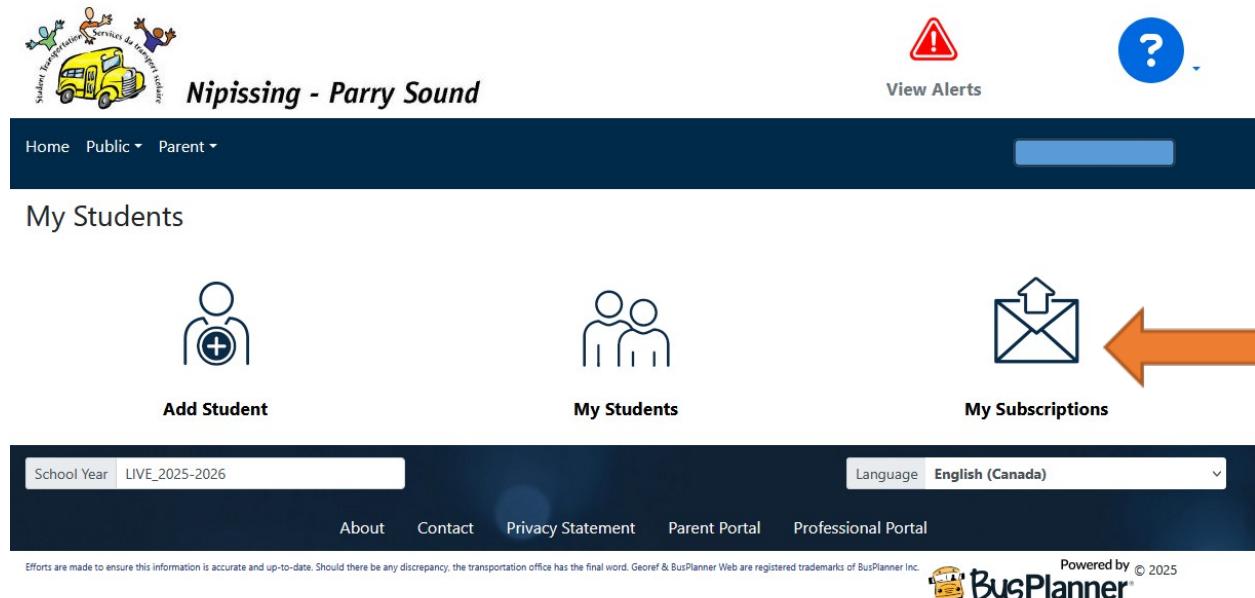
Log In

[Forgot Your Password?](#)

[Create Account](#)



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

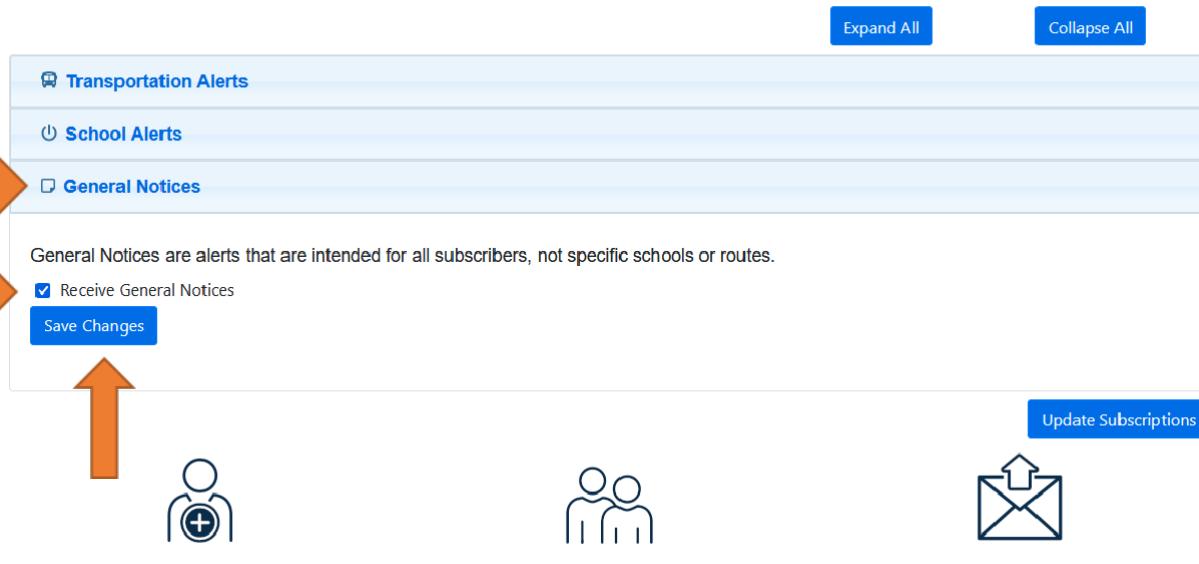


General Notices

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, 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.

My Subscriptions



[Add Student](#)

[My Students](#)

[My Subscriptions](#)

To receive alerts for route delays and route cancellations, you will need to subscribe to “Transportation Alerts” which will alert you to individual route delays or cancellations, start by clicking on “Transportation Alerts”



Nipissing - Parry Sound

View Alerts

senecalm@npsts.ca

My Subscriptions

Transportation Alerts

School Alerts

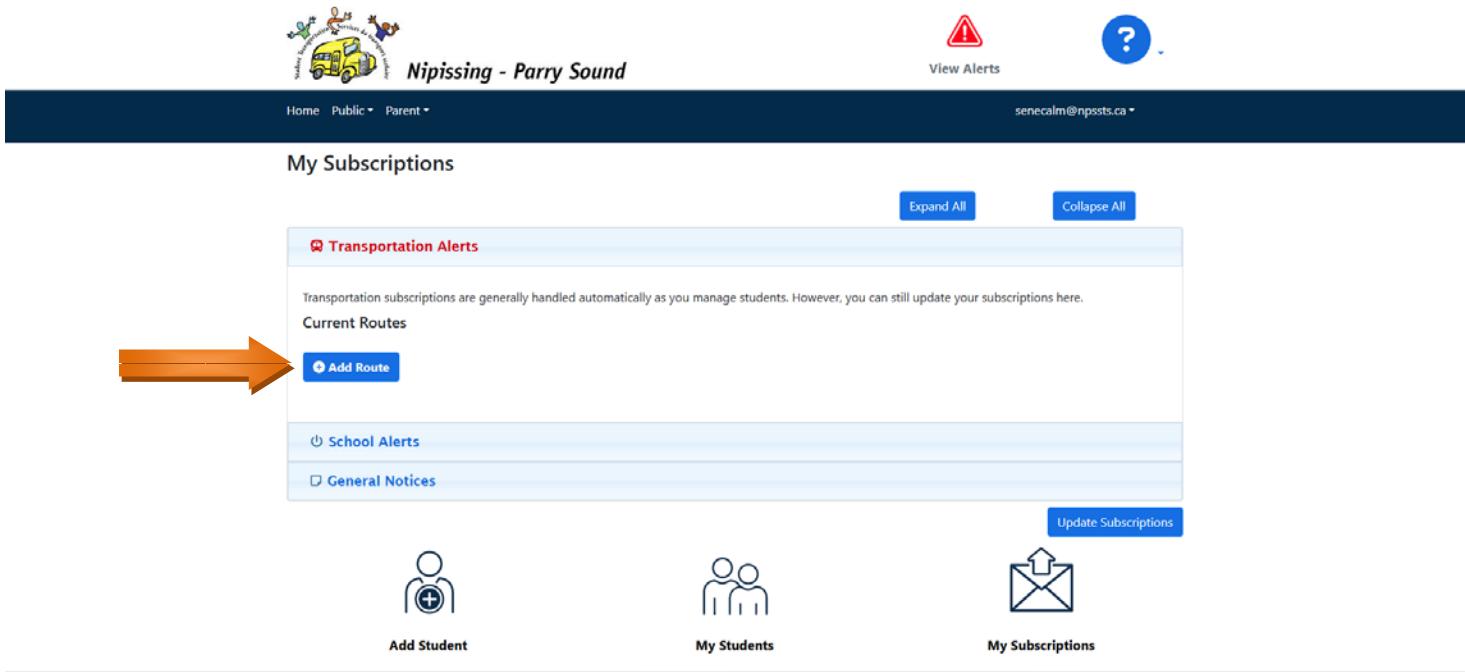
General Notices

Expand All

Collapse All

Update Subscriptions

Click on the “Add Route” option



Nipissing - Parry Sound

View Alerts

senecalm@npsts.ca

My Subscriptions

Transportation Alerts

Transportation subscriptions are generally handled automatically as you manage students. However, you can still update your subscriptions here.

Current Routes

Add Route

School Alerts

General Notices

Expand All

Collapse All

Update Subscriptions

Add Student

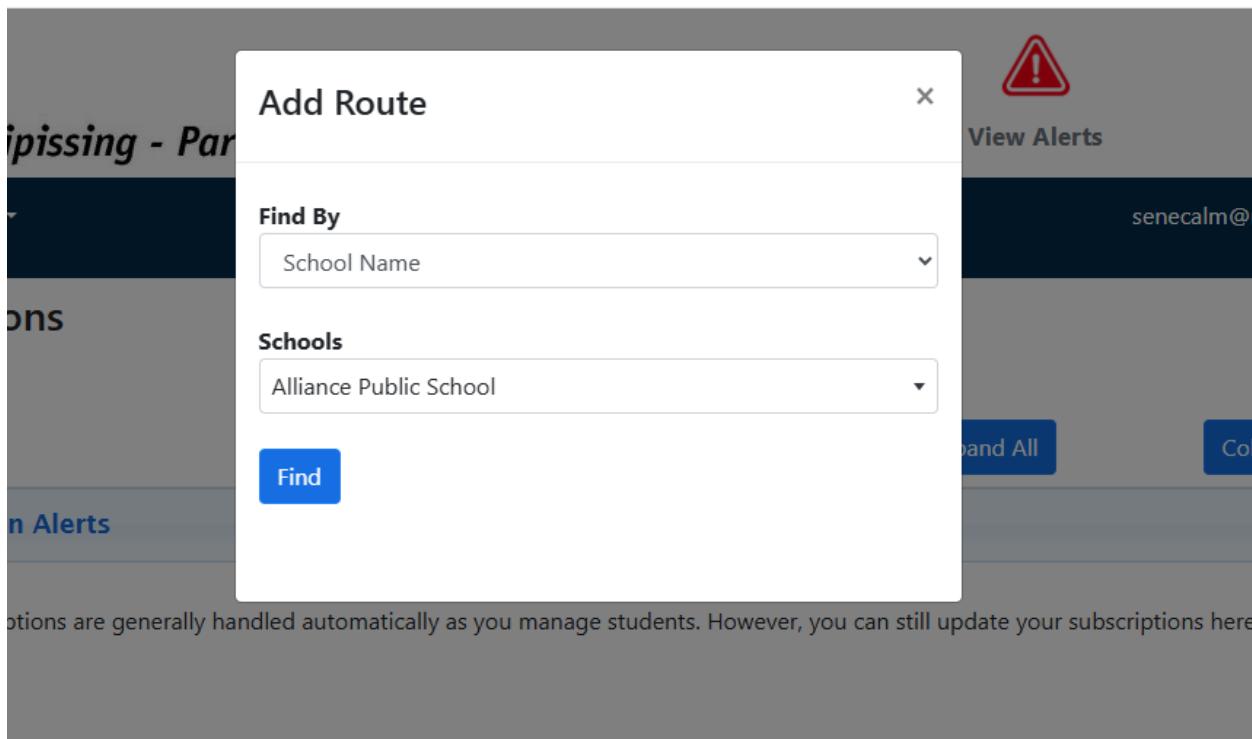
My Students

My Subscriptions

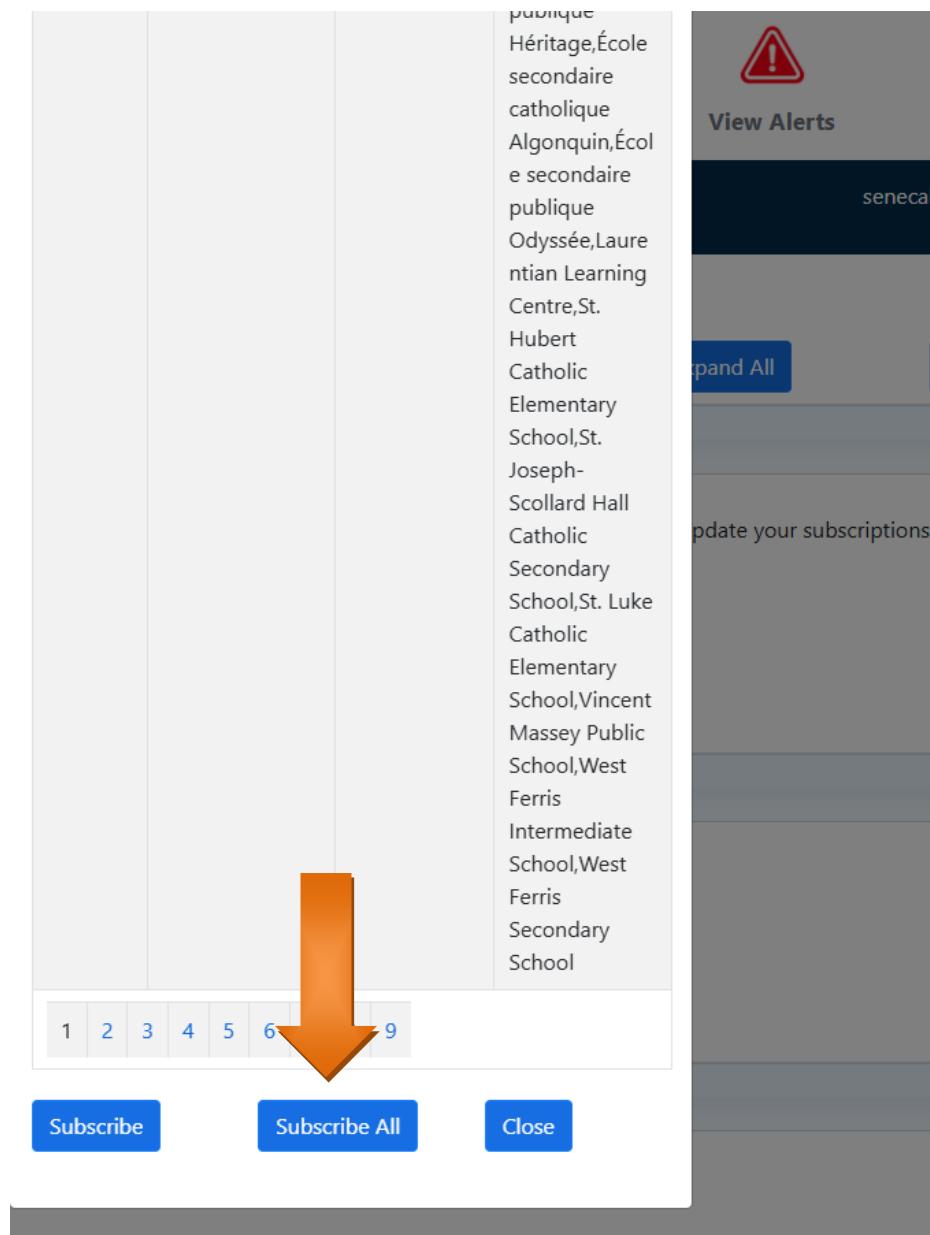
In the “Find By” field, there are three options.

1. Route
2. School Board
3. School Name

4. Select the option “**School Name**” from the “ **Find By**” drop down menu. Click on “**Find**” and a new window will open showing all the routes found to be servicing your school .

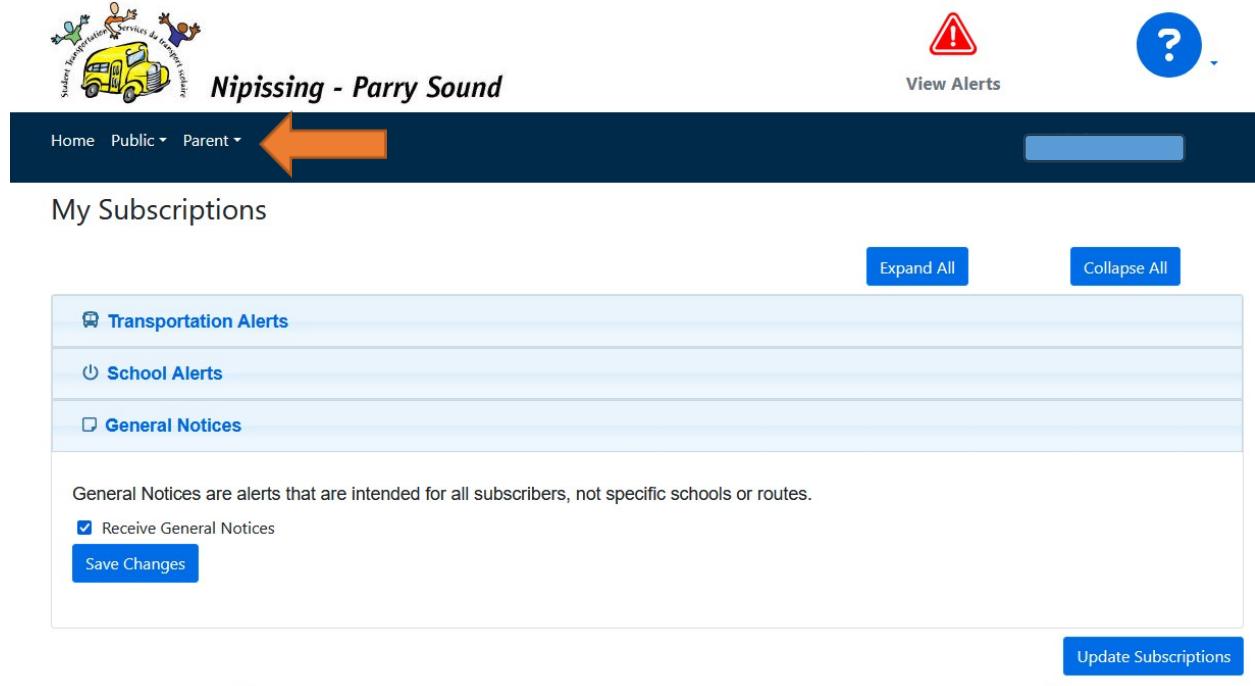


Scroll to the bottom of the new window and click on the tab “Subscribe All”, this will ensure you get a notification for every route delay or route cancellation for any route servicing your school.



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.



Nipissing - Parry Sound

Home Public Parent 

View Alerts 

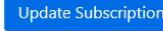
My Subscriptions

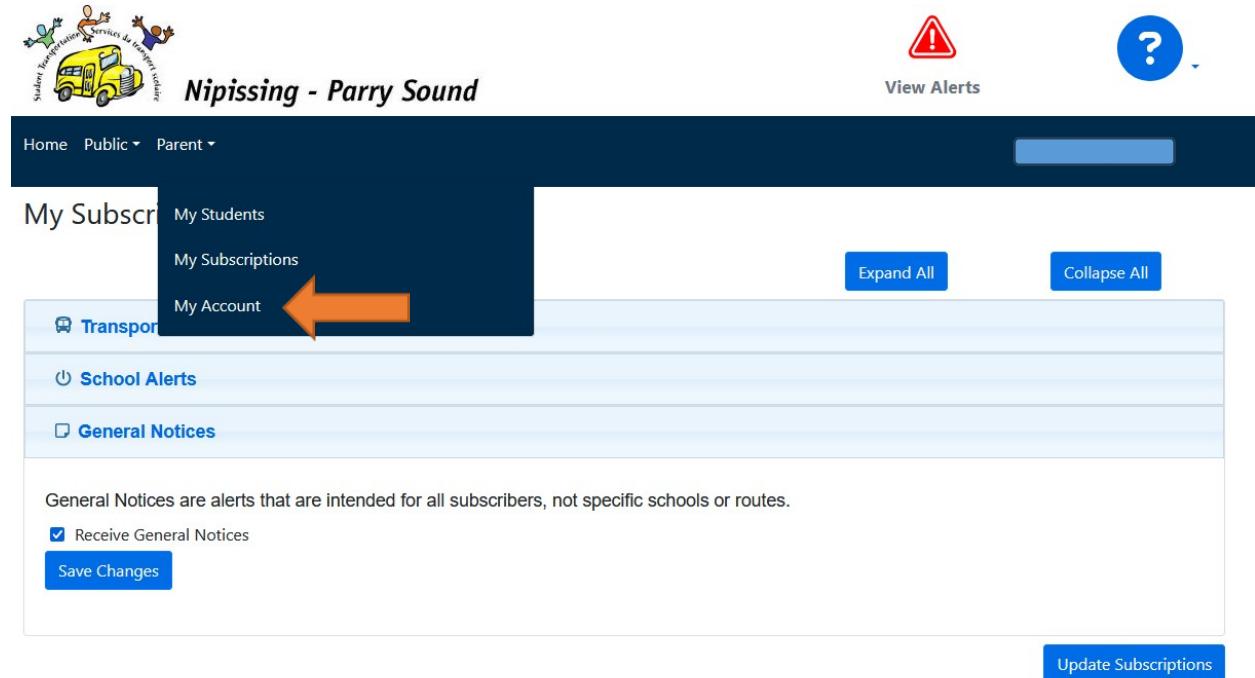
Expand All Collapse All

 Transportation Alerts
 School Alerts
 General Notices

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

Receive General Notices

Save Changes 



Nipissing - Parry Sound

Home Public Parent 

View Alerts 

My Subscriptions

My Students My Subscriptions  My Account

Expand All Collapse All

 Transportation Alerts
 School Alerts
 General Notices

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

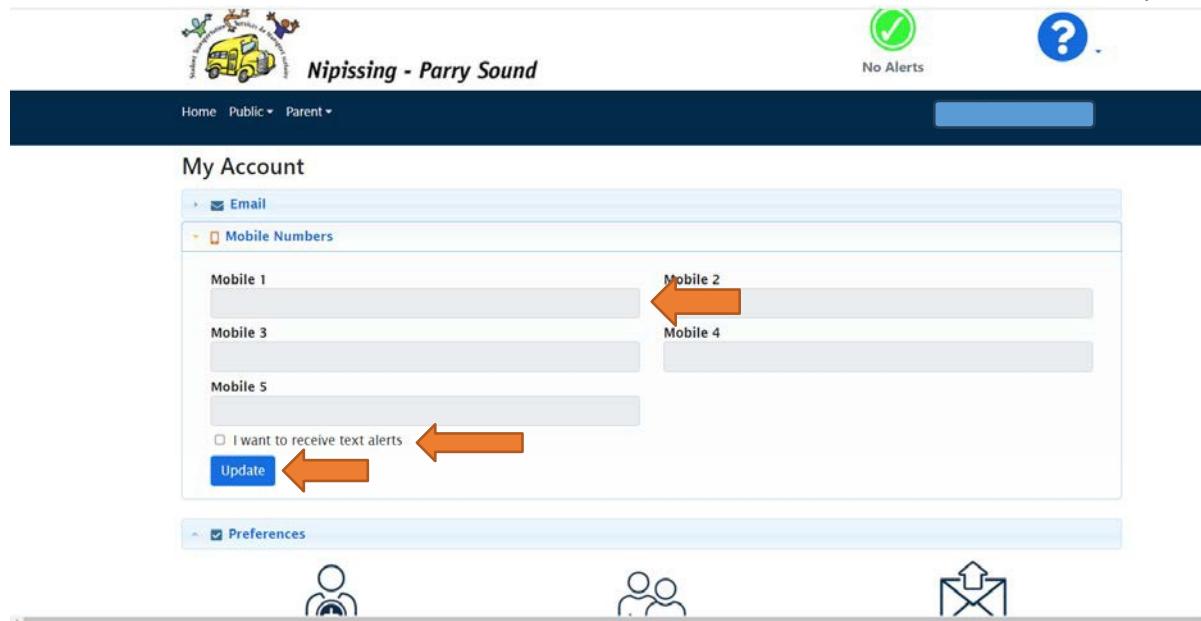
Receive General Notices

Save Changes 

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:



The screenshot shows the 'My Account' page for Nipissing - Parry Sound. At the top, there is a logo of a yellow school bus with children, the text 'Nipissing - Parry Sound', a green checkmark icon with 'No Alerts', and a blue question mark icon. Below the header, there is a dark blue navigation bar with 'Home', 'Public', and 'Parent' options. The main content area is titled 'My Account' and contains a sidebar with 'Email' and 'Mobile Numbers' sections. The 'Mobile Numbers' section is expanded, showing five input fields for 'Mobile 1' through 'Mobile 5'. Below these fields is a checkbox labeled 'I want to receive text alerts' and a blue 'Update' button. Orange arrows point to both the 'Update' button and the 'I want to receive text alerts' checkbox. At the bottom of the page, there are three icons: a person, a group of people, and an envelope.

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.

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