

NSTS PARENT PORTAL

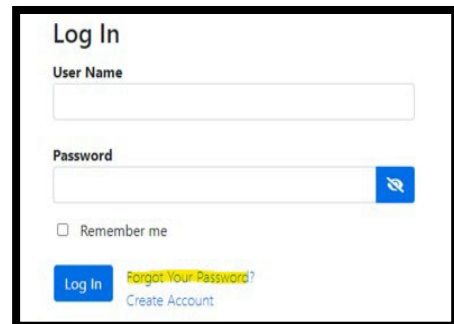
User Instructions

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

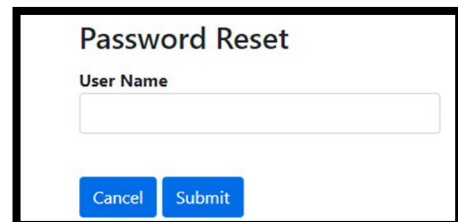
1. To visit the NSTS secure Parent Portal [CLICK HERE](#).
2. Please Log In by entering the "Email" address you have on file with your student's school (Contact 1 and Contact 2 Only) and "Password" and then click the "Log In" button.
3. If you are new to the Parent Portal, or were previously using a different email address (*NOT ON FILE with the school*) select "Create Account" and complete the registration information, using the address currently on file with the school. 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. X

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 Log In form contains two input fields: "User Name" and "Password". Below the Password field is a checkbox labeled "Remember me". At the bottom are three buttons: "Log In" (blue), "Forgot Your Password?" (yellow), and "Create Account" (blue).



The Password Reset form contains one input field: "User Name". At the bottom are two buttons: "Cancel" (blue) and "Submit" (blue).

How to Check your Students – Find Your Route Number & Operator Info

1. Log in to the NSTS Parent Portal [CLICK HERE](#).
2. Navigate to My Students. If you do not have all required "Students" assigned to your account, please contact your school to ensure that your login email matches the address the school has on file for your student(s).



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3. This will now take you to the next screen to view the transportation details for this student. *Please note – If you have more than one student, you can use the drop down arrow to the right of student name to find the other students.
4. To view transportation information, select “Student” from the Name drop-down menu.

My Students

Select Student

T

▼

Transportation

SchoolPublic School

GradeJK

EligibilityBussed

Met at BusYes

Make a request to have your transportation arrangements reviewed

To School

AM Pickup

Time8:38 AM

Stop & BLVD

Route5515 AS (C)

OperatorSharp Bus Lines - St Catharines Branch

5. A table will be displayed, and the fourth column named "Route" will display the 4-digit Route Number (e.g. 5515).
6. Also make note of the "Operator" listed in the column under "Route" for your records. (e.g. Sharp Bus Lines – St Catharines Branch)

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How to Check your Students – Verify Student Information

1. Log in to the NSTS Parent Portal [CLICK HERE](#).
2. Navigate to My Students. If you do not have all required “Students” assigned to your account, please contact your school to ensure that your login email matches the address the school has on file for your student(s).
3. Check Information Tab for each student, with particular attention paid to School, Grade and Address. This is located directly below the Transportation Tab
4. Please report any errors to the school.

My Students

Select Student

Debra E...

Transportation

Information

First Name	Last Name	
E	D	
School	District	Grade
School ()	District School Board of Niagara	6
Please contact your school if you need to update your address information.		
Address: Home Starting:2018-09-04		
Street Number	Street Name	Apt
Municipality	Province/State	Postal/Zip Code
ST CATHARINES	ON	

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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' within the 'BusPlannerWorkflow Forms' interface. The form includes several dropdown menus for 'Board' (District School Board of Niagara), 'School' (Public School (SC)), and 'Grade'. It also has text input fields for 'Student Last Name', 'Student First Name', and 'OEN' (41-03). A 'Gender' dropdown is set to '--Select--'. The 'Birth Date (YYYY-MM-DD)' field shows a date ending in '-14'. Below these fields, 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, a 'Submitted by' section has fields for 'Last Name', 'First Name', and 'Email', followed by 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 Verify Subscriptions for Email Notifications - Delay & 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.



My Subscriptions

My Subscriptions

Expand AllCollapse All

🔔 Transportation Alerts

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

Current Runs

Run	Remove
2712A AM (R)	
2712A PM (R)	
3528B PM	
3528C AM	
4214A AM	
4214A PM	
5515A AM (C) (R)	
5515C PM (C) (R)	
6364C AM	
6364C PM	

3. Check to see if you are already set up to receive Transportation and School Alerts for your students(s) based on which school they attend and the Route they are on (generally automated).
4. Please ensure that you have also selected to receive General Notices.
5. Subscriptions will refresh on the subscription page each time you log-in to the Portal.

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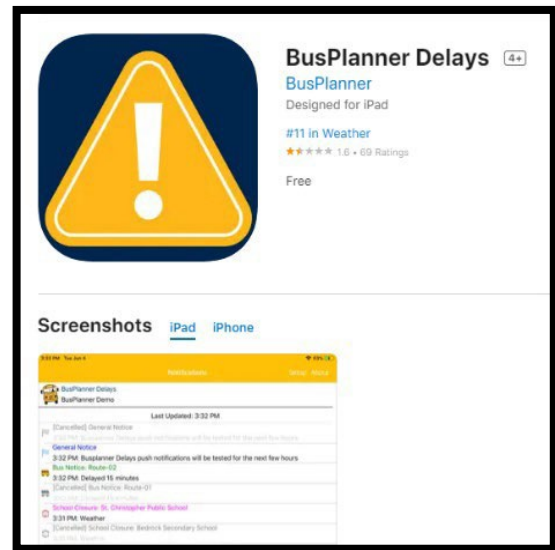
Delays & Cancellations Portal

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

Using the BusPlanner Delays App

You don't need an NSTS Parent Portal account to receive real-time updates! Download the BusPlanner Delays App to track bus delays and get instant notifications sent directly to your mobile device.

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