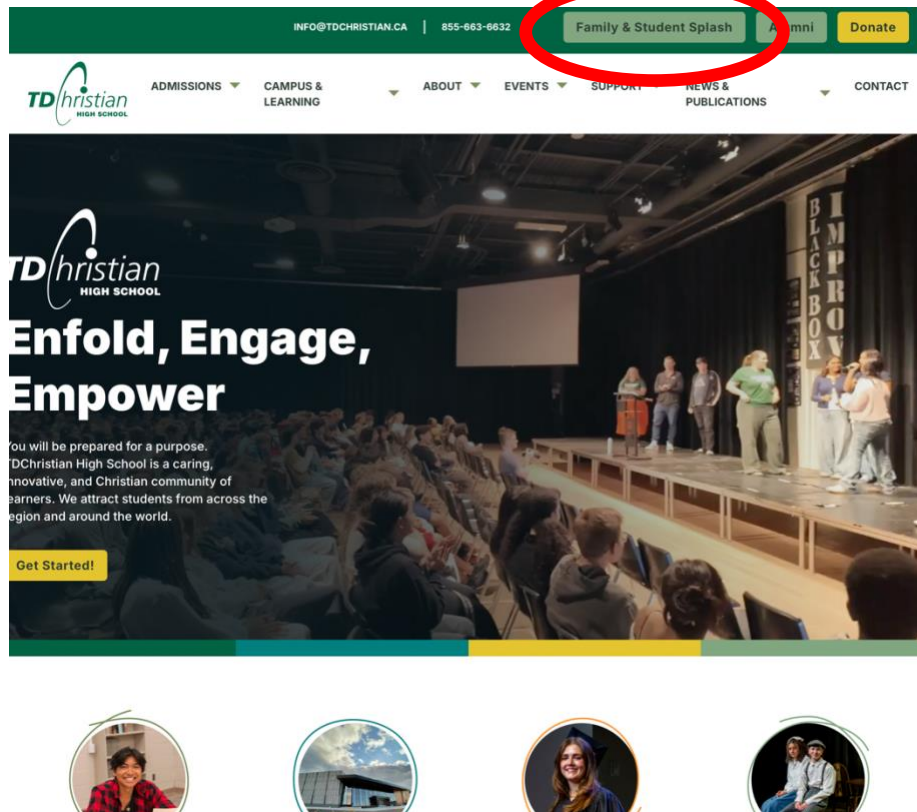
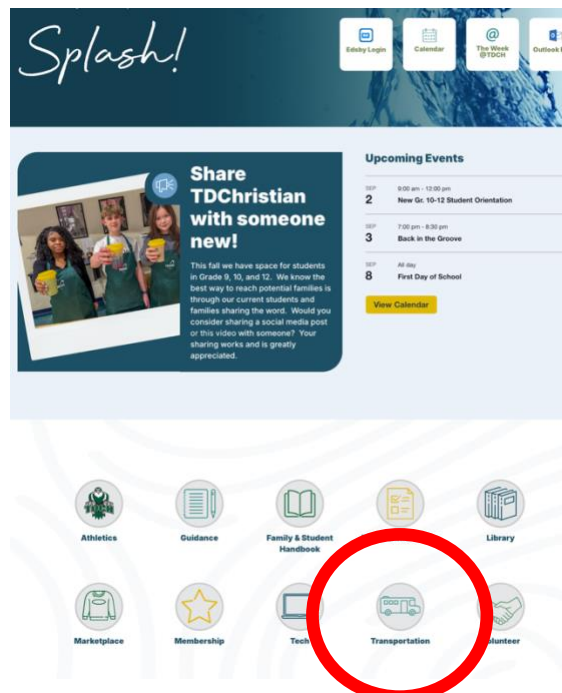


BusPlanner Web - Parent Portal Instructions

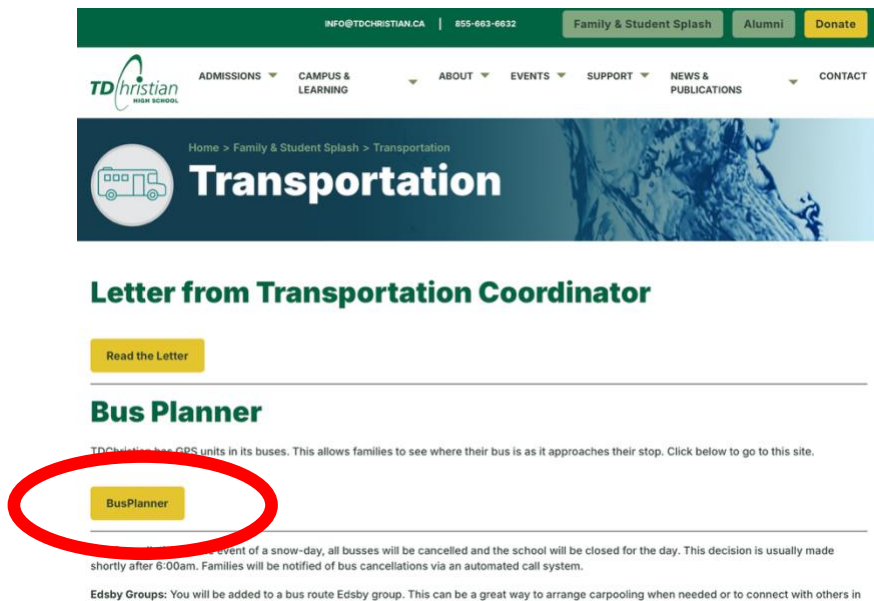
- 1) Navigate to the TDChristian website at www.tdchristian.ca
- 2) Look for the “Family & Student Splash” button at the top of the page



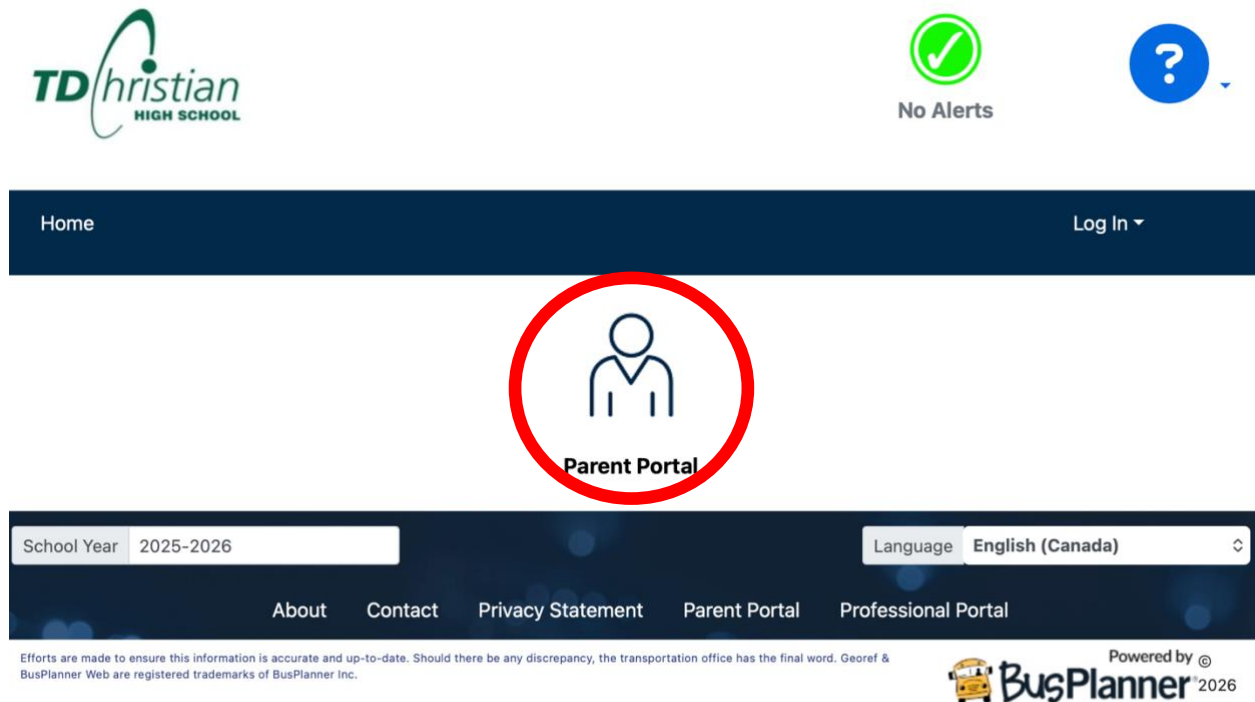
- 3) On the Splash page, scroll down and choose the “Transportation” icon



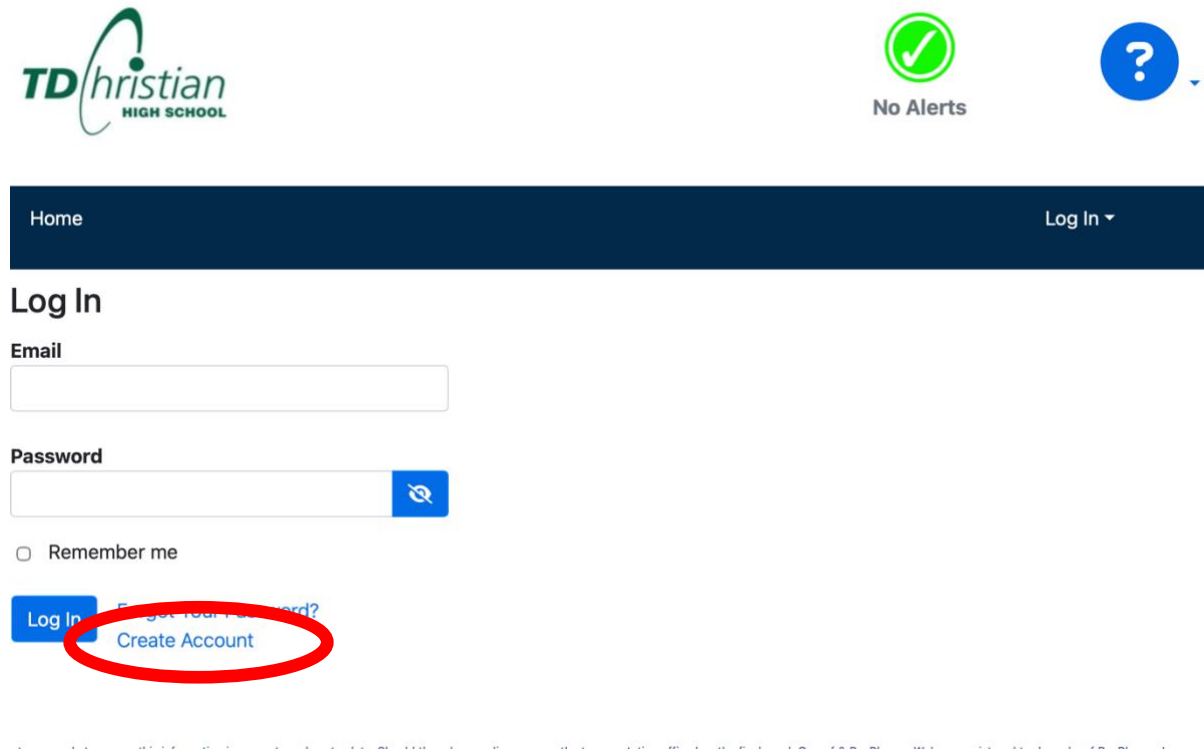
- 4) In the Transportation section, click on the yellow “BusPlanner” button. This button will take you directly to the BusPlanner web portal. It’s a great idea to bookmark the web portal on your device for easy access in the future.



- 5) Choose “Parent Portal”



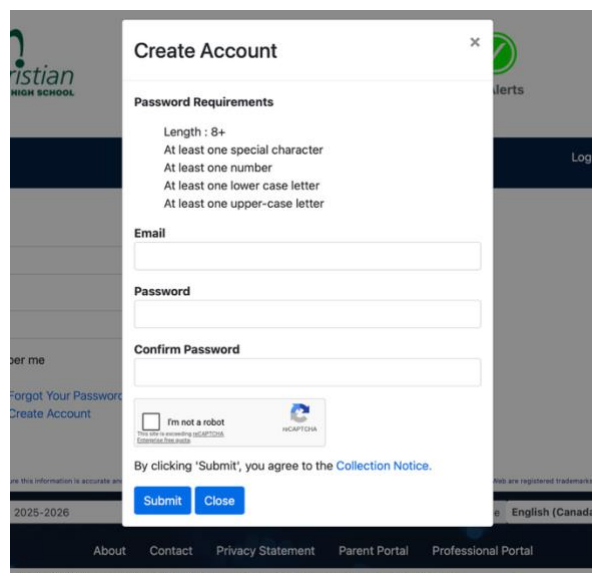
6) Choose “Create Account”



The screenshot shows the TD Christian High School website. At the top left is the school's logo. At the top right are a green 'No Alerts' button and a blue help icon. Below the header is a dark blue navigation bar with 'Home' and 'Log In' links. The main content area is titled 'Log In' and contains fields for 'Email' and 'Password'. Below the password field is a 'Remember me' checkbox. At the bottom of the login section are two buttons: 'Log In' and 'Create Account'. The 'Create Account' link is circled in red.

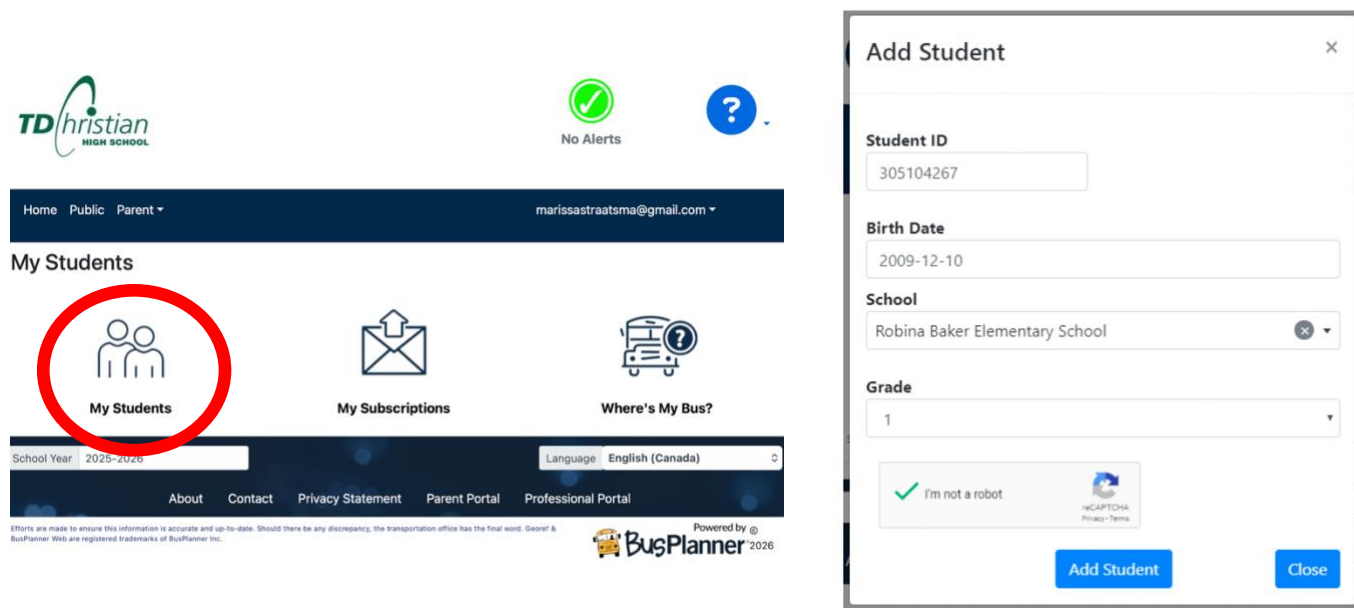
7) Using your email address, complete the “Create Account” pop up and set your password. You will receive a verification email and code in your inbox. Follow the instructions in the email to verify the account.

****Please note – BusPlanner accounts have been set up ONLY for the email associated with your name in Veracross. If you use a different email address, you will not be able to access your students’ information.**



The screenshot shows a 'Create Account' pop-up window. It includes a 'Password Requirements' section with the following criteria: Length : 8+, At least one special character, At least one number, At least one lower case letter, and At least one upper-case letter. Below this are input fields for 'Email', 'Password', and 'Confirm Password'. There is also a CAPTCHA section with the text 'I'm not a robot' and a 'Submit' button. At the bottom, there is a link to the 'Collection Notice' and a 'Close' button.

- 8) Once you have created your account and logged in, choose “My Students” and then “Add Student.” Complete the information in the pop-up box to connect your student with your account. (You will find your student’s ID number on the bus stop information sheet received in your August back-to-school mailing.

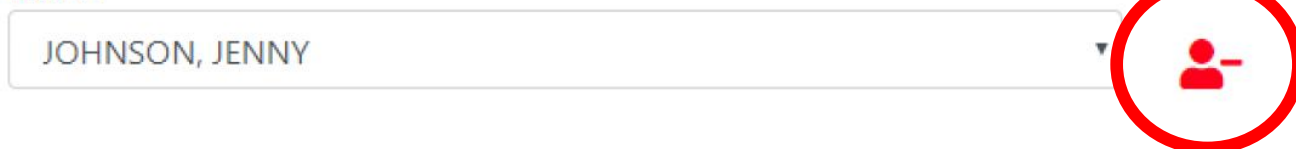


The image shows a screenshot of the TD Christian High School BusPlanner website. The top navigation bar includes links for Home, Public, and Parent, along with a user email address. The main content area features three icons: 'My Students' (circled in red), 'My Subscriptions', and 'Where's My Bus?'. Below these icons is a footer with links for About, Contact, Privacy Statement, Parent Portal, and Professional Portal. A 'Powered by BusPlanner 2026' logo is also present. To the right, a 'Add Student' pop-up form is displayed, containing fields for Student ID (305104267), Birth Date (2009-12-10), School (Robina Baker Elementary School), and Grade (1). The form includes a 'I'm not a robot' CAPTCHA and buttons for 'Add Student' and 'Close'.

- 9) Your student should now appear in the “Name” drop down box. Select their name and click the red “person” button to add them to your account.

My Students

Name



The image shows a screenshot of the 'My Students' section. A dropdown menu displays the name 'JOHNSON, JENNY'. To the right of the dropdown is a red person icon button, which is circled in red.

- 10) Once your student(s) is added to your account, you can follow their bus in real time by choosing the “Where’s My Bus” feature on the homepage.

PLEASE NOTE – Bus stop times and locations are also displayed in BusPlanner. We make every effort to update this information if there are any changes, but there are often lags or delays as the information needs to be shared with a third party. If there is a discrepancy between bus information you see in BusPlanner and the information you have received directly from the school, **always consider the information received directly from the school to be accurate.**