

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**”

The screenshot shows the top navigation bar of the Nipissing - Parry Sound Parent Portal. On the left is the logo for "Nipissing - Parry Sound" with the text "Services de transport scolaire" and "Nipissing - Parry Sound". To the right of the logo are two icons: a red triangle with an exclamation mark labeled "View Alerts" and a blue circle with a question mark. Below the navigation bar is a dark blue header with the text "My Students". Underneath this header are three icons: a person with a plus sign labeled "Add Student", two people labeled "My Students", and an envelope with an upward arrow labeled "My Subscriptions". A large orange arrow points to the "My Subscriptions" icon. Below these icons is a dark blue bar containing a "School Year" dropdown set to "LIVE_2025-2026" and a "Language" dropdown set to "English (Canada)". At the bottom of this bar are links for "About", "Contact", "Privacy Statement", "Parent Portal", and "Professional Portal". At the very bottom, there is a small disclaimer and the "BusPlanner" logo with the text "Powered by © 2025".

General Notices

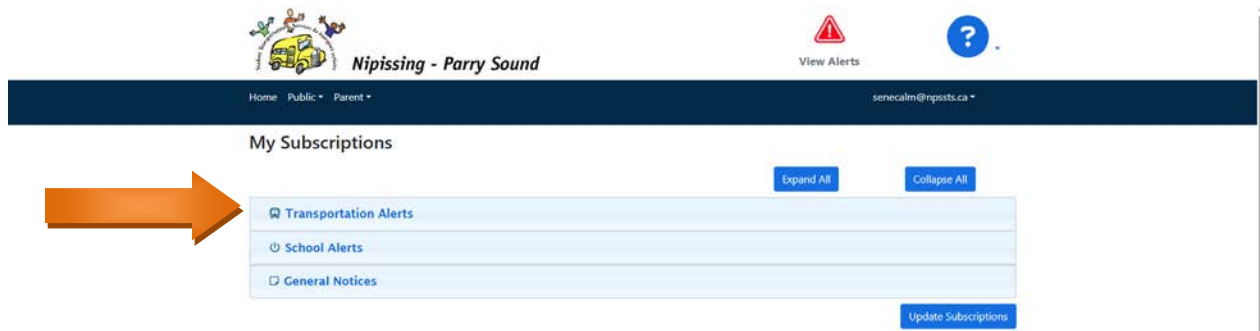
If you would like to receive General Notifications regarding bus cancellations due to inclement weather, you will need to ensure that you’re subscribed to receive General Notices. To view if you’re subscribed, ensure that the box “**Receive General Notices**” is checked. If the box is not checked, click 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.

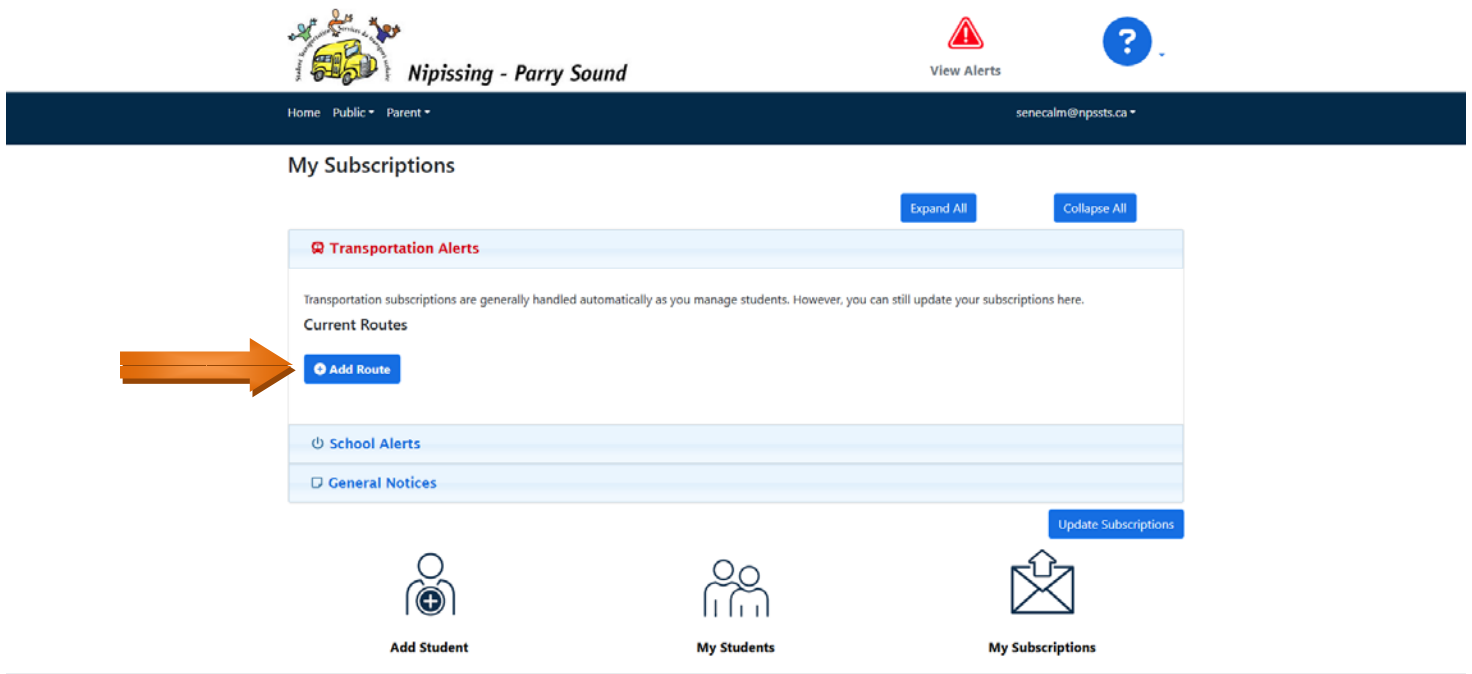
My Subscriptions

The screenshot shows the "My Subscriptions" page. At the top right are two buttons: "Expand All" and "Collapse All". Below these is a list of subscription categories: "Transportation Alerts", "School Alerts", and "General Notices". The "General Notices" category is selected and expanded. Below the category list is a text box containing the text "General Notices are alerts that are intended for all subscribers, not specific schools or routes." Below this text is a checkbox labeled "Receive General Notices" which is checked. Below the checkbox is a blue button labeled "Save Changes". A large orange arrow points to the "Save Changes" button. At the bottom right of the page is a blue button labeled "Update Subscriptions". Below the main content area are three icons: a person with a plus sign labeled "Add Student", two people labeled "My Students", and an envelope with an upward arrow labeled "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**”



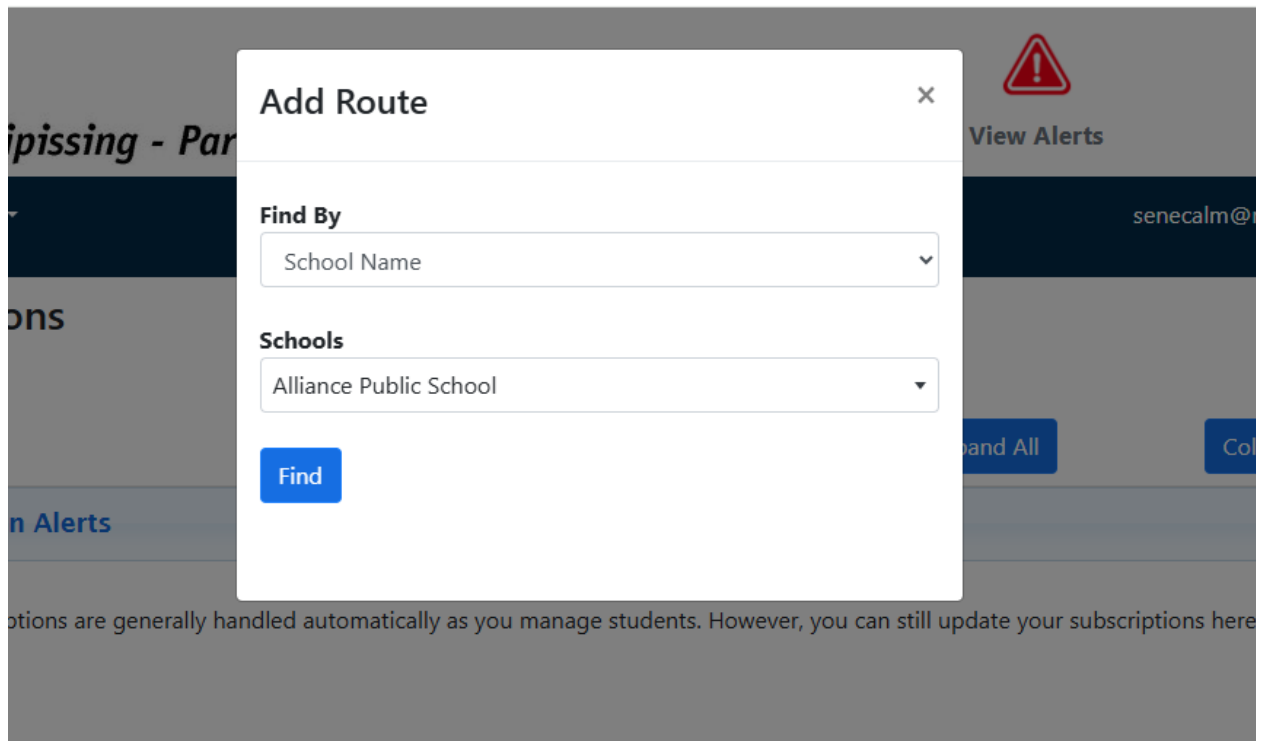
Click on the “Add Route” option



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

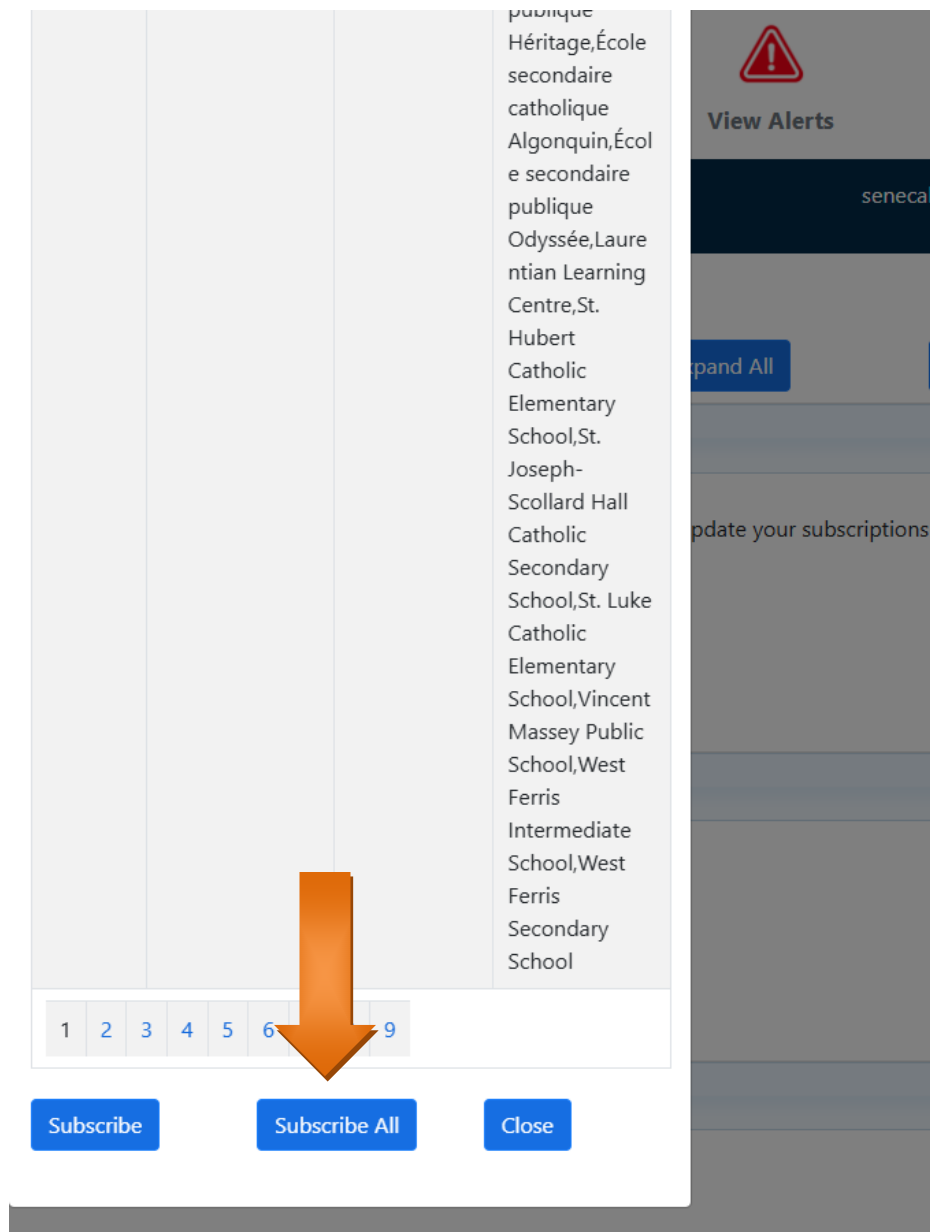
1. Route
2. School Board
3. School Name

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 .



The screenshot shows a web application interface with a modal window titled "Add Route". The modal has a close button (X) in the top right corner. Inside the modal, there is a "Find By" section with a dropdown menu currently set to "School Name". Below this is a "Schools" section with a dropdown menu currently set to "Alliance Public School". At the bottom of the modal is a blue button labeled "Find". The background of the web application is dimmed, showing a header with a red warning icon and a "View Alerts" link, and a sidebar with various navigation links. The email address "senecalm@" is visible in the top right corner of the background.

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.

The screenshot shows the Nipissing - Parry Sound Student Transportation website. The top navigation bar includes the logo, the text "Nipissing - Parry Sound", and links for "View Alerts" and a help icon. Below the navigation bar, the "My Subscriptions" page is displayed. It features a list of subscription categories: "Transportation Alerts", "School Alerts", and "General Notices". Under "General Notices", there is a checkbox for "Receive General Notices" which is checked, and a "Save Changes" button. An orange arrow points to the "Parent" dropdown menu in the top navigation bar.

Home Public Parent

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

Update Subscriptions

Home Public Parent

My Subscriptions

My Students

My Subscriptions

My Account

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

Update Subscriptions

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. The page has a dark blue header with the logo and navigation links: Home, Public, Parent. Below the header, the 'My Account' section is expanded, showing 'Email' and 'Mobile Numbers'. The 'Mobile Numbers' section contains five input fields labeled Mobile 1 through Mobile 5. An orange arrow points to the 'Mobile 2' field. Below the input fields, there is a checkbox labeled 'I want to receive text alerts' and a blue 'Update' button. An orange arrow points to the checkbox, and another orange arrow points to the 'Update' button. The 'Preferences' section is partially visible below the 'Mobile Numbers' section. The footer of the page contains three icons: a person, two 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.