## 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 (<u>https://bpweb.stswr.ca/StudentLogin.aspx</u>) 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.

My Information	Route Notification Subscriptions
My Subscriptions	Current Subscriptions
Noute Delays & Carcellations	001 (CDC003) Remove 001 (CDC103) Remove
Inhool Closures	Add Subastations
	Add Subscriptions
Jeneral Notices	To subscribe to route noncations, use the below form to find the route(s), select the check box beside it, and then select the "Subscribe' button at the bottom
Jeneral Notices Ay Children	Subscribe to route nominations, use the below form to find the route(s), select the check box beside it, and then select the Subscribe' button at the bottom
Deneral Notices My Children Unsubscribe	Subscript to rotate notications, use the below norm to find the rotate(s), select the check box beside it, and then select the  Subscript button at the bottom Ind Route by: Route # 001 Find Add Run Sci tools Transfers To
Jeneral Notices Ky Children Unsubscribe	Subscribe to rotate nomications, use the below form to initia the rotate(s), select the check box beside it, and then select the Subscribe' button at the bottom Initia Route by: (Route Schools Transfers To O01 (CDC003) Coder Creek P.S. O01 (CDC103) Coder Creek P.S.

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.

CONTACT ABOUT HOME									
Mu Information	School Notification Subscriptions								
my mormation									
My Subscriptions	Current Subscriptions								
Route Delays & Cancellations	Cedar Creek P.S. <u>Remove</u>								
School Closures	Add Subscriptions								
General Notices	Is subscribe to school notifications, use the below form to find the school(s), select the check box beside it, and then select the 'Subscribe' button at the bottom								
My Children	Find School by: Select- Route #								
Unsubscribe	School Name								
Logout									

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

Ho	CONTACT ABOUT HOME							
	My Information	General Notice Subscription						
	My Subscriptions	General Notices may be posted that may not be related to a specific school or route.						
	Route Delays & Cancellations	☑ Enabled						
	School Closures							
	General Notices							
	My Children							
	Unsubscribe							
	Logout							

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 <u>https://bpweb.stswr.ca/Subscriptions/ResetPassword.aspx</u> and an e-mail will be sent to you.

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