



HOW TO SUBSCRIBE FOR BUS DELAYS AND CANCELLATIONS

STWDSTS requires a login to be created using your email and a password in order to find out your child's transportation information and subscribe to notifications.

- A login can be made at www.findmyschool.ca
- Select 'Parent Portal' to login. If you have a login from previous years, please use that for logging in.
- If you forget your password, you can reset your password.

Once logged in, the dashboard below will appear



HOW TO ADD A NEW STUDENT

CLICK ON THE ICON BELOW



Follow the prompts by completing the fields required to add a student.

HOW TO VIEW YOUR STUDENTS

CLICK ON THE ICON BELOW



You will see 4 sections.

Transportation - This will show the eligibility of the student and what route the student is assigned to. The bus stop location and time. If any of this information is not correct, please contact STWDSTS to speak with the technician in charge of your student's school.

Transportation				
A00042				
School	Grade	Eligibility	Travel Code	
Bedrock Secondary School	10	Out of Bounds	Bussed: Bussed	
Schedule	Met at Bus			
MTWRF	No			
Instructions				
Does not need parents to meet at bus				
To School				
Time	Stop	Time Of Day	Route : Run	Operator
4:41 AM	11 JASPER CRT E	AM Pickup	Route-03: Run-03_AM	Rubble Bus Line
8:25 AM	Bedrock Secondary School	AM Dropoff	Route-03: Run-03_AM	Rubble Bus Line
From School				
Time	Stop	Time Of Day	Route : Run	Operator
3:35 PM	Bedrock Secondary School	PM Pickup	Route-03: Run-03_PM	Rubble Bus Line
6:09 PM	11 JASPER CRT E	PM Dropoff	Route-03: Run-03_PM	Rubble Bus Line

Information		
First Name	Last Name	Student ID
Peter	Parker	A00042
School	District	Grade
Bedrock Secondary School	St Jones	10
Weather Zones		
Address: Home		
Street Number	Street Name	Apt
11	JASPER CRT E	
Municipality	Province/State	Postal/Zip Code
Pinelake		

Information - This will show the student's personal information. The student's address will appear here. If the student has more than one address (second home, sitter), they will also appear here. If any of this information is incorrect, please contact the student's school to have the addresses changed or removed.

Contacts - The contacts are individuals who are contacted in an emergency like a student not met at a stop or when changes are made. The contacts are the only individuals who transportation is allowed to provide student information to. If the information shown is incorrect or has changed, please contact the student's school to have it changed. It is important that this is kept up-to-date.

Contacts					
Type	Meets Bus	Name	Home	Work	Cell
Mother	No	Parker, Victorina	(543) 903-1023	(125) 546-4478	613-555-0112
Emergency	No	Parker, Bertram	(543) 903-1023	(402) 285-8794	(256) 766-0661
Father	No	Parker, Bertram	(543) 903-1023	(402) 285-8794	(256) 766-0661

Map

Bus Stops	
Time	Description
4:40 AM	11 JASPER CRT E ●
6:08 PM	11 JASPER CRT E ●

Addresses	
Type	Address
Home	11 JASPER CRT E, Pinelake

Map - The section will provide a map indicating where a student's stop is from the home or sitter address. The map will show the walking path to the bus stops. To the left of the map it will show the address for a student's transportation and the location of the morning and afternoon bus stops.

HOW TO VIEW YOUR SUBSCRIPTIONS

CLICK ON THE ICON BELOW



You will see 2 sections:

Transportation alerts - will notify families when there are updates to the bus at that time like the bus being late or the bus not running due to weather. The current route is the school bus number that a student is assigned to. If your student rides to two different addressees or you have multiple students riding different buses, more than one route will appear. Routes can be added and removed if you choose to. Below the routes will appear the bus stops that the student is assigned to. The drop off and pickup locations will show. Nothing needs to be done in this section because as you add a student, this section will be updated. If a subscriber does not want notifications about the route or specific bus stops, selecting the trash can to remove the route or bus stops from those notifications.

Transportation Alerts

Transportation subscriptions are generally handled automatically as you manage students. However, you can still update your subscriptions here.

Current Routes

Route #	Remove
Route-03	

[Add a Route](#)

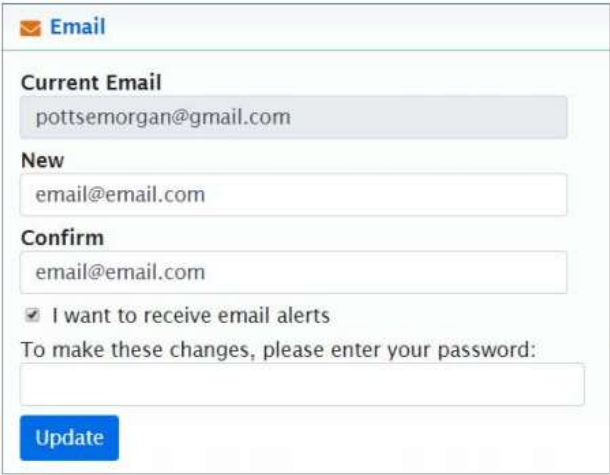
Bus Stop	Remove
Drop off: 11 JASPER CRT E	
Pickup: 11 JASPER CRT E	

School alerts - notify families about any messages that are posted about a school like school closures. This section shows the schools that any notifications will be sent about. If a subscriber does not want notifications about the school, selecting the trash can to remove the school from those notifications. Below school alerts is the general notices section. General notices are alerts that are intended for all subscribers. General notices go to subscribers of all routes and schools. If a subscriber does not want notifications about general notices, selecting the trash can to remove the subscriber from those notifications.



YOUR ACCOUNT

My Account is where changes can be made to your account and preferences. The email used for the account can be changed by adding the new email and adding a new password. If you choose to not receive any notifications, this can be changed in this section by checking off "I want to receive email alerts". This also can be checked off to not receive email notifications but want to receive SMS text message notifications.



Notifications can also be sent through **text message** to up to five different mobile numbers. Ensure to check the box 'I want to receive text alerts'. This also can be checked off to receive email notifications but not receive text message notifications.



Preferences allows a subscriber to make important changes to their account. This section allows families to change the language of the notification for individuals who do not speak English as a first language. This section also allows subscribers to change their password or delete their account if students graduate or no longer use transportation.

