St. Albert PUBLIC SCHOOLS

PORTAL AND BUSPLANNER CHIPMUNK APP

BusPlanner Transportation Portal Access:

Portal access requires an email and password. Follow the corresponding steps below if you are a new or existing subscriber:

New Subscribers
- Go to BusPlanner Web: https://saps.mybusplanner.ca
- Click the Parent Portal icon or link
- Click "Create Account"
- Enter an email address and password that complies with requirements
- Click "I'm not a robot."
- Click Submit
- An email from delaynotifications@spschools.org will be sent to the email address provided. If the email does not appear shortly, please check your spam folder.
- Click "Confirm" in the email, and a new browser tab will open.
- You can now access the Parent Portal with your email and password.

Existing Subscribers
- Go to BusPlanner Web: https://saps.mybusplanner.ca/Default
- Click the Parent Portal icon or link
- Enter your subscription email and password
- Click "Log In"

Once you log into the Parent Portal, follow the steps listed below

All options are located under the Parent dropdown menu
- My Students
- Online Forms and Requests
- My Subscriptions
- My Account

1) **My Account (Located under the Parent dropdown)**
- Click the "My Account" from the Parent dropdown at the top of the page.
- Click the box in front of "I want to receive email alerts" if not already checked
- Click "Mobile Numbers" and enter up to 5 numbers you wish to receive notifications
- Click the box "I want to receive text alerts"
- Click "Update"
  There is no cost to subscribe. However, cell plan and data rates still apply.

2) **My Students (Located under the Parent dropdown)**

- Transportation tab will display the schedule and route information for each selected student. You can change the student at the top of the page by using the dropdown menu.
- To add a student, click "Add Student" at the bottom of the page.
  - ○ Enter Student ID, School, Birthdate, School and Grade
  - ○ Click Add Student
- You will see transportation information, if your child is registered on the bus.

Follow the steps below to use the BusPlanner Chipmunk App on Android or iPhone:

New this year! Chipmunk App: allows you to see the approximate location and ETA of your child's bus as well as delay notifications if the bus is late.   St. Albert Public Schools late bus notifications are posted on the district website, sent via text message and now the **BusPlanner Chipmunk** App. The App is available for both Android and iPhone. Setting up the App is as follows:

- Download the **BusPlanner Chipmunk** App through the respective App Store on your phone
- Open the App
- Select "Setup" at the top right of the App
- Select St. Albert Public Schools
- Select "Login". Login using the parent portal account information you set up above or create a new account.
- If creating a new account in the app, add students (use the same information as in the parent portal to add students). If you use your parent portal login credentials your students will be listed.
- The main page will have three tabs (Alerts, ETA and Map) that refresh every 60 seconds or you can manually refresh them.
- Please make sure notifications for the **BusPlanner Chipmunk** App are turned on within your phone settings. Notifications will allow Alerts (delays or cancelations) as well as a choice of 5, 10 or 15 minute notice for the bus ETA (customizable in the settings page). ***Note: Data usage and rates will occur while using the BusPlanner Chipmunk App.***

If you have any questions, please contact Transportation Services at 780-419-6540 or transportation@spschools.org.