

Good Day,

IMPORTANT UPDATED INFORMATION REGARDING TRANSPORTATION

You are receiving this message as students in your household are eligible for student transportation. **If you have not already register in the new HWSTS portal, please follow the instructions below**

As of August 22, please follow the steps below to access your child(ren)'s information via the online portal. Please keep in mind that last minute changes sometimes do occur and that it is important to re-check the information prior to sending your child(ren) to their assigned pickup location on September 6, 2022.

Go to www.hamiltonschoolbus.ca and click on the "Parent's Portal" on the Home page, OR "Bus Stop Finder" on the landing page.

EVERYONE MUST START BY "Creating a New Account"

Select '**Create Account**'. Fill in email address, password twice and click the 'Submit' button. You are now automatically subscribed to receive general email notifications.

Accessing Student Transportation Schedules and Subscribing for Bus Delay Notifications

1. Log into your Parent Portal account.
2. Click on '**Add Student**'.
3. Enter the student's Ontario Education Number (OEN); (OEN – this 9-digit number can be found on a past report card, **do not enter any dashes** (eg. 123456789))
4. Enter the House **Number (only the number is required from the address whether you have a city street number or a fire number if you have a rural address. Do not include unit or apartment number)**
5. Select the school from the drop down.
6. Select the Grade that your student is entering.
7. Click on the '**Add Student**'. You are automatically directed to the '**My Student**' page which will provide you with your child's Student Transportation Schedule. You are automatically subscribed to receive bus delay email notifications for your child's bus run(s), which you can view on the '**My Subscriptions**' page.
8. Repeat above steps 2 – 4 for additional children.

Thanks,

Your HWSTS Team