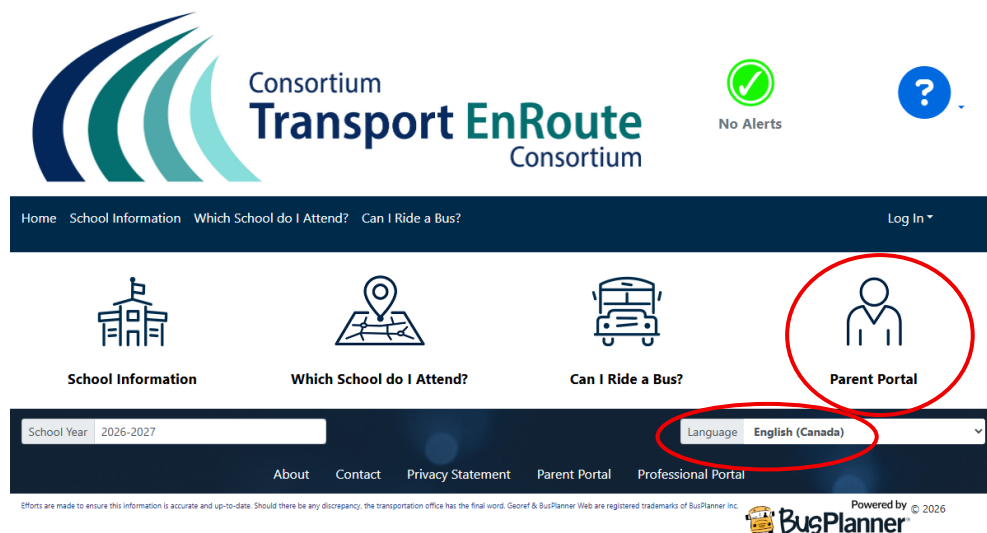


TRANSPORT ENROUTE CONSORTIUM

Complete Parent Portal Guide

BusPlanner Web | 2026-2027 School Year

The main page of BusPlanner Web (<https://enroute.mybusplanner.ca/>) allows the general public to access information about schools, attendance and transportation eligibility, as well as an indicator and link for bussing Alerts. It also provides parents with secure student information about their student through the parent portal (controlled access for parents).



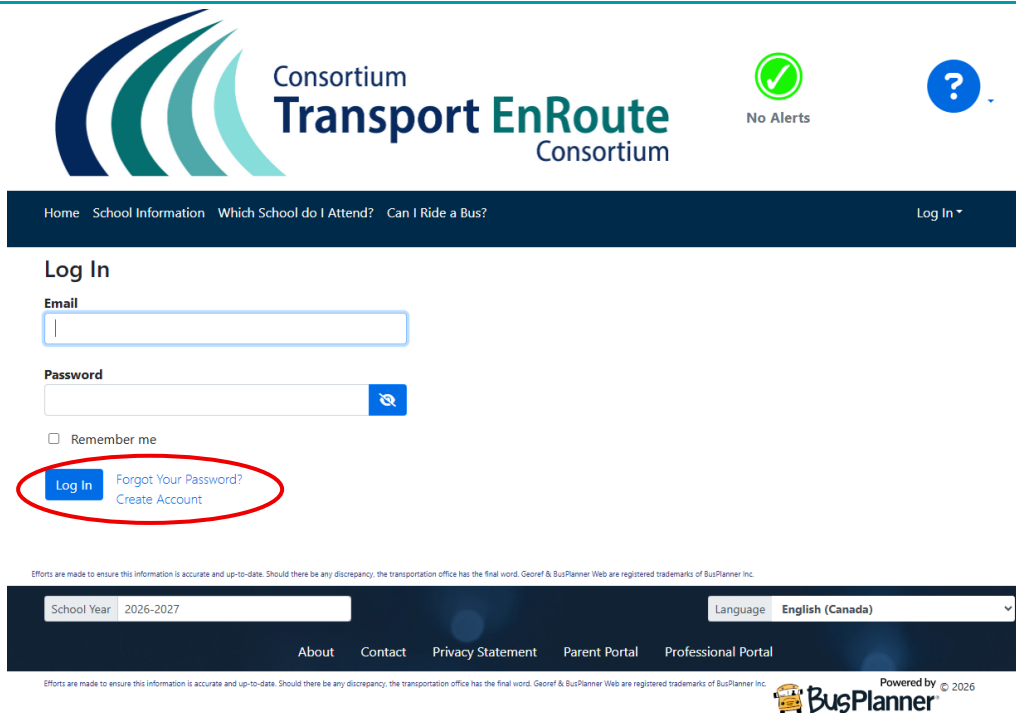
Step 1 — Access the Parent Portal

The Parent Portal provides parents access to confidential information about their child or children. This includes the student's transportation, address and contact information. Parents can also subscribe to receive transportation, school & general alerts via email or text messages. Parents will also have access to Online Forms and Requests.

Signing into the Parent Portal

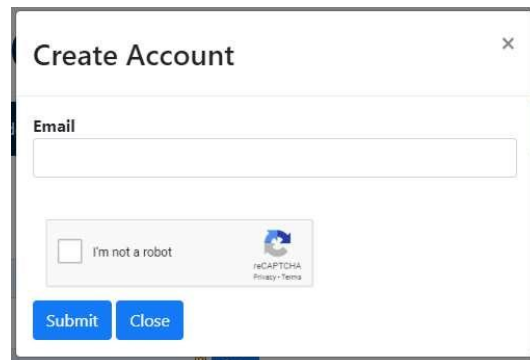
On the main public page of BusPlanner Web, parents can click on the Parent Portal icon, or on the link at the bottom of the page. On the Parent Portal sign in page, parents can:

- Sign into an existing account by entering an **Email** and **Password**.
- Create a new account.



Step 2 — Create Your Account

1. Click **Create Account**.



2. Enter an **Email** address and check **I'm not a robot**.
3. Click **Submit**.
4. A confirmation email will be sent to the email address entered.
5. Open that email and follow the link to validate the account and set up a password.

Email example:

From: CA-ON-Enroute_noreply@mybusplanner.ca <CA-ON-Enroute_noreply@mybusplanner.ca>

Sent: August 24, 2026 6:58 PM

To: Linda Geno <Linda.Geno@transportenroute.ca>

Subject: Confirm Email - <https://enroute.mybusplanner.ca>

linda.geno@transportenroute.ca

Please confirm your email by clicking the link below.

Confirm email link

If you are unable to click on the above link, copy and paste the below URL into your browser's address bar:

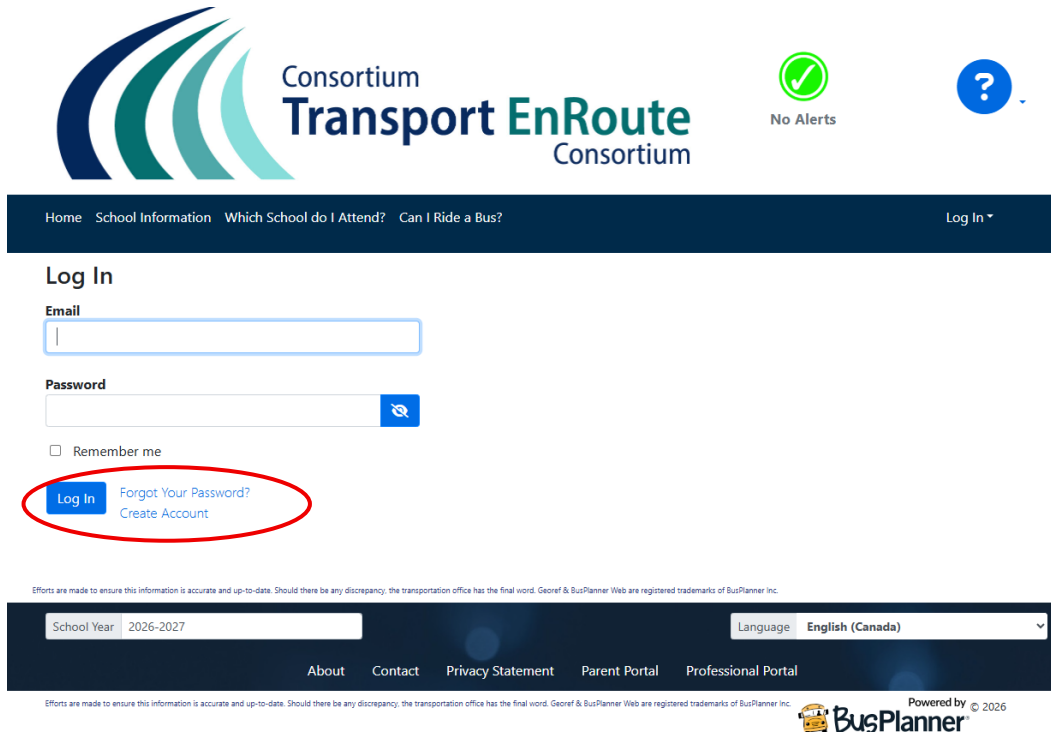
<https://enroute.mybusplanner.ca/Subscriptions/ConfirmEmail.aspx?id=f4462692-18bc-452f-be0f-e2e85e05ef8d&token=sKXRA2UfFyJRLwB3Qlw28nB2ww22tS3Y7dLtNwF3D2wcwZYp/i7zIIWoWVFiKANjT1a yso1Ws2MafbMluz/UBFJk/LQWm6NY0vmR6cVHV63NCG44PI/bkC6sRGn1laLBEstKSFYqxnSCvhJzyDJYiKVY Fgh0UZaCbJS7Ucf0LSAxlh9U&lang=en-CA>

Notes:

- If a parent subscribes with an email address that already exists, they will be notified and automatically sent a reset password email.

Reset Your Password

If a parent forgets their password, they can recover it as follows:



The screenshot shows the login page of the Consortium Transport EnRoute Consortium website. The page has a dark blue header with the logo and navigation links: Home, School Information, Which School do I Attend?, Can I Ride a Bus?, and Log In. Below the header is a login section with fields for Email and Password, a Remember me checkbox, and a Log In button. The Log In button and the Forgot Your Password? link are circled in red. At the bottom of the page, there is a footer with a School Year dropdown (set to 2026-2027), a Language dropdown (set to English (Canada)), and links to About, Contact, Privacy Statement, Parent Portal, and Professional Portal. The page is powered by BusPlanner Inc. © 2026.

- Next to the Sign In button on the right, click **Forgot Your Password?**

Password Reset

Email

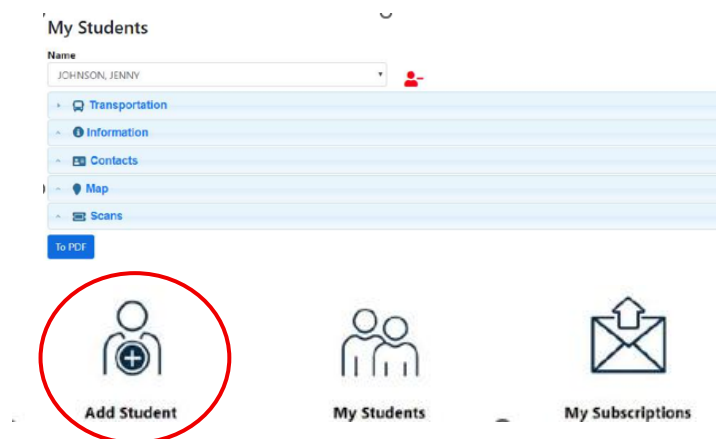
Cancel

Reset Password

2. Enter your **Email** and click **Reset Password**.
3. An email will be sent to the address indicated with a link to reset your password.

Step 3 — Add and Manage Your Students

In the Parent Portal, parents can click on the My Students icon to find information about their students.

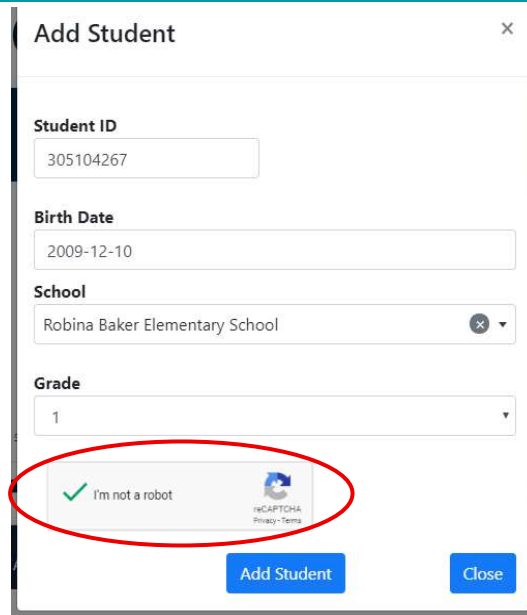


If parents have more than one student, they can choose a student by clicking on the **Name** dropdown:



Add a Student

1. In **My Students**, click the **Add Student** icon at the bottom.



2. Enter the required information. (These requirements are set by the transportation department. See Setting Up Student Authentication.)
3. Check **I'm not a robot**. Click **Add Student**.
4. The student will now appear in the **Name** dropdown.

Remove a Student

My Students

Name



1. Choose the student from the **Name** dropdown.
2. Click the red remove-student icon next to the Name dropdown.

Step 4 — View Transportation Information

For students assigned to bussing, both pickup and drop off transportation will be displayed. This will include the home/group stops, school stops and transfers.

Student ID 305104267 — Jenny Johnson, Grade 1, Robina Baker Elementary School, Eligibility: Bussed, Travel Code: 1 Eligible Rural, Schedule: MTWRF, Met at Bus: No

Time	Stop	Time of Day	Route	Run	Operator
8:23 AM	HIGHWOOD BLVD. / HIGHWOOD CR.	AM Pickup	66	66_AM	SPURRELL GREG

Time	Stop	Time of Day	Route	Run	Operator
8:30 AM	Robina Baker Elementary School	AM Dropoff	66	66_AM	SPURRELL GREG
3:05 PM	Robina Baker Elementary School	PM Pickup	66	66_PM	SPURRELL GREG
3:31 PM	HIGHWOOD BLVD. / HIGHWOOD CR.	PM Dropoff	66	66_PM	SPURRELL GREG

For students not on transportation, the shortest walking path to school will be displayed, if this feature is turned on.

Student ID 104663661 — Tom Thomson, Grade 12, Ecole Secondaire Beaumont Composite High School, Eligibility: Walker, Travel Code: 16 Non-eligible Urban. This student is not assigned to transportation at this time.

Walking Directions (From School)
Start at BONIN CR for 240.38 m
Turn left onto WALKWAY for 55.62 m
Turn left onto WALKWAY for 312.76 m
Turn left onto 50 ST for 532.98 m
Turn right onto 50 AVE for 108.47 m
Turn left onto 51 ST for 120.59 m
Continue on WALKWAY for 197.97 m
Turn right onto WALKWAY for 122.87 m
Turn left onto WALKWAY for 134.43 m
Turn right onto 43 AVE for 76.14 m
Arrival at Ecole Secondaire Beaumont Composite High School
Total Distance: 1.90 km

Information

The Information section provides more detailed information about the student. This includes the student's enrollment and address information.

Field	Value	Field / Value
First Name	Tom	Last Name: THOMSON
Student ID	104663661	Grade: 12

Field	Value	Field / Value
School	Ecole Secondaire Beaumont Composite High School	District: Black Gold Regional Schools
Address (Home)	2 BONIN CR	Municipality: BEAUMONT
Province/State	AB	Postal/Zip Code: T4X 1S1

Contacts

Contacts displays student contact information, such as parents, sitters, etc.

Note: This toggle appears only if Site Administration > Settings >

ParentLogin_ShowContacts is set to true.

Type	Meets Bus	Name	Home	Work	Cell	Email 1	Notes
Contact1	No	JOHNSON, SALLY	780-987-3712		780-342-7031		
Contact2	No	JOHNSON, JOHN	780-987-3712		780-342-7031		

Online Forms and Requests

Users can access forms by opening **Online Forms and Requests** from the menu. This will open a list of available forms:

Home Public Parent

Online Forms and Requests

Name

[Demande de transport: Demande de transport](#)
[Transportation Request: Transportation Request](#)

School Year 2026-2027

Submitting a Form

1. Click on the name of the form.



BusPlannerWorkflow [Log In]

FORMS

← Forms

TRANSPORTATION REQUEST

INSTRUCTIONS: To be completed by parent/guardian and returned to the school administration office. Please allow for a delay of five business days (or 10 business days in September) from date of receipt for the requested change to come into effect.

Board: [Select] School: [Select] Grade: [Select]

Student Last Name: [Text] Student First Name: [Text] Gender: [F] Date of Birth: [Text]

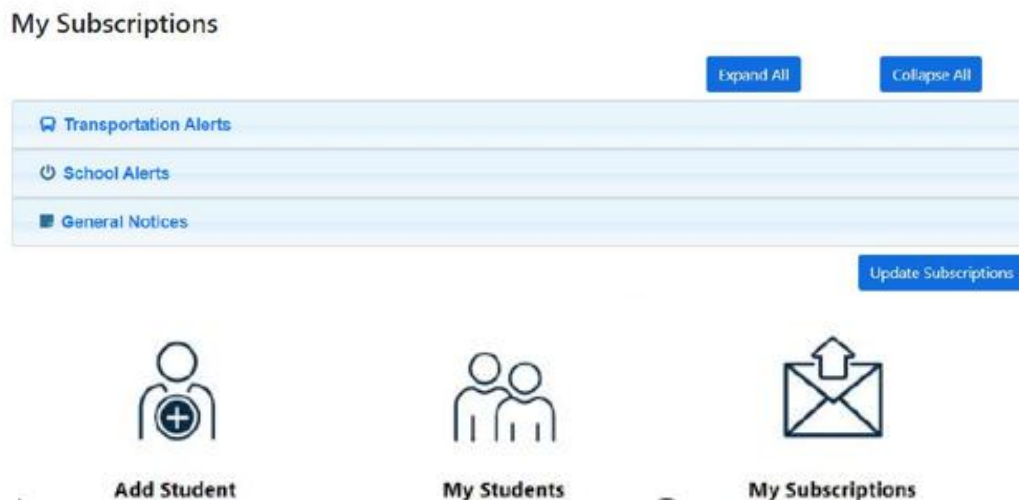
Student Number: [Text] OEN: [Text]

Section I – Request Type

- Fill out the form and click **Submit Request** at the bottom. (**Note:** These forms are custom to each transportation department.)
- The form will be sent to your office via BusPlanner Workflow.

Step 5 — Enable Alerts

Parents can click on the My Subscriptions icon in the Parent Portal to set up alerts for transportation (e.g. delays, cancellations), schools, and general notices. They can also automatically update their subscriptions to match their students' transportation and schools.



My Subscriptions

Expand All Collapse All

🔔 Transportation Alerts

🔔 School Alerts

📧 General Notices

Update Subscriptions

 Add Student
  My Students
  My Subscriptions

Transportation Alerts

The Transportation Alerts section allows parents to sign up for email subscriptions for an individual route.

My Subscriptions

Transportation Alerts

Transportation subscriptions are generally handled automatically as you manage students but adjustments can be made here.

Current Routes

Route #	Remove
66	

Add a Route

Bus Stop	Remove
Drop off: HIGHWOOD BLVD. / HIGHWOOD CR.	
Pickup: HIGHWOOD BLVD. / HIGHWOOD CR.	

School Alerts

General Notices

Update Subscriptions

To add a route:

1. Click **Add a Route**.

Add a Route

Find By

School Name

New

Riverview Middle School

Find

Add	Route #	Schools	Transfers
☐	53	John Maland High School,	

2. Under **Find By**, choose **Route**, **Bus Operator**, **School Board**, or **School Name**.
3. Choose a route, operator, district or school under **New**, and click **Find**.
4. In the results, check the box next to the **Route #** and click **Subscribe**.

School Alerts

The School Alerts section allows a parent to sign up for alerts indicating when a school is closed.

My Subscriptions

Transportation Alerts

School Alerts

School alert subscriptions allow you to receive all school alerts that are posted for specific schools.

Current Schools

School	Remove
Ecole Secondaire Beaumont Composite High School	
Robina Baker Elementary School	

Add a School

General Notices

Update Subscriptions

Add a Route

Find By

School Name

New

Riverview Middle School

Find

Add	Route #	Schools	Transfers
☐	53	John Maland High School,	

To add a school:

- Click **Add a School**.
- Under **Find By**, choose **Route**, **School Board**, or **School Name**.
- Choose a route, district or school under **New**, and click **Find**.
- In the results, check the box next to the **School Name** and click **Subscribe**.

General Notices

The General Notices are all-purpose messages the public may need to know.

- By default, parents will be automatically subscribed to General Notices.
- To unsubscribe, parents can uncheck the **Receive General Notices** box.

My Subscriptions

Transportation Alerts

School Alerts

General Notices

General notices are alerts that are not necessarily related to a specific school or set of transportation.

☒ Receive General Notices

Update Subscriptions

Automatically Update Subscriptions

Parents can update their Transportation Alerts and School Alerts to match their students' current transportation and enrollment:

1. At the bottom of My Subscriptions, click **Update Subscriptions**.
2. The Transportation Alerts and School Alerts will be updated.

Transportation Alerts

School Alerts

General Notices

Update Subscriptions