Student Transportation Services of Waterloo Region

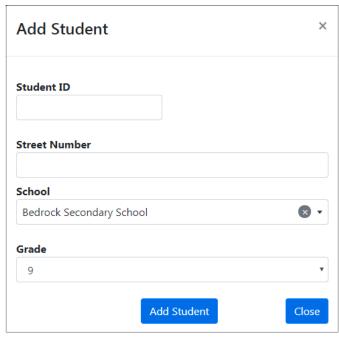
# Subscriptions & Information For Transportation



STSWR requires a login to be created using your email and a password in order to find out your child's transportation information and subscribe to notifications. A login can be made at https://bpweb.stswr.ca/. Select 'Parent Portal to login. If you have a login from previous years, please use that for logging in. If you forget your password, you are able to reset your password. Once logged in, the dashboard below will appear. The dashboard will is shown in the photo below.



## **Add Student**



The Ontario Education Number (OEN) - This number is required to add a student to the account. The OEN identifies your student to the province. The OEN number can be found on an Ontario student report card. Students just starting school or new to Canada will not be given a number until October. The OEN is 9 digits.

Street Number - This field is mandatory. The street number is the number before the street name. For example, STSWR is located at 540 Bingeman's Centre Dr. 540 is the street number. If you have a unit or apartment number, leave it out of the street number. If you have moved over the summer, please contact the school to have the address change. Adding students uses the main address that the school has on their files. If a student has two home addresses, use the address that the student gets transportation

to.

**School & Grade**: The final requirement to add your student is to identify the school they are going to and what grade they are in. Please note these are mandatory fields.

## My Students

#### Transportation A00042 Eligibility School Grade Travel Code Bedrock Secondary School Out of Bounds Bussed: Bussed Schedule Met at Bus **MTWRF** Instructions Does not need parents to meet at bus To School Time Of Day Route: Run Operator Time Stop 4:41 AM 11 JASPER CRT E AM Pickup Route-03: Run-03\_AM Rubble Bus Line Rubble Rus Line 8:25 AM Bedrock Secondary School AM Dropoff Route-03: Run-03 AM From School Time Time Of Day Route: Run Operator 3:35 PM **Bedrock Secondary School** PM Pickup Route-03: Run-03\_PM Rubble Bus Line 6:09 PM 11 JASPER CRT E PM Dropoff Route-03: Run-03\_PM Rubble Bus Line

#### **Transportation**

The first section Transportation. This will show the eligibility of the student and what route the student is assigned to. The bus stop location and time. If any of this information is not correct, please contact STSWR to speak with the technician in charge of your student's school.

#### Information

The second section is Information. This will show the student's personal information. The student's address will appear here. If the student has more than one address (second home, sitter), they will also appear here. If

1 Information					
First Name Peter	<b>Last Name</b> Parker	Student ID A00042			
<b>School</b> Bedrock Secondary School	<b>District</b> St Jones	<b>Grade</b> 10			
Weather Zones					
Address: Home					
Street Number	Street Name JASPER CRT E	Apt			
<b>Municipality</b> Pinelake	Province/State	Postal/Zip Code			

any of this information is incorrect, please contact the student's school to have the addresses changed or removed.

_	Meets			w I	6.11
Type	Bus	Name	Home	Work	Cell
Mother	No	Parker, Victorina	(543) 903- 1023	(125) 546- 4478	613-555- 0112
Emerge ncy	No	Parker, Bertram	(543) 903- 1023	(402) 285- 8794	(256) 766 0661
Father	No	Parker, Bertram	(543) 903- 1023	(402) 285- 8794	(256) 766- 0661

#### Contacts

The third section is Contacts. The contacts are individuals who are contacted in an emergency like a student not met at a stop or when changes are made. The contacts are the only individuals who transportation is allowed provide student to information to. If the

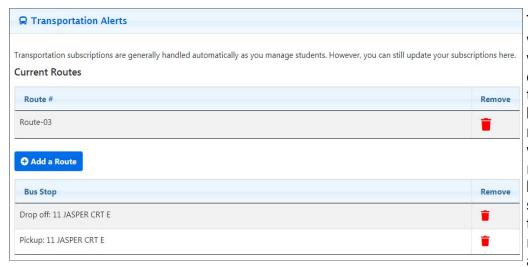
information shown is incorrect or has changed, please contact the student's school to have it changed. It is important that this is kept up-to-date.

### Map

The fourth section is Map. The section will provide a map indicating where a student's stop is from the home or sitter address. The map will show the walking path to the bus stops. To the left of the map it will show the address for a student's transportation and the location of the morning and afternoon bus stops.



## **My Subscriptions**



Transportation alerts will notify families when there are updates to the bus at that time like the bus being late or the bus not running due to weather. The current route is the school bus number that a student is assigned to. If your student rides to two different addressees

have multiple students riding different buses, more than one route will appear. Routes can be added and removed if you choose to. Below the routes will appear the bus stops that the student is assigned to. The drop off and pickup locations will show. Nothing needs to be done in this section because as you add a student, this section will be updated. If a subscriber does not want notifications about the route or specific bus stops, selecting the trash can to remove the route or bus stops from those notifications.

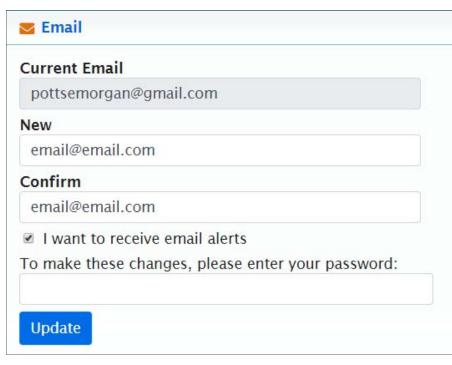
School alerts notify families about any messages that are posted about a school like school closures. This section shows the schools that any

<b>じ School Alerts</b>	
With school alert subscriptions, you can receive all school alerts that are posted for your children's schools.  Current Schools	
School	Remove
Bedrock Secondary School	Î

notifications will be sent about. If a subscriber does not want notifications about the school, selecting the trash can to remove the school from those notifications.

Below school alerts is the general notices section. General notices are alerts that are intended for all subscribers. General notices go to subscribers of all routes and schools. If a subscriber does not want notifications about general notices, selecting the trash can to remove the subscriber from those notifications.

## **My Account**

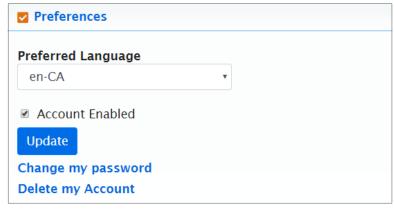


My Account is where changes can be made to your account and preferences. The email used for the account can be changed by adding the new email and adding a new password. If you choose to not receive any notifications, this can be changed in this section by checking off 'I want to receive email alerts'. This also can be checked off to not receive email notifications but want to receive SMS text message notifications.

Some families do not prefer to have only email notifications as they can come in later than expected depending on the service used for email. Notifications can be sent through text message to up to five



different mobile numbers. Ensure to check the box 'I want to receive text alerts'. This also can be checked off to receive email notifications but not receive text message notifications.



Preferences allows a subscriber to make important changes to their account. This section allows families to change the language of the notification for individuals who do not speak English as a first language. This section also allows subscribers to change their password or delete their account if students graduate or no longer use transportation.

If there are any additional questions, please contact STSWR at 519-744-7575 or leave a message on our contact page.