
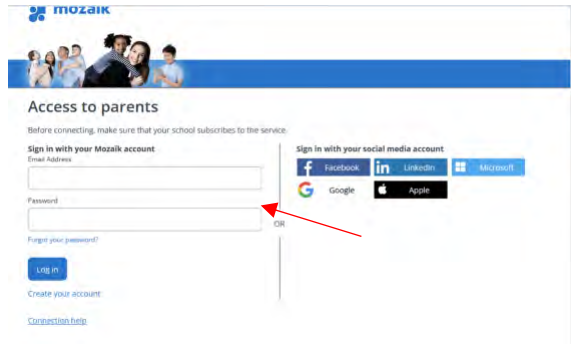
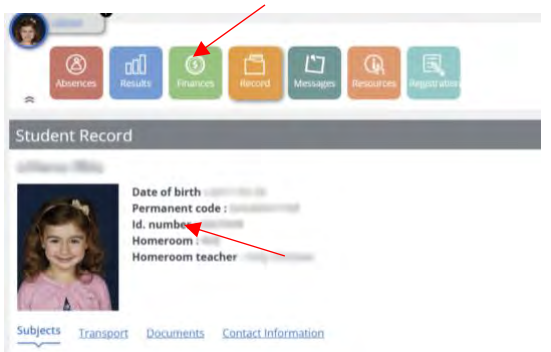




How do I sign up for bus alerts?

This document provides a visual explanation of how to sign up for bus alerts for your child's bus. Please note, to complete this process, you will need to have your child's **fiche number** handy (also referred to as **Id. Number**).

Your child's fiche number (Id. Number) can be easily be found in Mozaik, as follows:

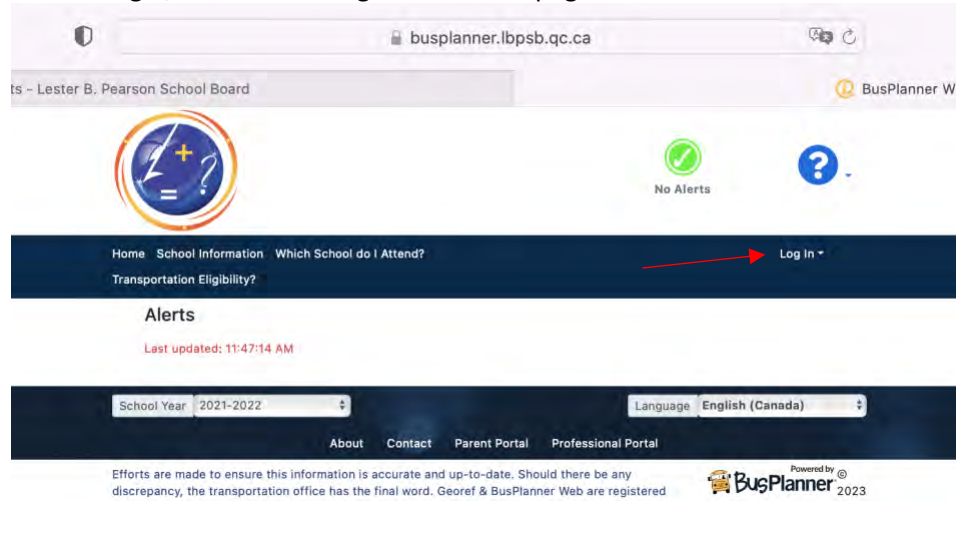
<p>Step 1: Go to Mozaik account - https://mozaikportail.ca and click login on the top right of the page</p> 	<p>Step 2: Enter your login information.</p> 	<p>Step 3: Click on the "Record" tab. The fiche number (Id. Number) can be found on the 3rd line.</p> 
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Now that you've taken note of the fiche number (Id. Number), we can proceed to signing up for bus alerts.

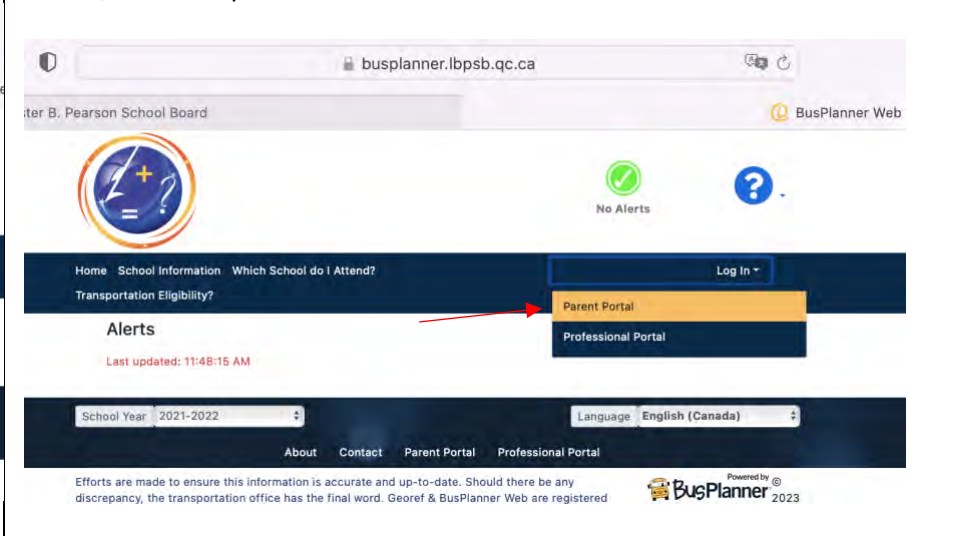
Go to Bus Planner Alerts: <https://busplanner.lbpsb.qc.ca/Alerts>

If you do not have an account you will have to start by creating one, in a few easy steps. If you already have an account, you can skip to Step 7.

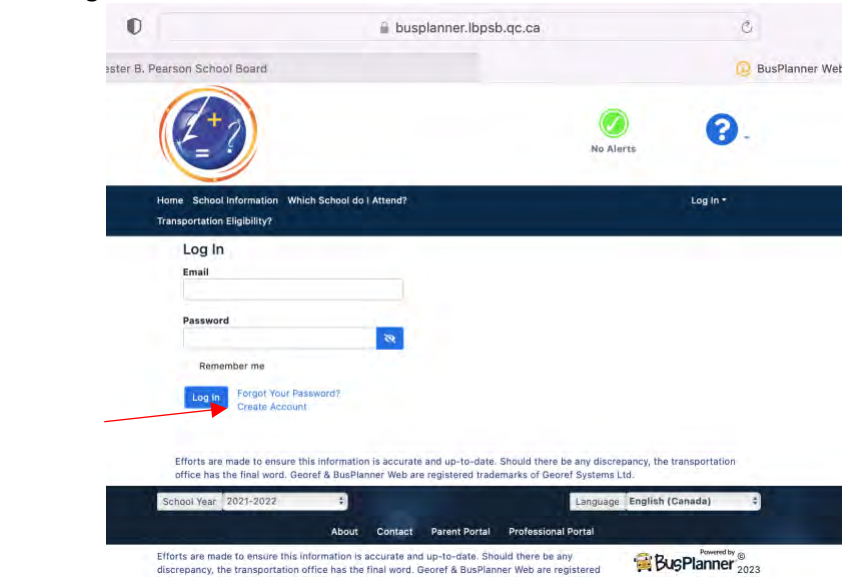
Step 1: Go to Bus Planner Alerts: <https://busplanner.lbpsb.qc.ca/Alerts> and click on login, found on the right side of the page.



Step 2: When you click on 'login', a drop down appears, click on "Parent Portal", the first option.

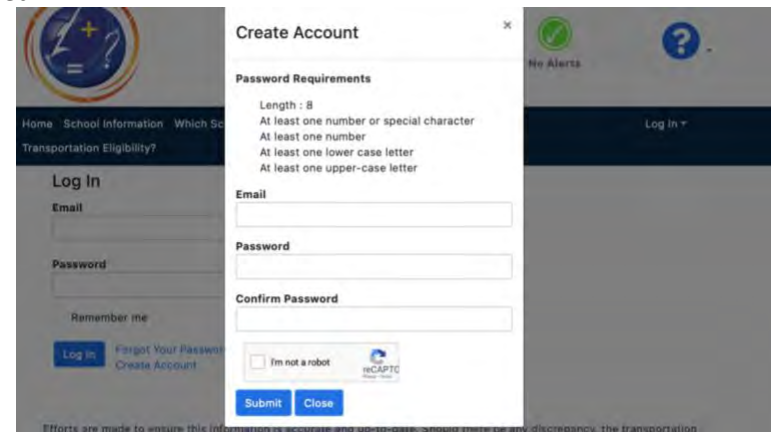


Step 3: Since you do not have an account, you will have to create one by clicking "Create an account"

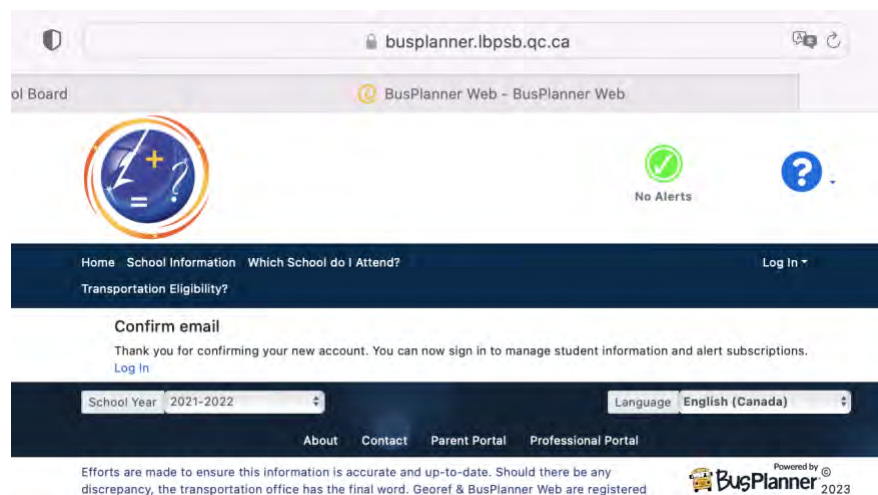


Step 4: A pop-up will appear on screen, complete the requested information using the email address where you would like bus alerts sent to.

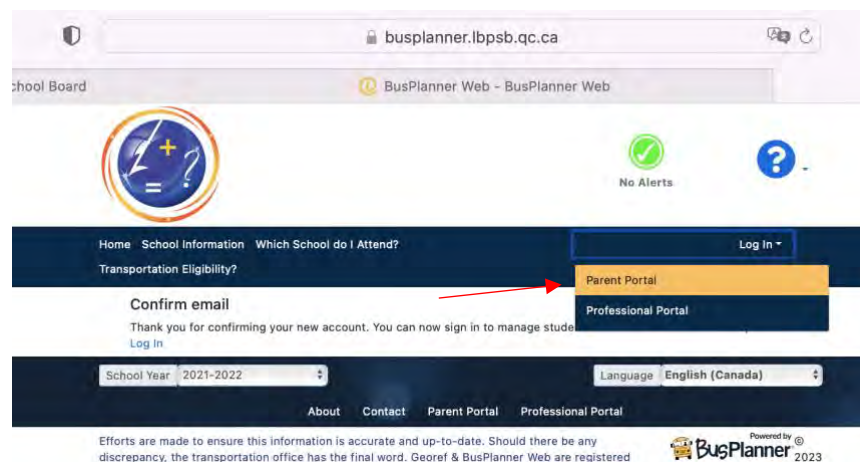
Once you complete this information, an email will be sent to your email account. You must validate your account via the email sent to be able to proceed.



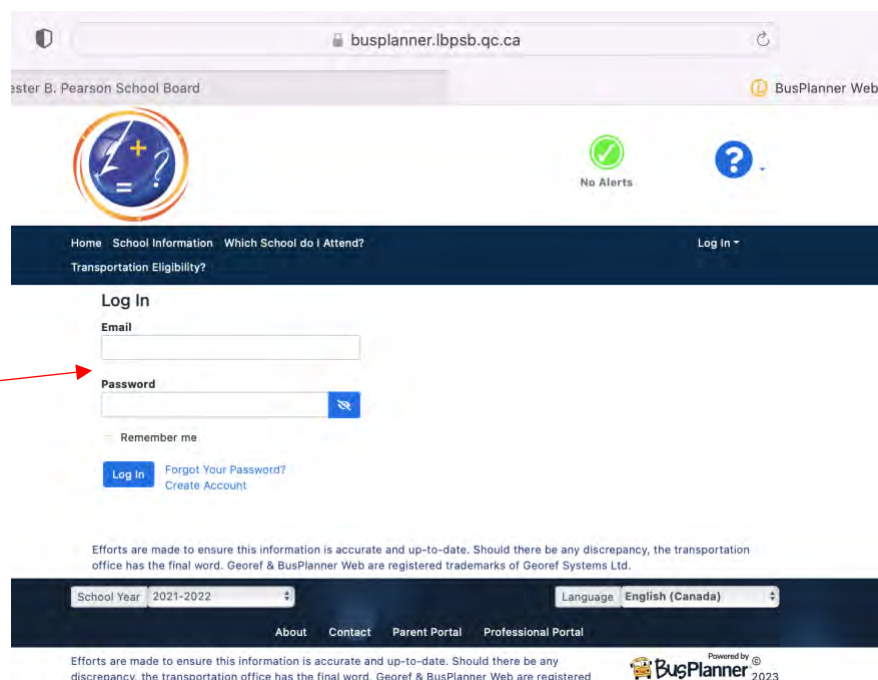
Step 5: When you click the link to validate your email, it will bring you to this page.



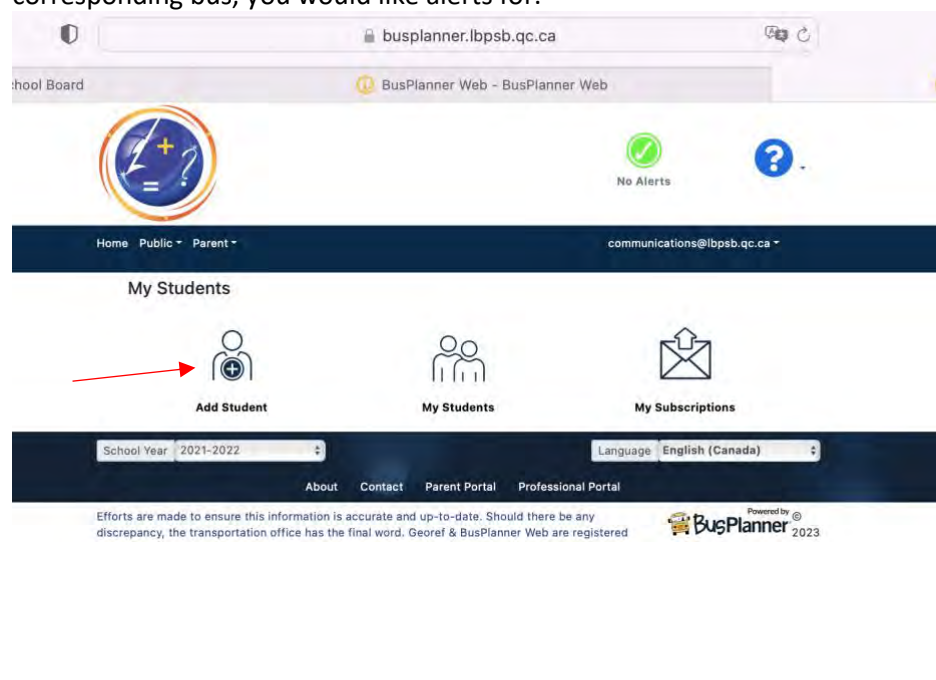
Step 6: Once again, you will click 'login' and select "Parent Portal".



Step 7: Now that you have an account, enter your login information.



Step 8: Now that you are logged in, you will see this page. To sign up for bus alert, click on "add student" so that you can identify which student, and corresponding bus, you would like alerts for.



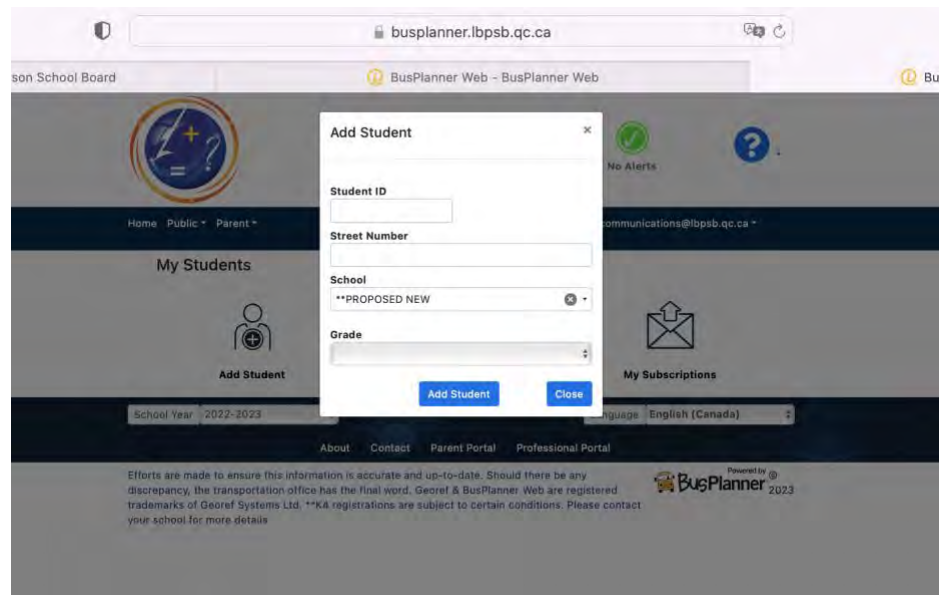
Step 9: Enter the information requested.

The Student ID is the fiche number (id. Number) that we noted earlier with Mozaik.

To note, the street number is only the number, and not the street name. For example, if the address is 1925 Brookdale, you would enter 1925.

The school is the school that your child attends.

The grade is the grade your child is in.



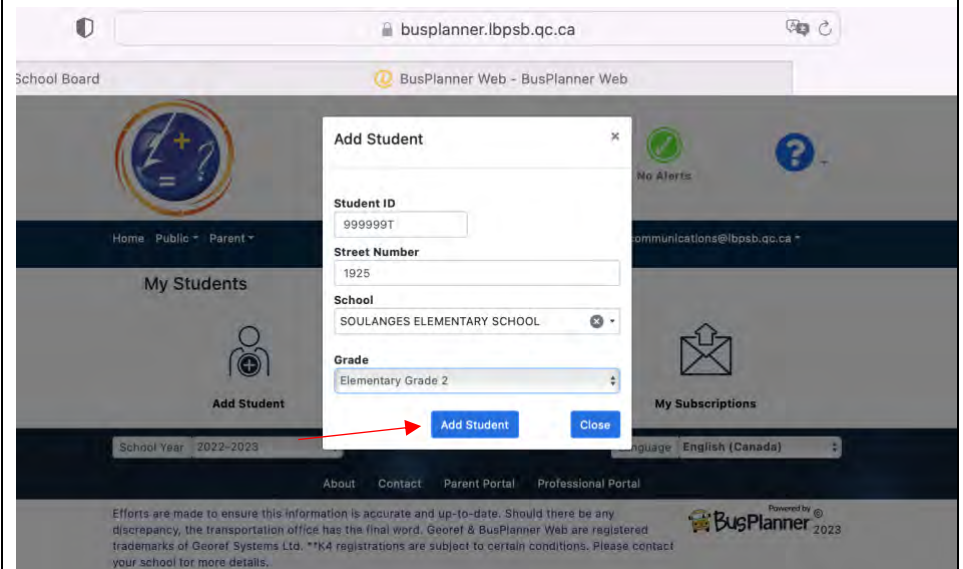
The screenshot shows the 'Add Student' form on the BusPlanner Web interface. The form is open and contains the following fields:

- Student ID:
- Street Number:
- School:
- Grade:

At the bottom of the form, there are two buttons: 'Add Student' and 'Close'.

Step 10: Once all the information is completed, click “add student”.

If you have more than 1 child, go back to Step 9, each child is added separately.



The screenshot shows the 'Add Student' form on the BusPlanner Web interface with the following information entered:

- Student ID: 999999T
- Street Number: 1925
- School: SOULANGES ELEMENTARY SCHOOL
- Grade: Elementary Grade 2

A red arrow points to the 'Add Student' button at the bottom of the form.

Step 11: Now you can see your child's name at the top and the details pertaining to their bus route below. You are now subscribed to bus alerts for the bus listed under "routes". To verify, click on 'my subscriptions', on the bottom right of the page.

busplanner.lbpsb.qc.ca

Alerts - Lester B. Pearson School Board

BusPlanner Web - B

No Alerts

Home Public Parent communications@lbpsb.qc.ca

My Students

Name: Child Jr, My

Transportation

999999T
 School: SOULANGES ELEMENTARY SCHOOL
 Grade: Elementary Grade 2
 Travel Code: B: Bussed
 Met at Bus: No

To School

Time	Stop	Time Of Day	Route	Operator
9:10 AM	3850 CHEMIN DE LA RIVIERE-BEAUDETTE; SAINT-TELESOPHORE; JOP 1Y0	AM Pickup	212	ALPHA GROUP
9:25 AM	SOULANGES ELEMENTARY SCHOOL	AM Dropoff	212	ALPHA GROUP

From School

Time	Stop	Time Of Day	Route	Operator
4:00 PM	SOULANGES ELEMENTARY SCHOOL	PM Pickup	212	ALPHA GROUP
4:09 PM	3850 CHEMIN DE LA RIVIERE-BEAUDETTE; SAINT-TELESOPHORE; JOP 1Y0	PM Dropoff	212	ALPHA GROUP

Information

Map

To PDF

Add Student My Students **My Subscriptions**

Step 12: Verify that the bus listed under "route" is the same bus indicated below. If it is, you have completed the process required to sign up for bus alerts to the email that you used to create your account.

To note, if you no longer wish to get bus alerts for this route, this is also where you could cancel alerts by clicking the red trash can.

busplanner.lbpsb.qc.ca

Alerts - Lester B. Pearson School Board

BusPlanner Web

No Alerts

Home Public Parent communications@lbpsb.qc.ca

My Subscriptions

Expand All Collapse All

Transportation Alerts

Transportation subscriptions are generally handled automatically as you manage students. However, you can still update your subscriptions here.

Current Routes

Route #	Remove
212	

Bus Stop

Remove
Drop off: 3850 CHEMIN DE LA RIVIERE-BEAUDETTE; SAINT-TELESOPHORE; JOP 1Y0
Pickup: 3850 CHEMIN DE LA RIVIERE-BEAUDETTE; SAINT-TELESOPHORE; JOP 1Y0

School Alerts

With school alert subscriptions, you can receive all school alerts that are posted for your children's schools.

Current Schools

School	Remove
SOULANGES ELEMENTARY SCHOOL	

General Notices

General Notices are alerts that are intended for all subscribers, not specific schools or routes.

Receive General Notices