User Guide for Parents

Go to Website: https://busplannerweb.torontoschoolbus.org

Click on **Parent Portal**

Click on **Create Account**

Enter you **Email address** and follow the instructions for password requirements to create a new password

Select "**I'm not a robot**" and click on "**Submit**"

You will receive an email from scheduledJobs.BusPlanner@tcdsb.org in your Inbox. Open the email and click on **Confirm email link** to activate your account

An email has been sent to this address. Please check your email and confirm your account.

NOTE: Check your SPAM or JUNK folder if the Email is not found in your Inbox

Enter your credentials (Email address and Password) on the Parent Portal and click on **Log In**

Once, you are successfully logged in to the Parent Portal, you should see all of your transported students in your account.

If you have forgotten your password, then click on the **Forgot Your Password?** from the Parent Portal login screen.

Enter your **Email address** in the **Password Reset** screen and click on **Reset Password**

Password Reset

Email

[████████████]@gmail.com

[Cancel] [Reset Password]

Password Reset Request is sent to your email from scheduledJobs.BusPlanner@tcdsb.org to click on the provided link to reset your password

> An email has been sent to this address. Please check your email and click on the link to reset your password.

Once, you click on the link provided in your email, you will see the **Change Password** screen. Create your new password by following the instructions and click on **Change Password**

Change Password

The password must match the following pattern:
   Length : 8
   At least one number or special character
   At least one number
   At least one lower case letter
   At least one upper-case letter

New Password

[•••••••••]

Confirm New Password

[•••••••••]

[Cancel] [Change Password]

Your password is changed successfully confirmed on the screen as below

> Password changed successfully   ✕

You can now login to the Parent Portal following the instructions above.

Once, you successfully login to the Parent Portal, you will see your transported students

My Students

Name

⌃ 🚌 Transportation

School	**Grade**	**Eligibility**	**Travel Code**	**Met at Bus**
GRACEDALE PS - 186 GRACEDALE BLVD	▆▆▆	Bussed	DIST: Eligible due to Distance	No

To School

Time	Stop	Time Of Day	Route	Operator	Starting	Ending	Seat
7:39 AM	▆▆▆	AM Pickup	1	Switzer Carty (905) 361-1084	2021-09-09		4C
7:54 AM	SCH: GRACEDALE PS -186 GRACEDALE BLVD	AM Dropoff	1	Switzer Carty (905) 361-1084	2021-09-09		4C

From School

Time	Stop	Time Of Day	Route	Operator	Starting	Ending	Seat
2:45 PM	SCH: GRACEDALE PS -186 GRACEDALE BLVD	PM Pickup	1	Switzer Carty (905) 361-1084	2021-09-09		4C
2:56 PM	▆▆▆	PM Dropoff	1	Switzer Carty (905) 361-1084	2021-09-09		4C

Click on **My subscriptions** at the bottom of the screen

Add Student   **My Students**   **My Subscriptions**   **Where's My Bus?**

Scroll down and confirm "**Receive General Notices**" is checked to receive alert messages and click on **Save Changes**

🗔 General Notices

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

☑ Receive General Notices

[Save Changes]

Where's my bus? at the bottom of your screen will allow you to see the bus in real time if the bus Operator has the correct GPS Vehicle Assignment for your student's route. This option may not be available if the assigned vehicle is not operational and undergoing repairs.

My Students   My Subscriptions   **Where's My Bus?**

<u>**NOTE:**</u>

If you are having technical issues, then please send an e-mail to support@torontoschoolbus.org