

SUBSCRIPTION SERVICE INSTRUCTIONS

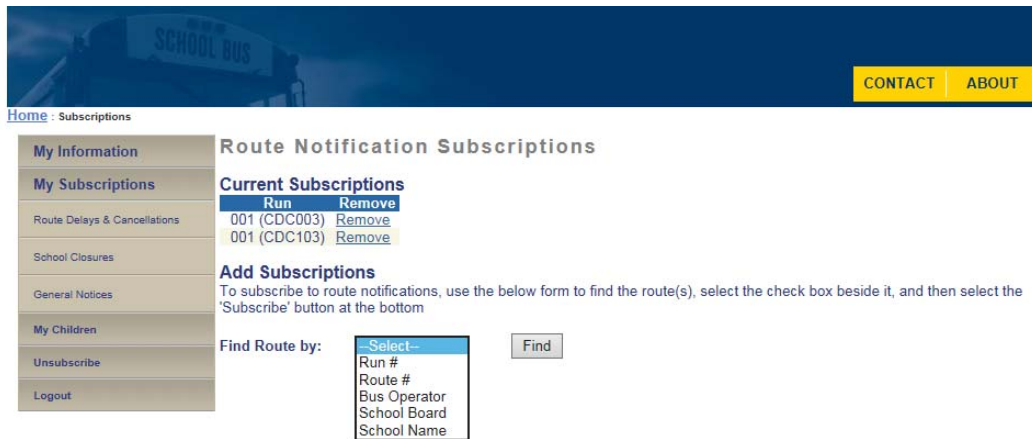
The subscription service allows users to receive delays and cancellations to their e-mail address.

For Parents and Guardians that use the Student Login (<https://bpweb.stswr.ca/StudentLogin.aspx>) to retrieve their child(ren)'s busing information, there is a section at the bottom of the Student Login to enter an e-mail for the subscription. This will link your child(ren)'s route directly to the subscription.

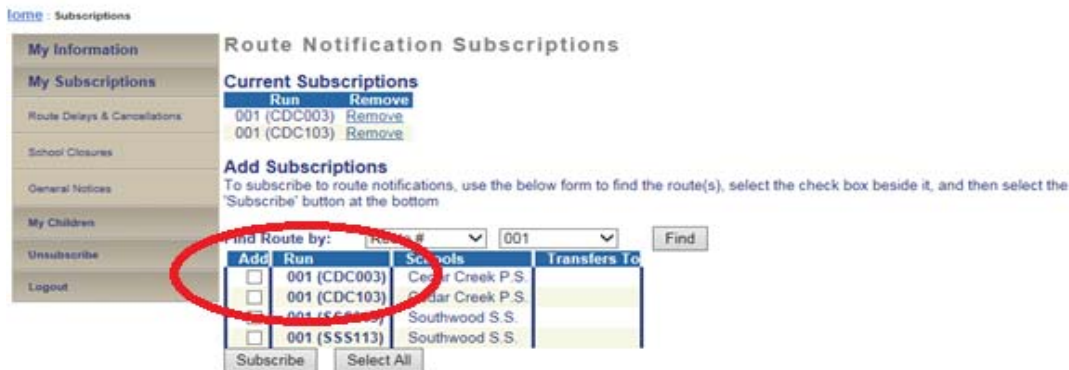
For new subscribers, please visit <https://bpweb.stswr.ca/Subscriptions/Subscribe.aspx>.

Enter your e-mail address into the box labelled Email and hit Subscribe. The system will send you an e-mail (with 'Email Subscription: Action Required' in the subject line) where you need to hit Confirm. When you hit Confirm, you will be redirected to the website to enter a New Password and Confirm Password. There are no parameters for the password.

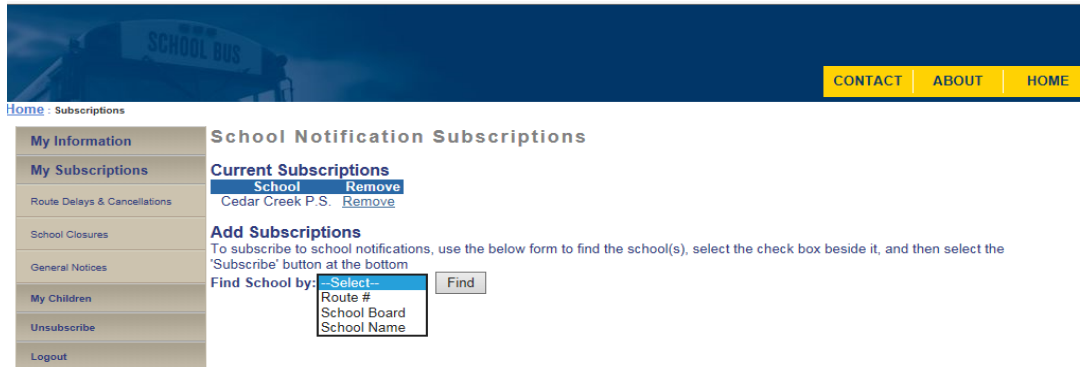
Once logged in, use the 'Find Route by:' tool to get the Route for your child(ren). Select both the AM and PM runs for each student. See the example below for how to select the Route (four options).



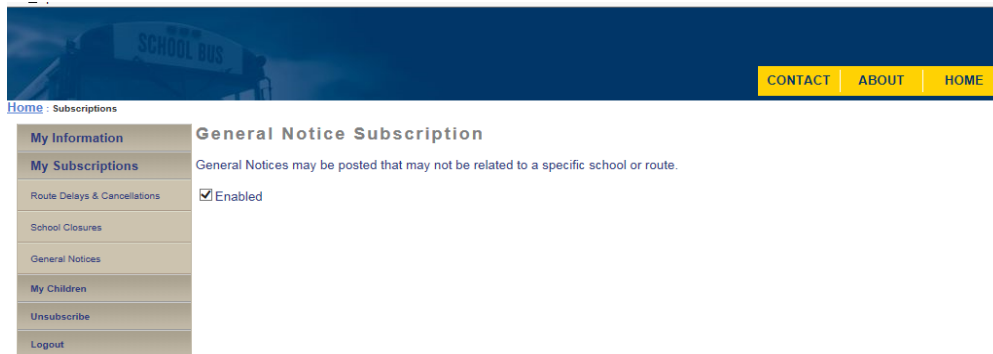
Once you have selected the method with which to find your Route number, select the AM and PM runs. In the example below we are selecting Route 001 and the AM and PM runs at Cedar Creek (CDC003 and CDC103). To select your run, click the check box in the Add column. Once you have the boxes selected, hit Subscribe. The Current Subscriptions will show the bus runs you are subscribed to receive e-mails for.



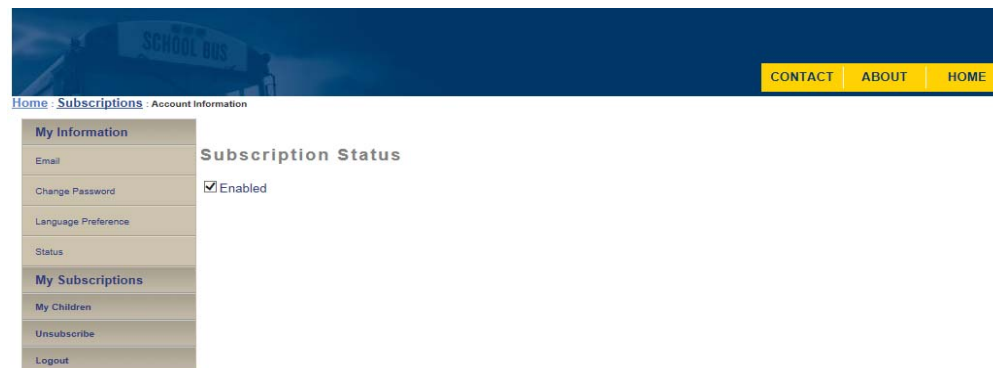
For School Closures, go to the column on the left hand side, click on School Closures and select the school your child(ren) attends. You will see you have selected it properly when it shows up in the Current Subscriptions.



For General Notices, only the Enabled box needs to be checked off to receive the General Notices.



The 'My Information' tab will allow you to change any information (e-mail, password, language preference). You can also be sure you have enabled your account in this section under the 'Status' tab. If there is a check mark in the box beside 'Enabled', your account is set.



To retrieve a lost password, enter your e-mail to <https://bpweb.stswr.ca/Subscriptions/ResetPassword.aspx> and an e-mail will be sent to you.

For further assistance please contact us at (519) 650-4934 X221