

NSTS PARENT PORTAL

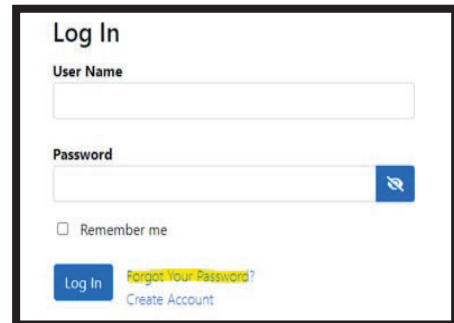
User Instructions

How to Create or Sign-In to the NSTS Parent Portal

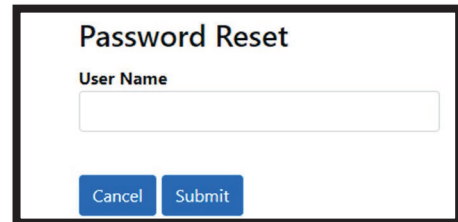
1. To visit the NSTS secure Parent Portal [CLICK HERE](#).
2. Please Log In by entering the "Email" address you used to register for the Parent Portal and "Password" and then click the "Log In" button.
3. If you are new to the Parent Portal, select "Create Account" and complete the registration information. An email will be sent to the email account to verify your account. Please check your junk or spam folder if this email does not appear in your Inbox.

An email has been sent to this address. Please check your email and confirm your account. ✕

4. You can also reset your password by clicking "Forgot Your Password"
5. If you don't remember your password, you can select "Forgot your Password?".
6. This will allow you to reset the password. A confirmation email will be sent to your email account advising that a change has been made and you will need to follow the email instructions to activate this new password.
 - a. If you do not see a confirmation email, please remember to check your Spam/Junk mail folder as it may have been directed to that location.



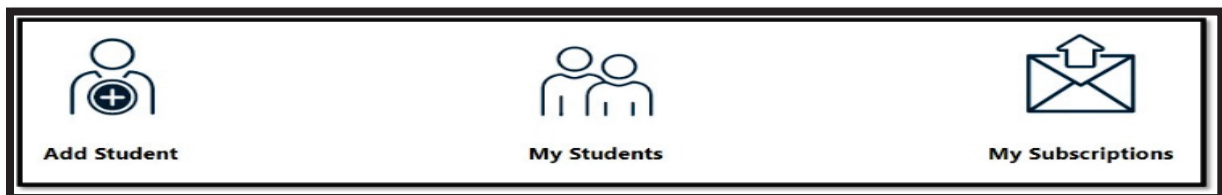
The screenshot shows a "Log In" form with the following elements: a "User Name" input field, a "Password" input field with a blue eye icon for toggling visibility, a "Remember me" checkbox, a blue "Log In" button, a yellow "Forgot Your Password?" link, and a blue "Create Account" link.



The screenshot shows a "Password Reset" form with the following elements: a "User Name" input field, a blue "Cancel" button, and a blue "Submit" button.

How to Add a Student – Find Your Route Number & Operator Information

1. Log in to the NSTS Parent Portal [CLICK HERE](#).
2. If you do not have a "Student" assigned to your account, please select the "Add Student" icon at the bottom of the page. You will require the OEN (Ontario Education Number), Birth Date, School and Grade to add each student.



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3. This will bring you to the Add student screen.

- a. Student OEN - Is the child's Ontario Education Number which is the number that the province assigns to each student and will follow the student to any school that they may attend in the province of Ontario. This number is located on the student's report card and is a 9-digit number. Please enter this number **WITHOUT** dashes or spaces. *New students without an OEN will receive a TEMP ID from NSTS, via email.

- b. Birth Date (yyyy-mm-dd) Please enter the child's birth date USING the dashes between the year and month and month and day as noted above or use the calendar to select the year, month and day.
- c. School - Enter the school that the student will be attending.
- d. Grade Enter the grade the student is registered in.
- e. Click the blue button at the bottom of the screen that indicates Add Student.

4. This will now take you to the next screen to view the transportation details for this student. *Please note – If you have entered more than one student, you can use the drop down arrow to the right of student name to find the other students.

5. To view transportation information, select "Student" from the Name drop-down menu.

6. A table will be displayed, and the fourth column named "Route" will display the 4-digit Route Number (e.g. 2205).

Time	Stop	Time Of Day	Route	Operator	Starting	Ending
8:36 AM	NIAGARA COLLEGE ACW CHILD CARE CENTRE	AM Pickup	2205 SL	Sharp Bus Lines - Welland	2023-09-05	
8:45 AM	On Site	AM Dropoff	2205 SL	Sharp Bus Lines - Welland	2023-09-05	

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7. Also make note of the "Operator" listed in the column to the right of "Route" for your records. (e.g. Sharp Bus Lines - Welland)
8. The red icon to the right of the student's name is there to remove a student from your profile.



OPT IN or OPT OUT of Transportation

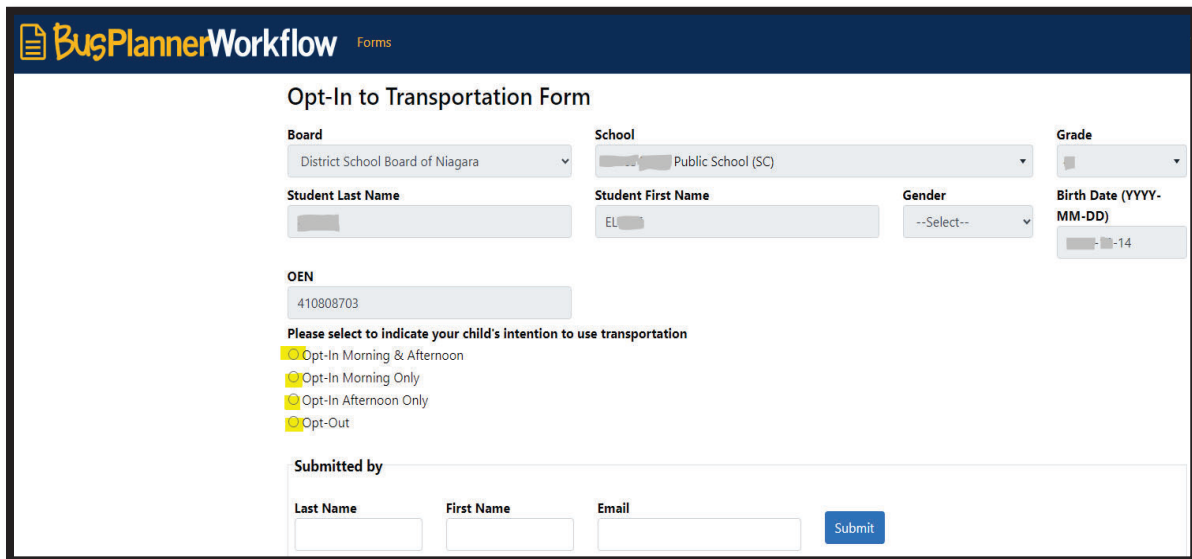
1. Log in to the NSTS Parent Portal [CLICK HERE](#).
2. Go to My Students – Select your student. Each student must be opted in or out of transportation individually.

3. Select

Make a request to have your transportation arrangements reviewed



4. This will open a new window – BusPlanner Workflow Forms



The screenshot shows the 'Opt-In to Transportation Form' interface. At the top, it says 'BusPlannerWorkflow Forms'. The form includes several dropdown menus for 'Board' (District School Board of Niagara), 'School' (Public School (SC)), and 'Grade'. Below these are input fields for 'Student Last Name', 'Student First Name' (with 'EL' as a placeholder), 'Gender' (with '--Select--' as a placeholder), and 'Birth Date (YYYY-MM-DD)' (with a placeholder ending in '-14'). There is also an 'OEN' field with the value '410808703'. A section titled 'Please select to indicate your child's intention to use transportation' contains four radio button options: 'Opt-In Morning & Afternoon', 'Opt-In Morning Only', 'Opt-In Afternoon Only', and 'Opt-Out'. At the bottom, there is a 'Submitted by' section with three input fields for 'Last Name', 'First Name', and 'Email', and a blue 'Submit' button.

- a. If your student is eligible, please select your requirements for Student Transportation, AM and PM, AM or PM, or
- b. Opt-Out (Transportation is not required)
- c. To recognize families may change their mind or have their circumstances change where they may decide to change their opt-in or opt-out status, we have created a weekly process to accommodate changes using this form.

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How to Subscribe for Email Notifications - Delays & Cancellation Alerts

1. Log in to the NSTS Parent Portal [CLICK HERE](#).
2. Go to the "My Subscription" icon at the bottom of the page or in the Parent drop down menu at the top.
3. Check to see if you are already set up to receive Transportation and School Alerts for your child(ren) based on which school they attend and the Route they are on (generally automated).
4. If you do not have any alerts, please select +Add a Run and +Add a school and follow steps to complete the subscription process.
5. Please ensure that you have also selected to receive General Notices.
6. NOTE: +Add a Run you will need to click the Subscribe button to add run and will then see a confirmation message. You may need to refresh the subscription page to see the new runs.

Add a Run [X]

Find By
School Name [v]

Schools
A.K. Wigg Public School [v]

Find

Add	Run	Schools	Transfers
<input type="checkbox"/>	2212B AM (C)	A.K. Wigg Public School	
<input type="checkbox"/>	2212B PM (C)	A.K. Wigg Public School	
<input type="checkbox"/>	2283B AM	A.K. Wigg Public School	
<input type="checkbox"/>	2283B PM	A.K. Wigg Public School	
<input type="checkbox"/>	2718B AM (R)	A.K. Wigg Public School	

1 2

Subscribe **Subscribe All** **Close**

Delays & Cancellations Portal

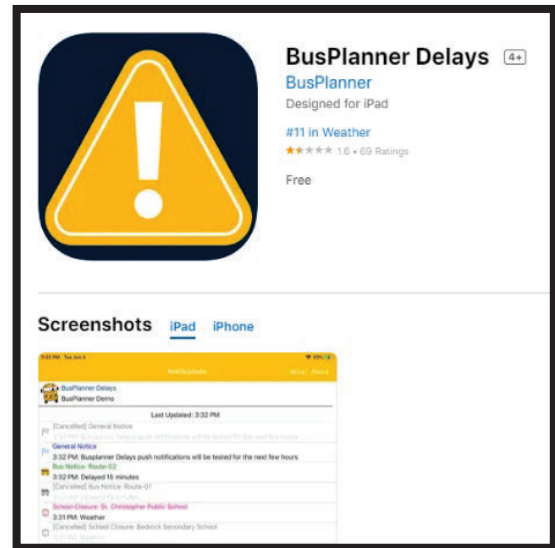
To visit and bookmark the Delays & Cancellations portal [CLICK HERE](#).

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User Instructions

Using the BusPlanner Delays App

1. Download the free BusPlanner Delays app via the Apple or Android app stores.
2. Choose either your school board or transportation authority:
 - Niagara STS
 - District School Board of Niagara
 - Niagara CDSB
3. OR enter a Quick code NSTS



4. Follow on-screen instructions to step up the app; Alerts > My Child's Bus > select school(s) and run(s) - ensure you add both AM and PM run numbers.
5. Any alerts that you have subscribed to will appear on the Notification screen.



<https://apps.apple.com/ca/app/busplanner-delays/id1217589960>



https://play.google.com/store/apps/details?id=com.busplanner.delays&hl=en_CA&gl=US