

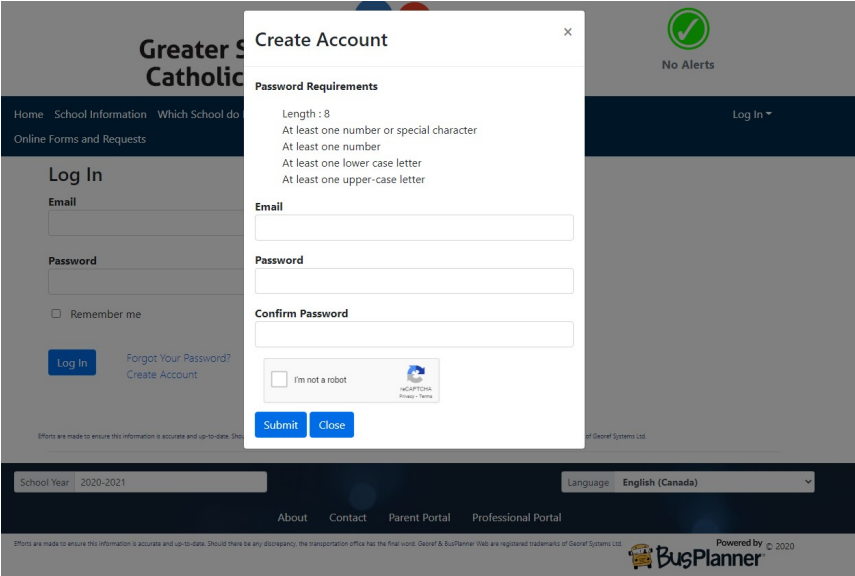
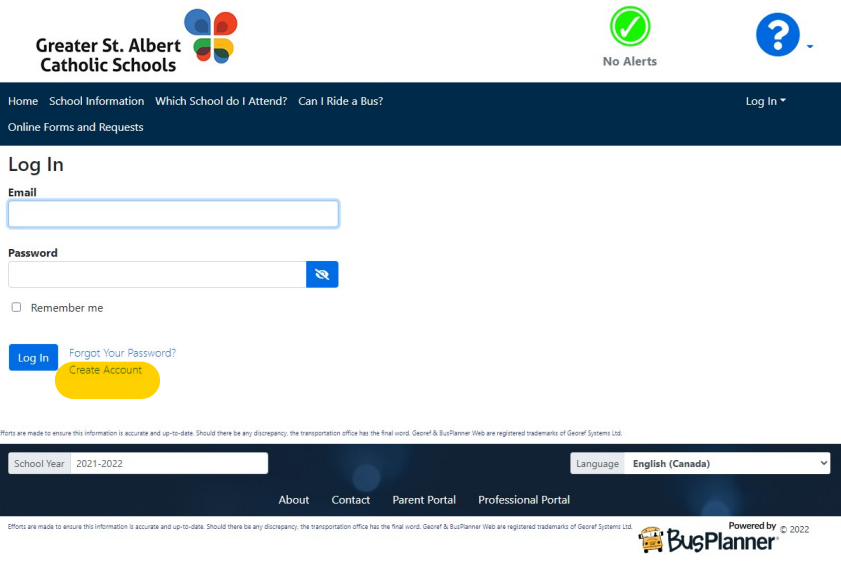
Parent Instructions to access important features within the Parent Portal including bus delay or cancellation notifications

Step 1. Creating a login

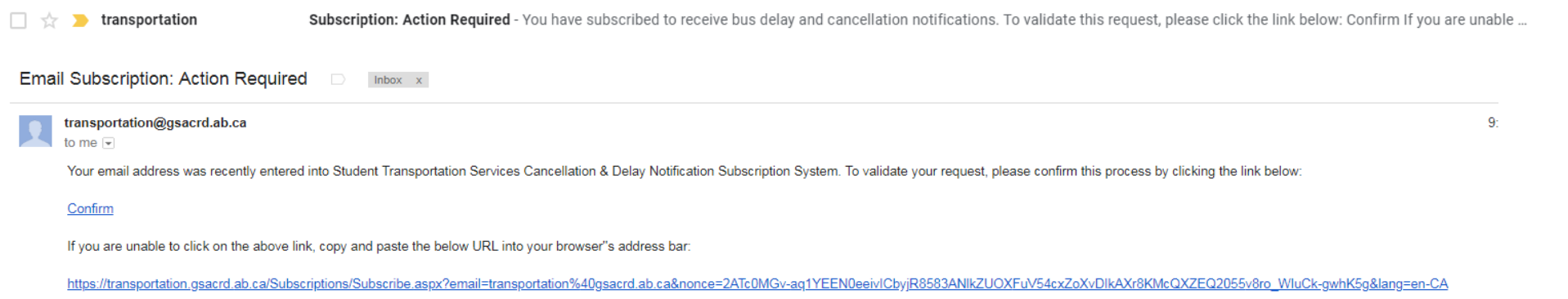
Click the Label Parent Portal



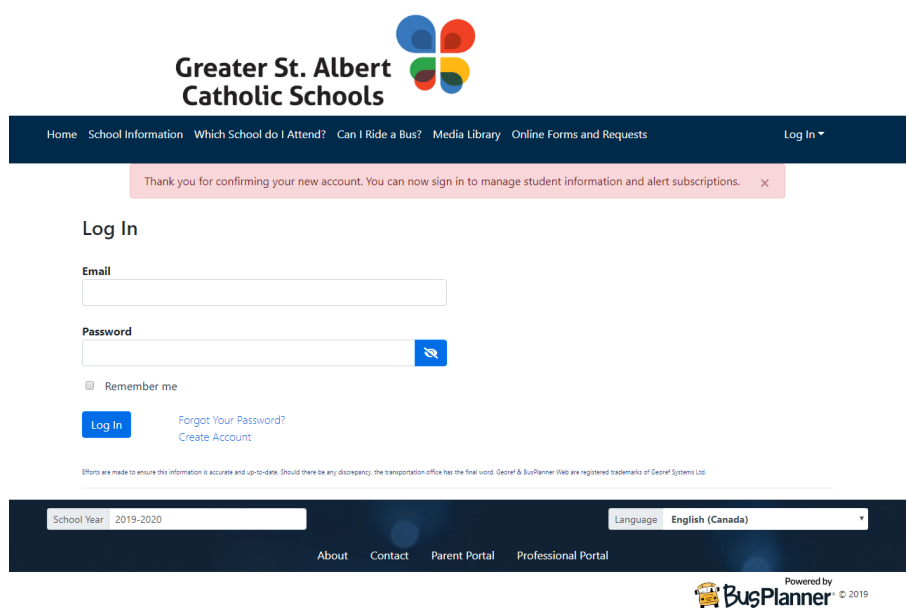
Step 2. Click **Create Account** and when prompted enter your email address and create a new password then click submit.



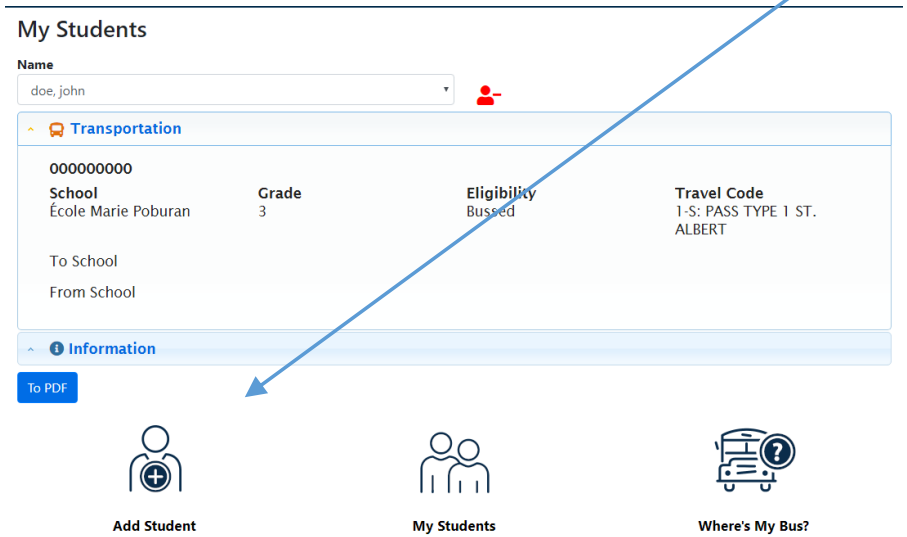
Step 3. You will receive an email to the address you provided in Step 2.



Step 4. Log in with this new password to continue.



Step 5. To Add your student go to MY STUDENTS and click ADD STUDENT You will require your child's 9 Digit Alberta Ed ID#, Birth date, School and Grade (Please use the Grade 0 for Kindergarten)



**Complete the requested information and click ADD STUDENT.**  
**Once you have added your child you will see their name with a drop down arrow and now have access to their Transportation Information. You have now completed the subscriptions process. The next time you login to the parent portal you will only need your email and password to enter the system and all of your children's information will be in 1 location.**

**Step 6.** Go to Parent > My Account > Mobile Numbers and enter a phone number including area code. You can enter up to 5 numbers that are able to receive text notifications of busing delays or cancellations. Remember you must check the box would you like to receive text alerts and click Update. If you do not check this box please note you will only receive email notifications as we no longer notify delays and cancellations by phone calls.

My Account

Email

Mobile Numbers

Mobile 1

+17801234567

Mobile 2

Mobile 3

Mobile 4

Mobile 5

☒ I want to receive text alerts

Update

Preferences

Add Student

My Students

Where's My Bus?

Efforts are made to ensure this information is accurate and up-to-date. Should there be any discrepancy, the transportation office has the final word. Georef & BusPlanner Web are registered trademarks of Georef Systems Ltd.

Please note to make a request to our department of any kind Go to Parent>Online Forms and Requests and select the form that applies.

You now have access to a list of forms that may be required. If your child losses a bus pass or needs an address change all these forms are available and can be filled out through our parent portal and submitted electronically for your convenience.

HomePublicParent

My Students

Where's My Bus?

Media Library

Online Forms and Requests

My Account

000000001

School

École Marie Poburan

3

To School

From School

Eligibility

Bussed

HomePublicParent

Online Forms and Requests

Name

doe, john

Bus Cancellation: Bus Cancellation

Bus Pass Application Form: Bus Pass Application Form 2021-2022

Bus Pass Replacement Request: Bus Pass Replacement Request

Change of Address: Change of Address

Route Concern Request: Route Concern Request

Stop Change Request: Stop Change Request

Bus Pass Application Form 2022-2023 is the second form in the list.

The Bus Pass Application is to be submitted online and there is no need to print or scan these documents.

Once your application is accepted and completed you will be able to see your child's routing information under **My Students > Transportation**

My Students

Name

doe, john

Transportation

000000001

School

École Marie Poburan

Grade

5

Eligibility

Bussed

Met at Bus

No

Instructions

this child is not real

To School

From School

Time	Stop	Time Of Day	Route	Operator	Starting	Ending	Seat
3:42 PM	École Marie Poburan	PM Pickup	15A	CUNNINGHAM TRANSPORT Phone: 780-458-3255			
4:01 PM	EVERITT DRIVE NORTH TRANSIT STOP # 0238	PM Dropoff	15A	CUNNINGHAM TRANSPORT Phone: 780-458-3255			

Under My Students Information you will see your child's information and school registered for transportation

My Students

Name

doe, john

Transportation

Information

First Name

john

School

École Marie Poburan

Weather Zones

City of St. Albert

Address: Home

Street Number

81

Municipality

ST ALBERT

Last Name

doe

District

Greater St Albert Catholic Schools

Street Name

ELEMENT DRIVE NORTH

Province/State

AB

Student ID

000000001

Grade

5

Apt

Postal/Zip Code

To locate your child's transit stop location click on **Map** under **My Student**

My Students

Name

doe, john

Transportation

Information

Contacts

Map

Bus Stops

Show 10 entries

Search:

Time	Description
4:00 PM	EVERITT DRIVE NORTH TRANSIT STOP # 0238

Showing 1 to 1 of 1 entries


Previous

1

Next

Addresses

Type	Address
Home	81 ELEMENT DRIVE NORTH,ST ALBERT



View larger map

Clicking the View Larger Map will enlarge the view

Map Size

Medium

Zoom 0.1 %

Refresh

NORTH

WEST

EAST

SOUTH

