

December 15, 2020

Dear parents, guardians, and home-stays of TDChristian Students,

TDChristian offers GPS tracking of our school buses using a program called BusTracker. The current way you access BusTracker, by logging in with the email address [bustracker@tdchristian.ca](mailto:bustracker@tdchristian.ca), is being retired at the end of 2020 for security reasons.

Starting in January 2021, the new way to access BusTracker is to set up your own personal account. Once your account is active, you can “attach” students to your account and track their bus routes, and where the bus is along the route. *You can start using this service as soon as you create an account using the instructions below.*

To get started, complete the following steps.

### **Creating your BusTracker account**

Step 1: Surf to <https://tdch.mybusplanner.ca> in a web browser.

Step 2: Click on *Parent Portal*.

Step 3: Click the *Create Account* option near the bottom of the page. You will then be prompted to create an account by entering your email address and a new password, and then clicking *Submit*. Please note: you cannot enter the [bustracker@tdchristian.ca](mailto:bustracker@tdchristian.ca) address you used previously, you must use your own.

Step 4: In a few moments, you will receive an email asking you to confirm your account creation request. Click the *Confirm* link in the email. Your account has now been successfully created.

### **Adding students to your BusTracker account**

Step 5: Surf to <https://tdch.mybusplanner.ca> and log in with the email address and password you created in Steps 3 and 4.

Step 6: Click on *Add Student*. To add a student, you must enter their Student Number, their birth date and their current grade. Note: If you do not know the Student Number of your child, please see the **Appendix** following these instructions.

Step 7: If you have more students you wish to track, click *Add Student* again and repeat the previous step.

Step 9: When you are all done you can click *Where’s My Bus?* to track your student’s bus.

If you have any questions, please Edsby message Mr. Dykxhoorn.

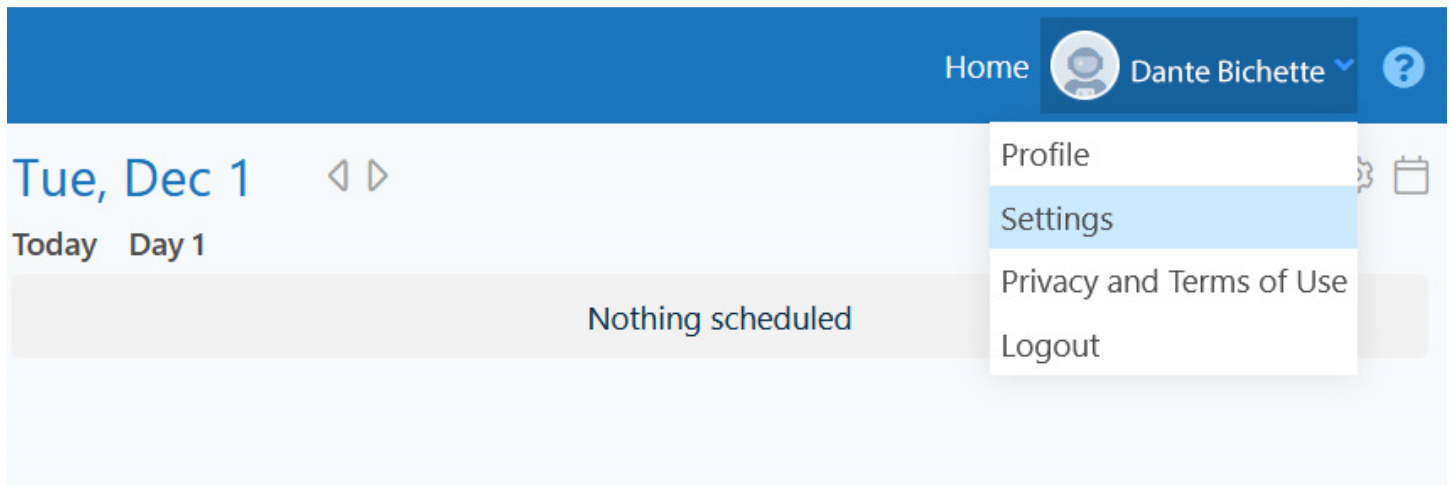
### **Appendix: Student Number**

To add a student to your BusTracker account, you are required for security reasons to enter some identifying information, including the student’s “Student Number”. What is a Student Number? A Student Number is the unique 7-digit number given to every student when they join TDChristian. (Note: this is different from a student’s OEN number which is a provincial tracking number but is not available in Edsby.)

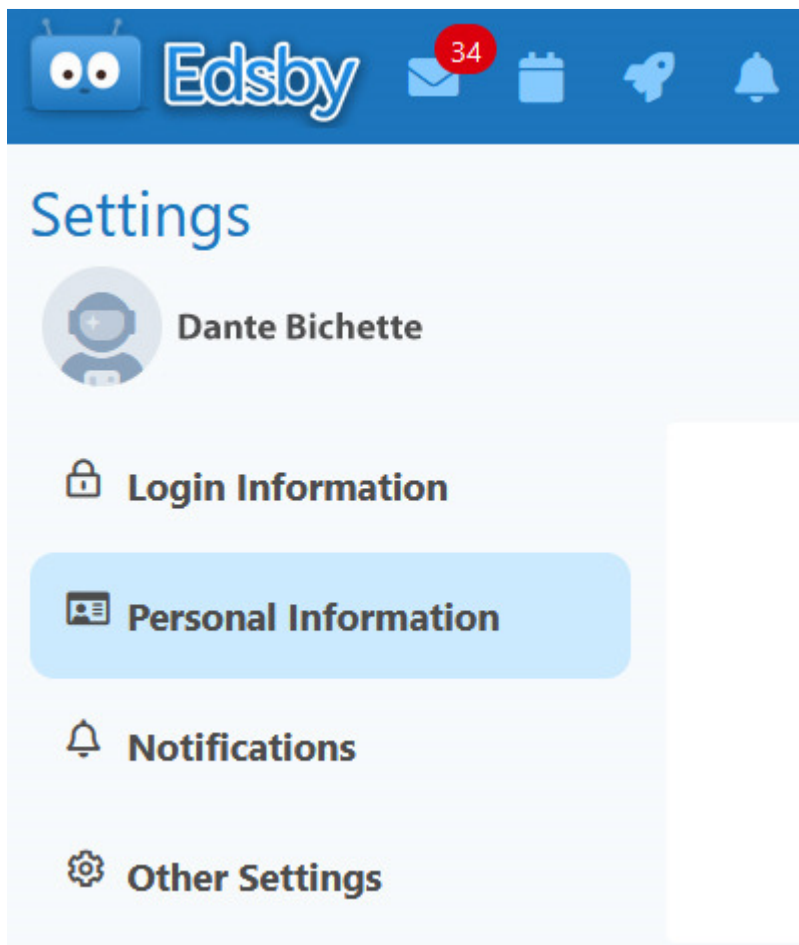
You can look up your child’s Student Number in Edsby. If you do not have an Edsby account, please email [passwords@tdchristian.ca](mailto:passwords@tdchristian.ca) to get set up with one.

Once you have an Edsby account, the following steps show you how to find your child's student number:

1. Log into Edsby at <https://tdchristian.edsby.com> and click the down-arrow to the right of your name in the top right corner. From the menu which drops down, select *Settings* as shown:



2. On the Settings page, select *Personal Information* on the left hand side of the page:



3. The *Personal Information* page will show you a lot of information about your account, including your child(ren) and their Student Number(s) at the bottom of the page:

The screenshot shows the Edsby user interface. At the top is a blue navigation bar with the Edsby logo, a notification bell with a red '34' badge, a calendar icon, a search bar with the text 'Search for anything', and a magnifying glass icon. Below the navigation bar is the 'Settings' section for user 'Dante Bichette'. On the left is a sidebar menu with options: 'Login Information', 'Personal Information' (highlighted in blue), 'Notifications', and 'Other Settings'. The main content area is titled 'Personal Information' and contains a table of user details.

Personal Information	
Name	Dante Bichette
Role / Title	Parent
Email	bichette@bluejays.com <a href="#">Send test email</a>
Address	21 BlueJays Way, Toronto, ON W1N N0W Canada
Phone Numbers	Work: (416) 555-1212
Students	<b>Bo Bichette (Son)</b> 2016011

4. In the above example, the Student Number would be 2016011.