

## 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; this is not the same account that is used for the **Bus Planner Professional Portal**). 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**”

Home Public Parent

My Students

Add Student My Students My Subscriptions

School Year LIVE\_2025-2026 Language English (Canada)

About Contact Privacy Statement Parent Portal Professional Portal

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## 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

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

Add Student My Students My Subscriptions

To receive alerts for route delays and route cancellations, there are two ways to receive alerts.

1. You can subscribe to **“School Alerts”** which will alert you of all delays or cancellations related to that school.
2. You can subscribe to **“Transportation Alerts”** which will alert you to individual route delays or cancellations.

Depending on the type of Alerts you decided to subscribe to, **expand the right section** and click **“Add**



  
View Alerts



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.

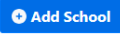
☒ Receive General Notices

Save Changes

Update Subscriptions

**School”** or the **“Add Route”** button.

|                                 |                                                                                       |
|---------------------------------|---------------------------------------------------------------------------------------|
| West Ferris Intermediate School |  |
| West Ferris Secondary School    |  |
| White Woods Public School       |  |
| Whitestone Lake Central School  |  |
| Woodland Public School          |  |



 **General Notices**

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

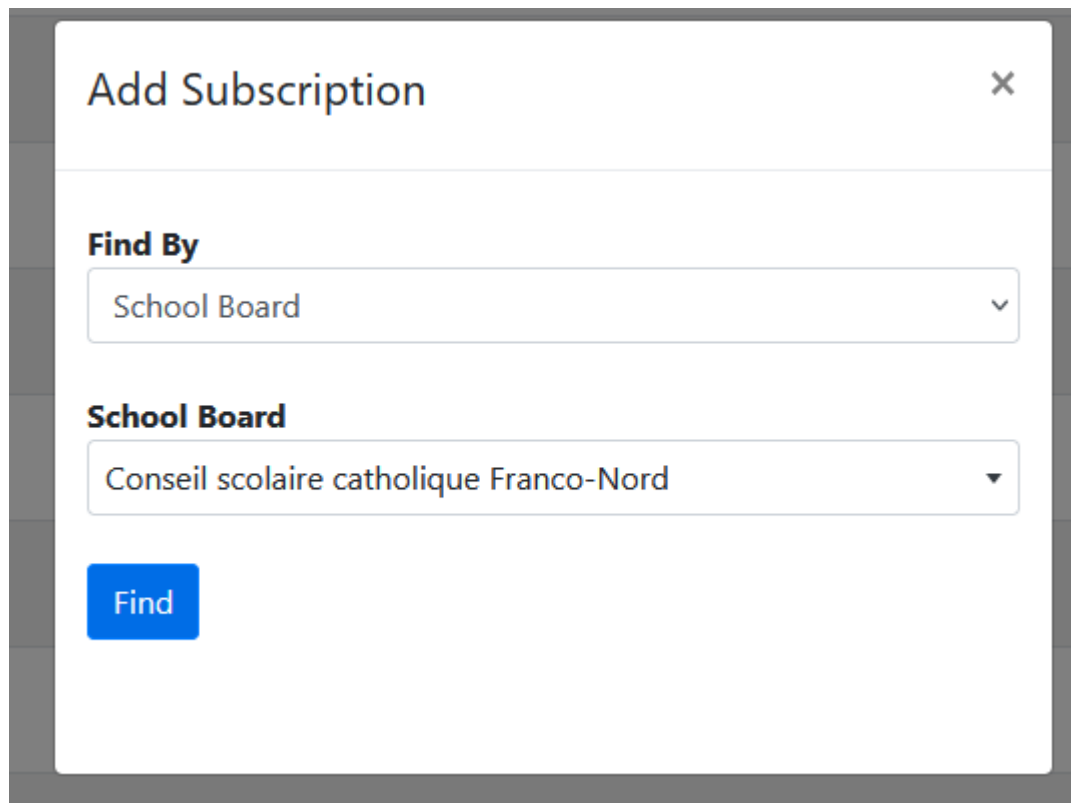
☒ Receive General Notices

Save Changes

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

1. Route
2. School Board
3. School Name

Select the option that works for you. For “**Route**” select all the routes you want to subscribe to from the second drop-down menu below. For “**School Board**” select your school board from the second drop-down menu below, and for “**School Name**” select your school from the second drop-down menu below. Once all selections are done, click on the “**Find**” button.



The image shows a screenshot of a web form titled "Add Subscription" with a close button (X) in the top right corner. The form contains two dropdown menus. The first dropdown is labeled "Find By" and has "School Board" selected. The second dropdown is labeled "School Board" and has "Conseil scolaire catholique Franco-Nord" selected. At the bottom left of the form is a blue button labeled "Find".

## 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 header includes the logo, the text "Nipissing - Parry Sound", and links for "View Alerts" and a help icon. The navigation bar has "Home", "Public", and "Parent" with a dropdown arrow. An orange arrow points to the "Parent" dropdown menu, which is open, showing options: "My Students", "My Subscriptions", and "My Account". Another orange arrow points to "My Account". Below the navigation bar, the "My Subscriptions" section is visible, featuring buttons for "Expand All", "Collapse All", and "Update Subscriptions". The "General Notices" section is also shown, with a checkbox for "Receive General Notices" and a "Save Changes" button.

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 four categories: Email, Mobile Numbers, Two-Factor Authentication Settings, and Preferences. The 'Mobile Numbers' section is highlighted with an orange arrow. It contains five input fields for mobile numbers, 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 'Update' button. The page also features a 'No Alerts' status indicator and a help icon.

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.