School District 6 – Bus Registration

Contents

# Introduction to BusPlanner

Please follow this link and then refer to this manual for How -To instructions:

https://rmsd.mybusplanner.ca/

The main page of BusPlanner Web allows the public to access information about schools, attendance, and transportation eligibility. It also provides parents with secure student information about their student and an indicator and link for bussing Alerts.

From the main page, the public can access:
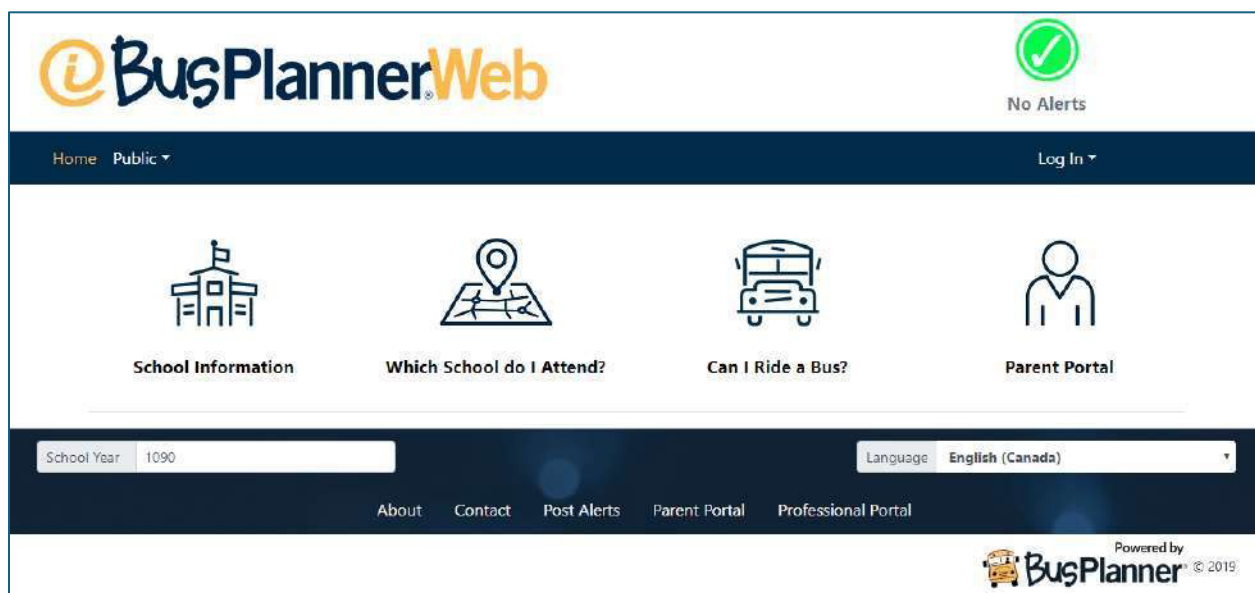
- •   Public Tools
- •   Alerts
- •   Parent Portal

Parent Portal

The Parent Portal provides parents and students access to confidential information about a student. This includes the student's transportation, address and contact information, media files, if any, which would include any documentation from SD6 as it pertains to transportation. Parents can also subscribe to receive transportation, school and general alerts via email.
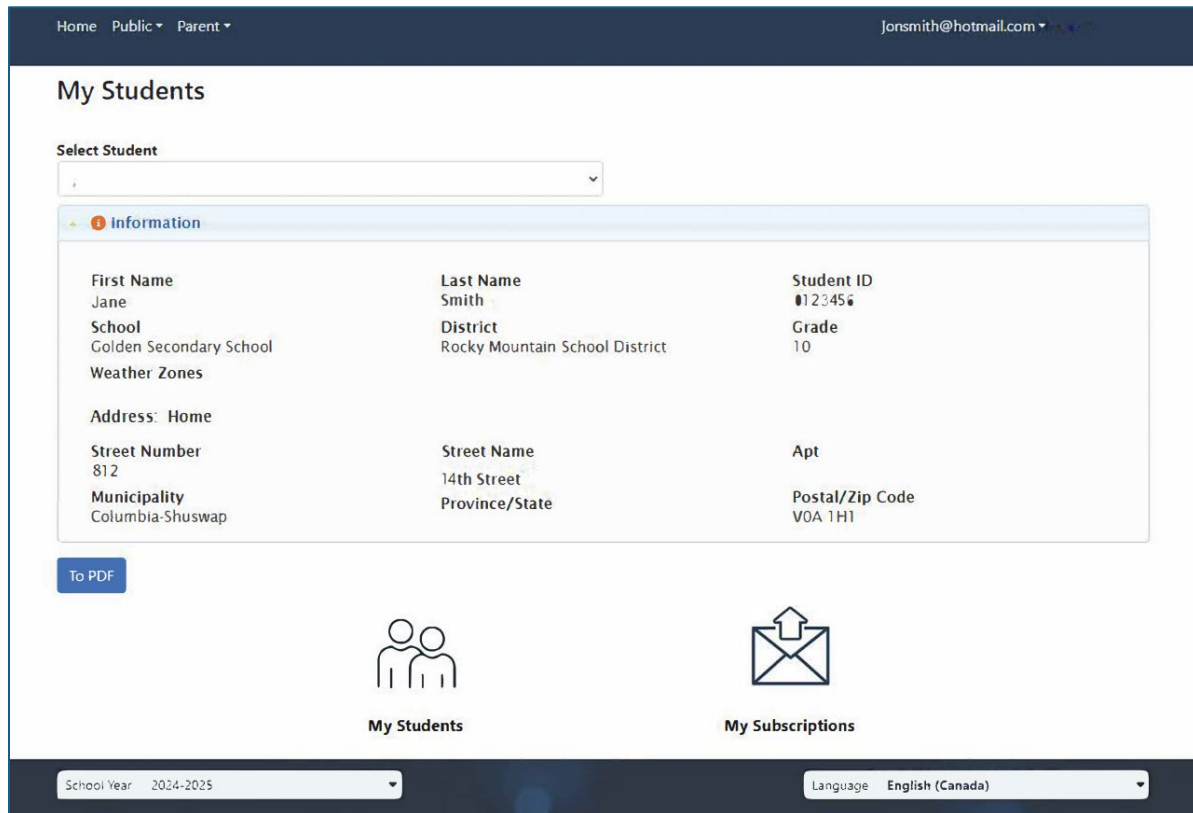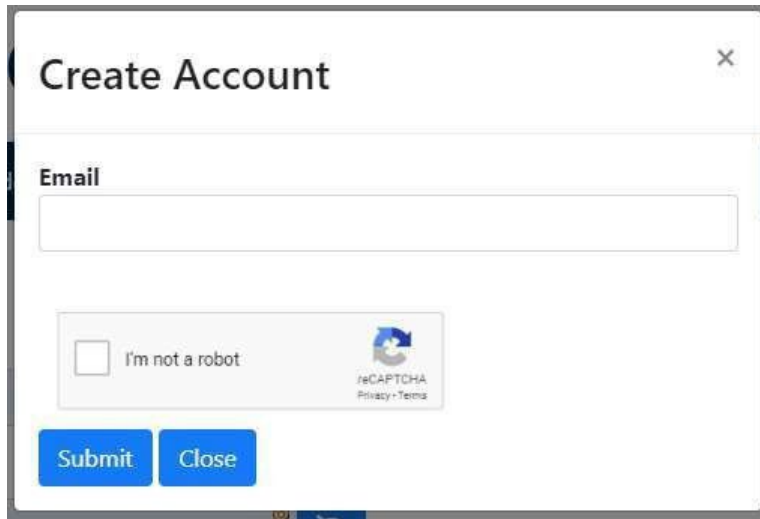

In the Parent Portal, parents will have access to the following items:

- My Students

- Media Library

- Online Forms and Requests

- My Subscriptions

- My Account

Signing In and Creating a New Account

1. Click **"Create Account".**

2. Enter an e-mail address and check **"I'm not a robot".**

3. Click **"Submit".**

4. A confirmation email will be sent to the email address entered.

5. Open that email and follow the link to validate the account and set up a password.

* *If a parent subscribes with an email address that already exists, they will be notified and automatically sent a reset password e-mail.*

Resetting a Password

If a parent forgets their password, they can recover it as follows:

1. Next to the Sign In button on the right, click **"Forgot Your Password?"**

2. Enter your Email and click **"Reset Password".**

3. An email will be sent to the address indicated with a link to reset your password.

My Students

In the Parent Portal, parents can click on the **"My Students"** icon to find information about their students.
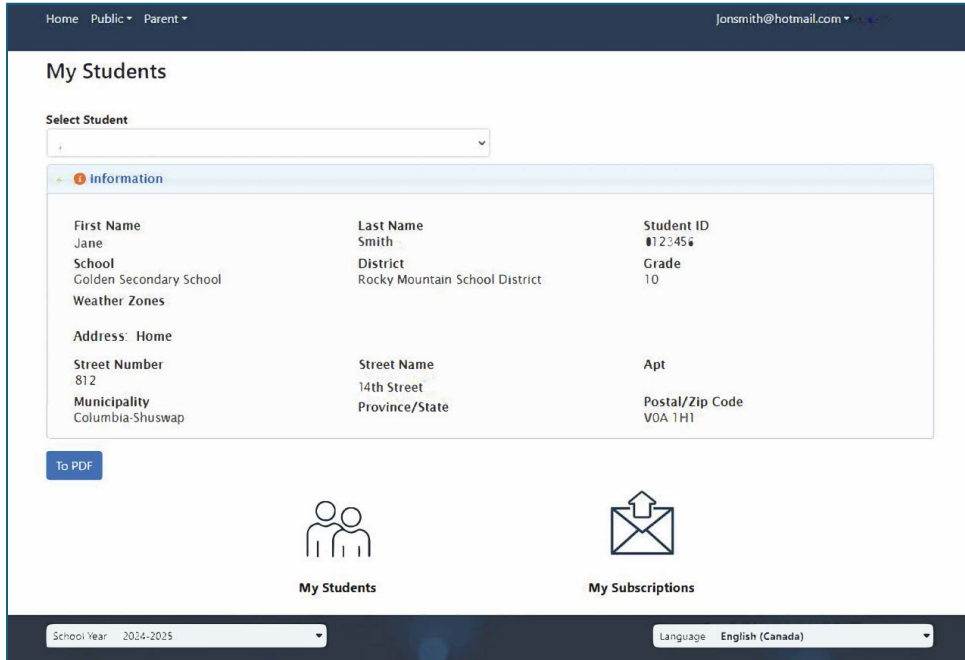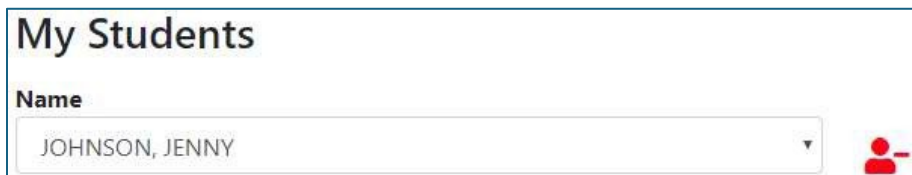

If parents have more than one student, they can choose a student by clicking on the **"Name"** drop-down menu.

Removing a student

1.   Choose the student from the **"Name"** drop-down menu.

2.   Click

Transportation

For students assigned to bussing, both pickup and drop off transportation will be displayed. This will include the home/group stops, school stops and transfers. Please note, this will only be featured after your registration request has been reviewed and approved by the district.

Name

JOHNSON, JENNY

Transportation

305104267

School	Grade	Eligibility	Travel Code
Robina Baker Elementary School	1	Bussed	1: Eligible Rural

Schedule	Met at Bus
MTWRF	No

To School

Time	Stop	Time Of Day	Route	Run	Operator
8:23 AM	HIGHWOOD BLVD. / HIGHWOOD CR.	AM Pickup	66	66_AM	SPURRELL GREG
8:30 AM	Robina Baker Elementary School	AM Dropoff	66	66_AM	SPURRELL GREG

From School

Time	Stop	Time Of Day	Route	Run	Operator
3:05 PM	Robina Baker Elementary School	PM Pickup	66	66_PM	SPURRELL GREG
3:31 PM	HIGHWOOD BLVD. / HIGHWOOD CR.	PM Dropoff	66	66_PM	SPURRELL GREG

For students not on transportation, the shortest walking path to school will be displayed if this feature is turned on.

Name

THOMSON, TOM

Transportation

104663661

School	Grade	Eligibility	Travel Code
Ecole Secondaire Beaumont Composite High School	12	Walker	18: Non-eligible Urban

This student is not assigned to transportation at this time
To School

From School

Walking Directions are as follows
Start At **BONIN CR** for 240.38 m
Turn left onto **WALKWAY** for 55.62 m
Turn left onto **WALKWAY** for 312.76 m
Turn left onto **50 ST** for 532.98 m
Turn right onto **50 AVE** for 108.47 m
Turn left onto **51 ST** for 120.69 m
Continue on **WALKWAY** for 197.97 m
Turn right onto **WALKWAY** for 122.87 m
Turn left onto **WALKWAY** for 134.43 m
Turn right onto **43 AVE** for 76.14 m
Arrival at **Ecole Secondaire Beaumont Composite High School**
Total Distance 1.90 km

Information

The Information section provides more detailed information about the student. This includes the student's enrollment and address information.

Name

THOMSON, TOM

- ⚌ Transportation
- ❶ Information

First Name	Last Name	Student ID
TOM	THOMSON	104663661
School	**District**	**Grade**
Ecole Secondaire Beaumont Composite High School	Black Gold Regional Schools	12
Weather Zones		

Address: Home

Street Number	Street Name	Apt
2	BONIN CR	
Municipality	**Province/State**	**Postal/Zip Code**
BEAUMONT	AB	T4X 1S1

- ᎒ Contacts

To PDF

Contacts

Contacts displays student contact information, such as parents, emergency contacts, etc.

- ᎒ Contacts

Type	Meets Bus	Name	Home	Work	Cell	Email 1	Email 2	Notes
Contact1	No	JOHNSON, SALLY	780-987-3712		780-342-7031			
Contact2	No	JOHNSON, JOHN	780-987-3712		780-342-7031			

Media Library

Parents can open the Media Library menu to access documents and media files. The transportation department uploads the media and decides which documents are available to parents.

To view a video or document, parents can click the **'Play'** or **'View'** link which is located next to each item.

Online Forms and Requests

Users can access these forms by opening **"Online Forms and Requests"** from the menu. This will open a list of available forms.

Submitting a Form

1. Click on the name of the form.

2. Fill out the form and click **"Submit Request"** at the bottom of the form.

3. The form will be sent to the SD6 office via BusPlanner Workflow.

My Subscriptions

Parents can click on the **"My Subscriptions"** icon in the Parent Portal to set up alerts for transportation (e.g., delays, cancellations) and general notices. They can also automatically update their subscriptions to match their students' transportation.

Transportation Alerts

The Transportation Alerts section allows parents to sign up for email subscriptions for an individual route.

Adding a Route

1. Click **"Add a Route."**

2. Under **"Find By"** choose a Route, Bus Operator, School Board, or School Name using the drop-down menu.

3. Using the drop-down menu under **"New"** choose a route, operator, district, or school under New, and click **"Find."**

4. In the results, check the box next to the Route # and click **"Subscribe".**

General Notices

The General Notices are all-purpose messages the public may need to know.

• By default, parents will be automatically subscribed to General Notices.

• To unsubscribe, parents can uncheck the **"Receive General Notices"** box.

Automatically Update Subscriptions

Parents can update their Transportation Alerts and School Alerts to match their students' current transportation and enrollment:

1.   At the bottom of My Subscriptions, click **"Update Subscriptions."**

2.   The Transportation Alerts will be updated.

My Account

The My Information section of the BusPlanner Alerts module allows parents to make changes to their account preferences. The parent can change their password, email address, language, and active status. The parent must be logged into the account to be able to change their preferences. It is recommended that after signing up for a new account, the parent changes their password since the default password generated by the site is overly complex.

Changing E-mail Address

Parents can change their e-mail address. This will change where they receive alerts, as well as the e-mail they use to log in.

1. Choose the **"e-mail"** section.

2. Enter a new e-mail in the **"New"** field. Enter it again in the **"Confirm"** field.

3. Enter your password and click **"Update".**

To stop receiving email alerts, uncheck **"I want to receive email alerts".**

Setting Language Preferences

BusPlanner Web is offered in English, French and Spanish. To choose a language parents need to:

1.   Choose the **"Preferences"** section.

2.   Select the Preferred Language from the drop-down and click **"Update".**
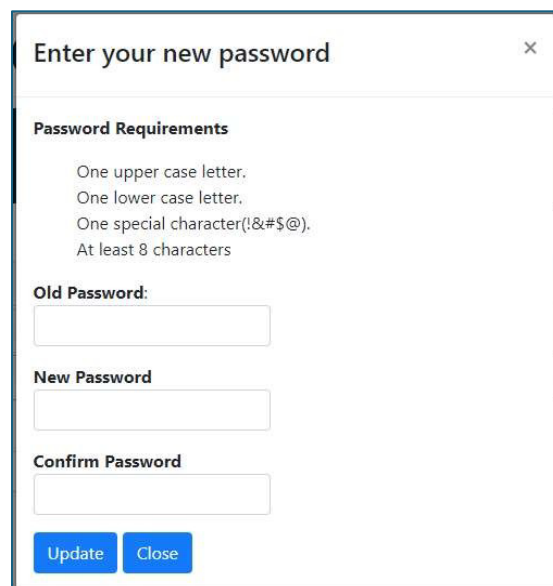
Changing Passwords

Parents can change their password.

1.   Under "Preferences", choose **"Change my password".**

2.   Enter your old Password.

3.   Enter a new Password that matches the Password Requirements.
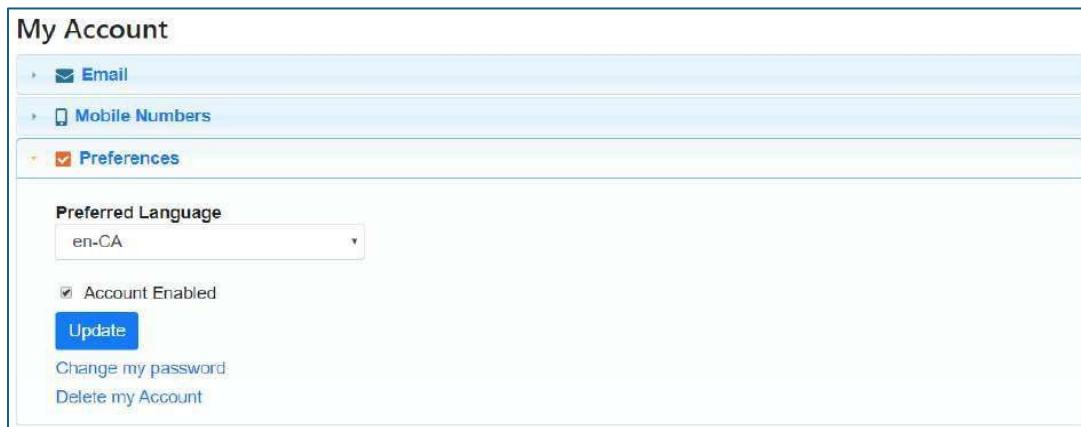
4.   Re-enter the new password. Click **"Update".**

Enabling or Disabling Accounts

Parents can enable and disable their account. If they do not wish to receive emails — for example if they are on an extended vacation — they can disable their account. This will stop alerts from being sent to their email without deleting their account.

1.   Choose the **"Preferences"** section.

2.   To disable the account, uncheck Account Enabled and click **"Update".**

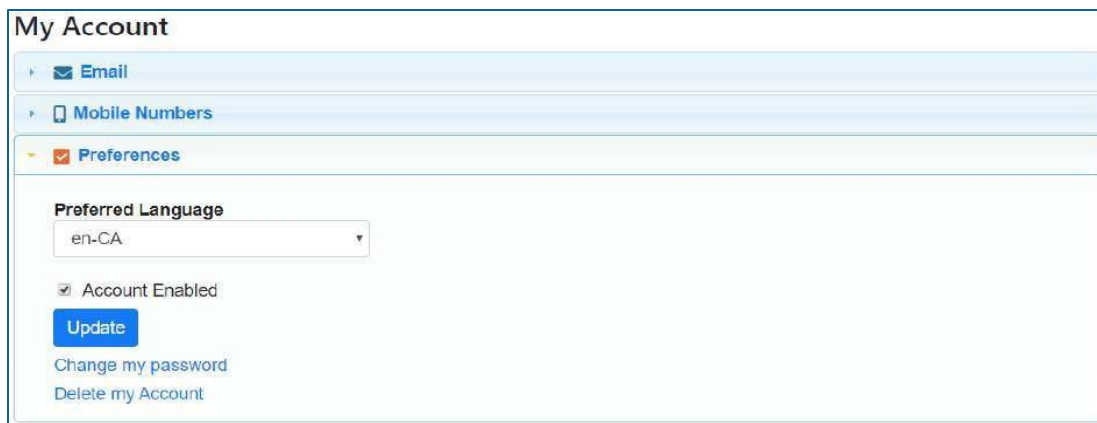3.   To enable the account, check Account Enabled and click **"Update".**

Deleting Accounts

If a parent wishes to delete their account, they can do so as follows:

1.   Choose the **"Preferences"** section.

2.   Click **"Delete my Account".**

3.   Click **"Delete"** in the Confirmation dialog box.