

# Email Subscription Instructions

How-To Guide for Parents/Guardians/Students

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## How to Create an Account

1. Go to [triboard.mybusplanner.ca/login](https://triboard.mybusplanner.ca/login)
2. Click on “Create Account” below the Log In button.
3. Enter your preferred email address and password, then select the check box beside “I’m not a robot” and click the “Submit” button.
4. Add [noreply@triboard.ca](mailto:noreply@triboard.ca) to your safe senders list.
5. Check your email and follow the instructions to confirm your account

## How to Subscribe by Student

1. Go to [triboard.mybusplanner.ca/login](https://triboard.mybusplanner.ca/login) and log into your account
2. Click “Add Student”
3. Fill in the following information:
  - a. Student’s Ontario Education Number (OEN) found on their report card.
  - b. Student’s birthdate
  - c. School name
  - d. Grade
4. Review the information and click “Add Student” to save.

*Subscribing by student is recommended because it grabs all transportation attached to the student, including transfers. It will also update whenever there is a change to the student’s transportation, for example if they change schools or move.*

## How to Subscribe by Route or School

1. Go to [triboard.mybusplanner.ca/login](https://triboard.mybusplanner.ca/login) and log into your account
2. Click on “My Subscriptions”
3. Click on “Add Run” or “Add School” to add a new subscription
4. Select your preference from the “Find by” dropdown menu.
5. Select your preference from the “Run/ Route/ Bus Operator/ School Board/ School Name” dropdown menu.
6. Click “Find”
7. Put a check in the “Add” column.
8. Click “subscribe”

*Subscribing by route is useful if you have multiple riders on one route and want to minimize the number of notifications you receive. However, if their transportation is changed, you will need to subscribe to the new route and will still receive updates for the old route if you do not unsubscribe.*