



## User Guide for Parents



Website: <https://busplannerweb.torontoschoolbus.org>

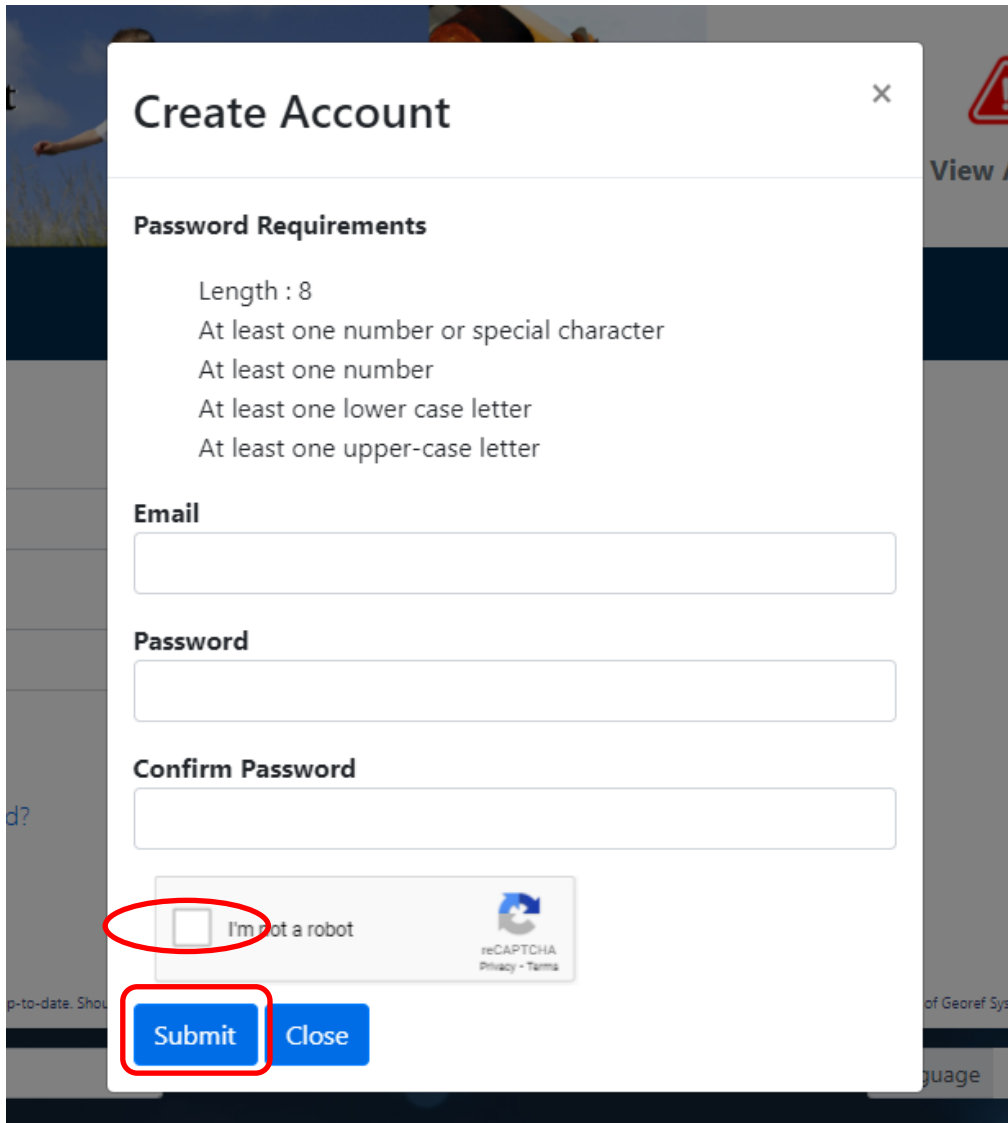
Click on **Parent Portal**.

**Log In** if you have already created an account otherwise click on **“Create Account”**



Enter your email address and follow the password requirements to create a new account.

Select **“I’m not a robot”** and click on **“Submit”**



The image shows a 'Create Account' modal window. At the top, it says 'Create Account' with a close button (X). Below that is a section for 'Password Requirements' with the following list:

- 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

Below the requirements are three input fields labeled 'Email', 'Password', and 'Confirm Password'. At the bottom of the form, there is a reCAPTCHA widget with the text 'I'm not a robot' and a checkbox. A red circle highlights the checkbox. To the right of the checkbox is the reCAPTCHA logo and the text 'reCAPTCHA Privacy - Terms'. Below the reCAPTCHA widget are two buttons: 'Submit' and 'Close'. A red circle highlights the 'Submit' button.

You will receive an email from [scheduledJobs.BusPlanner@tcdsb.org](mailto:scheduledJobs.BusPlanner@tcdsb.org) and click on **“confirm”** to receive notification emails.

**NOTE:** Check your SPAM or JUNK folder if the e-mail does not arrive in your INBOX

Enter your credentials (Email address and Password) on the parent portal and click on **“Log in”**



Home Can I Ride a Bus?

## Log In

Email

██████████@gmail.com

Password

.....

Remember me

Log In

[Forgot Your Password?](#)

[Create Account](#)

Click on "Add Student" on the next screen and enter the student information. Click on "Add Student"

A screenshot of the "Add Student" form in the Toronto Student Transportation Group app. The form is overlaid on a blurred background of the app's main interface. The form fields are: "OEN # (Found on your child's report card)" with value "123456789"; "Birth Date" with value "2009-04-01"; "Street Number" with value "234"; and "School" with a dropdown menu showing "GRACEDALE PS - 186 GRACEDALE BLVD". At the bottom of the form, there are two buttons: "Add Student" (circled in red) and "Close". In the background, a red box highlights the "Add Student" button icon (a person with a plus sign) and the text "Add Student".

**NOTE:** Add OEN # (9-digit Ontario Education Number student ID without hyphens), Birth Date (format YYYY-MM-DD), Street Number only of your home street (not the street name) and School name.

If you get “**Invalid login information**” message, then please confirm the information entered is correct.

For **Kindergarten students**, you will have to wait to get your OEN #. You will not be able to set up a student without the OEN #

The student Transportation information is displayed once the student is added successfully.

## My Students

Name



### Transportation

**School**  
 GRACEDALE PS - 186 GRACEDALE BLVD

**Grade**  
 3

**Eligibility**  
 Bussed

**Travel Code**  
 DIST: Eligible due to Distance

**Met at Bus**  
 No

#### To School

Time	Stop	Time Of Day	Route	Operator	Starting	Ending	Seat
7:39 AM	██████████	AM Pickup	CSW045 1	Switzer Carty (905) 361-1084	2021-09-09		4C
7:54 AM	SCH: GRACEDALE PS -186 GRACEDALE BLVD	AM Dropoff	CSW045 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	CSW045 1	Switzer Carty (905) 361-1084	2021-09-09		4C
2:56 PM	██████████	PM Dropoff	CSW045 1	Switzer Carty (905) 361-1084	2021-09-09		4C

### Information

To PDF




Click on "My subscriptions"  
My Students


Name


[Transportation](#)


[Information](#)

To PDF

 Add Student

 My Students

 My Subscriptions

 Where's My Bus?

Confirm "Receive General Notices" is checked to receive alert messages and click on "Save Changes"

### Current Schools

School
GRACEDALE PS - 186 GRACEDALE BLVD

[+ 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](#)



**NOTE: “Where’s my bus?”** tab will allow you to see the bus in real time if the bus operator has the correct vehicle attached to your route.

If you need help setting up or accessing the site, please send an e-mail to [support@torontoschoolbus.org](mailto:support@torontoschoolbus.org)

