

## Parent Registration for BusPlanner Web (Transportation Parent Portal)

Fort McMurray Public and Catholic School Divisions have transitioned to a new school bus routing software called BusPlanner. The new system will be in place for the start of the 2024/25 school year.

Parents will be able to access the transportation information for their child(ren) through the BusPlanner Web parent portal. This includes which school bus run the child takes, the stop they ride from and the pick up and drop off times for that stop.

Parents will also receive notifications about permanent changes to their child's bus run or times through BusPlanner Web.

Once you have registered your child for the bus and received notification regarding the fees owing, you **must** register for BusPlanner Web Parent Portal as this is how stop times and run changes will be communicated throughout the 2024-2025 school year.

### TO REGISTER:

1. Go to the website: <https://fmsd.mybusplanner.ca/Default>
2. Choose "Parent Portal" from the bottom of the screen
3. A screen asking for an email and password will display. If you have not yet registered click "Create Account" from next to the Log In button.

The screenshot shows the BusPlanner Web Parent Portal registration page. At the top, there is a navigation bar with the BusPlanner Web logo on the left, a green checkmark icon with the text "No Alerts" in the center, and a blue question mark icon on the right. Below the navigation bar is a dark blue header with the following links: Home, School Information, Which School do I Attend?, Can I Ride a Bus?, and Log In. The main content area is white and features a "Log In" section with an "Email" input field, a "Password" input field, and a "Remember me" checkbox. There is a blue "Log In" button and a link for "Forgot Your Password?". At the bottom, there is a dark blue footer with a "School Year" dropdown menu set to "2024-2025", a "Language" dropdown menu set to "English (Canada)", and a navigation bar with links for About, Contact, Privacy Statement, Parent Portal (circled in red), and Professional Portal.

4. A new screen will open prompting you to enter an email address and password:

**Create Account** X

**Password Requirements**

- Length : 12+
- At least one special character
- At least one number
- At least one lower case letter
- At least one upper-case letter

**Email**

**Password**

**Confirm Password**

I'm not a robot

By clicking 'Submit', you agree to the [Collection Notice](#).

Submit Close

**\*\*\* Make sure you enter your email address correctly and that the password you choose meets the requirements or an error message will pop up \*\*\***

5. When you have entered your information, confirmed you are not a robot and clicked submit, you will receive a message that an email has been sent to the address you provided. You will need to check your email and confirm your account. **Be sure to check your spam folder if the message is not in your inbox.**

- Once you have confirmed your email, you will be redirected to the BusPlannerWeb page again:

The screenshot shows the BusPlannerWeb homepage. At the top left is the logo. To the right are a green checkmark icon with 'No Alerts' and a blue question mark icon. Below the logo is a dark navigation bar with links: Home, School Information, Which School do I Attend?, Can I Ride a Bus?, and Log In. The main content area has a 'Confirm email' heading and a message: 'Thank you for confirming your new account. You can now sign in to manage student information and alert subscriptions. Log In'. Below this is a form with 'School Year' set to '2024-2025' and 'Language' set to 'English (Canada)'. A secondary navigation bar includes links for About, Contact, Privacy Statement, Parent Portal, and Professional Portal. At the bottom right, it says 'Powered by © 2024 BusPlanner'.

- The system is set up to match the email address you register for BusPlanner Web with the primary contact email address we have on file at the school. If the email address matches, you will see a drop-down list of your children in BusPlanner Web.

The screenshot shows the 'My Students' page. At the top is a navigation bar with 'Home', 'Public', 'Parent', and a user email 'eric\_2@yahoo.ca'. The main heading is 'My Students'. Below it is a 'Select Student' dropdown menu with 'Test, Susan' selected. An 'Information' tab is active, displaying student details in a table format:

<b>First Name</b> Susan	<b>Last Name</b> Test	<b>Student ID</b> 9999992
<b>School</b> Father Patrick Mercredi Community High School (Middle)	<b>District</b> Fort McMurray Catholic School Division	<b>Grade</b> 9
<b>Weather Zones</b>		
<b>Address: Home</b>		
<b>Street Number</b> 112	<b>Street Name</b> WARREN RD	<b>Apt</b>
<b>Municipality</b> FORT MCMURRAY	<b>Province/State</b> AB	<b>Postal/Zip Code</b>

Below the table is a 'To PDF' button. At the bottom are two icons: one for 'My Students' (two people) and one for 'My Subscriptions' (envelope with arrow).

- All of your children registered in school will appear, regardless of whether they have bussing or not. To see bussing information for each child, select the "To PDF". A PDF page pop up on the screen with the bussing information (or no information) for all of your children. It will also download a copy to your computer (see "Downloads" folder of your computer).



## Transportation Details

<b>Test, Susan(9999992)</b>		
Father Patrick Mercredi Community High School (Middle) (189M): 9	Eligibility: Bussed	Schedule: Every Day
No Transportation Information		

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<b>Test, Liz(9999993)</b>		
Holy Trinity Catholic High School (1564): 10	Eligibility: Bussed	Schedule: Every Day
No Transportation Information		

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<b>Test, John(9999991)</b>		
St. Gabriel School (1890): 3	Eligibility: Bussed	Schedule: Every Day
<b>To School:</b>		
Pickup:	7:55 AM	ACROSS FROM 157 WARREN WAY @ MAILBOX
Drop off:	8:00 AM	SCHOOL: ST GABRIELS
<b>From School:</b>		
Pickup:	3:00 PM	SCHOOL: ST GABRIELS
Drop off:	3:17 PM	ACROSS FROM 157 WARREN WAY @ MAILBOX
		Route: SG1 - DF6 Operator: Sparksman Transportation Ltd.
		Route: SG1 - DF6 Operator: Sparksman Transportation Ltd.

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9. If your child(ren) does not show up and there may be a different (or second) email address associated with your child at the school, change the email address associated with your BusPlanner Web account. Select the “My Account” option under the “Parent” tab. Choose Email and enter the alternate email address in under “New.” Type the email address in a second time under “Confirm” and select “Update.” It may take up to 36 hours for the change to take effect.



Home Public Parent

crico\_2@yahoo.ca

## My Account

### Email

#### Current Email

crico\_2@yahoo.ca

#### New

email@domain.invalid

#### Confirm

email@domain.invalid

I want to receive email alerts

To make these changes, please enter your password:

Update

### Preferences



10. After 36 hours, if there are still no students showing, please contact your school to confirm the email address on file.

\* If you have a split parenting situation and both parents require access to the bussing information, please contact the school so we can activate authorization for the second email address to access BusPlanner Web \*

\*\* We cannot accept requests for babysitters to have access your child's information. Parents will need to pass bussing information along to the babysitter. \*\*

**EMAIL ALERTS:**

Parents will need to subscribe to alerts as this is how changes to your child’s bussing will be communicated. Select the “My Account” option under the “Parent” tab. Check the box that says “I want to receive email alerts” and enter your password in the box below.



No Alerts



### My Account

 **Email**

**Current Email**

crico\_2@yahoo.ca

**New**

email@domain.invalid

**Confirm**

email@domain.invalid

I want to receive email alerts

To make these changes, please enter your password:

 **Preferences**



You will now receive email alerts when there are changes to your child’s bussing and when they will take effect.