Anglophone School District South is excited to be releasing a new service to parents. Our Transportation Department has transitioned to new software and as a result, parents now have online access to their children's busing information. The online service also allows the public to subscribe to specific notification directly associated to their chosen bus (route) or school.

To access the new service use the following link and then choose

**PARENT PORTAL** 

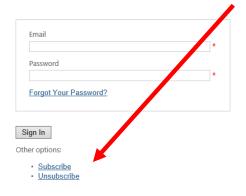
# https://bp.nbed.nb.ca/asds/







After choosing the Parent Portal, you will be provided a login screen, first time users will need to subscribe.

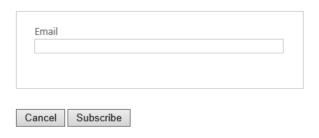


You will need to provide an email address and click the subscribe button.

## SUBSCRIPTIONS: SUBSCRIBE

If you would like to be notified via email when your children's bus has been cancelled or is delayed, please subscribe below by providing your email address.

Our automated system will send you an email confirmation containing a link that you will need to click to complete the subscription process. Once you have confirmed the subscription process, you will be able to select the school board and the specific buses for which you wish to receive notifications.



Our automated system will send you an email confirmation containing a link that you will need to click to complete the subscription process. The confirmation Email will come from "ASD-S Notification" and will resemble the email below. Click Confirm

From: ASD-S Notifications <asds.ptms@nbed.nb.ca>
Sent: Wednesday, July 19, 2017 3:26 PM
To:

Subject: Email Subscription: Action Required

Your email address was recently entered into Student Transportation Services Cancellation & Delay Notification Subscription System. To validate your request, please confirm this process by clicking the link below:

### Confirm

Clicking Confirm will prompt you for a password. Choose a password and complete the form, then click subscribe.

# New Password Confirm New Password Cancel Subscribe

At this point, you will be redirected back to the main logon screen.

Use your email address and the password you provided in the last step.

Email		*
Password		
		*
Forgot Your Password	<u>d?</u>	
Sign In		
ther options:		
• <u>Subscribe</u>		
<ul> <li>Unsubscribe</li> </ul>		

The default screen you will see is the following.



# From this screen, you can choose:

- My Information
  - o Email
    - Update or Change your email address
  - o Change Password
    - Choose a new password
  - o Language Preference
    - Change between English and French
  - o Status
    - Enable or disable your subscriptions

- \* If you setup "My Children" you will automatically be assigned to the school and bus notifications for your child/children. No need to manually subscribe to individual schools or bus routes.
  - My Subscriptions \*
    - Route Delays & Cancellations
      - Choose specific routes (bus ###) to receive notifications about
        - Can be filtered by District, School, or Route (Bus Number)
    - School Closures
      - Choose specific schools
    - o General Notifications
      - Choose whether to receive general notifications
        - School Closures
        - Route (Bus #'s) notifications
  - My Children
    - o Allows you to add the children in your care
      - You will need the following information
        - Student ID
        - Birthdate
        - School
        - Grade
    - Allows you to indicate whether you want to be notified of any transportation changes to your child.
- \* If you setup "My Children" you will automatically be assigned to the school and bus notifications for your child/children. No need to manually subscribe to individual schools or bus routes.

Once you have setup your child/children you can access the transportation details, student information properties as well as a map with house and stop based on the information we have on file for your individual student.

- Unsubscribe
  - o Removes you from notifications completely

- Sign Out
  - o Logs you out of the system

You also have the ability to export the Transportation details for your children to a pdf by clicking the To PDF button.

\*\* Any changes to pick up address, drop-off address or contact details should be directed to your local school. \*\*