

Parent Portal Account

Parents or students wanting to confirm busing information require a Parent Portal account.

A valid email address will be required to authenticate your account and the email address will need to be on file at the School – listed within the student record.

Parent Portal subscriptions email subscribers Delay and Cancellation information.

The Parent Portal is available via this link www.transportation.steo.ca



To Create a Parent Portal Account

1. Click on the Parent Portal Icon
2. Select **Create Account**

Log In

Email

Password

This field is required.



☐ Remember me

Log In

[Forgot Your Password?](#)

[Create Account](#)

3. Enter your Email address, Password, Confirm Password, Check the “I’m not a robot” Captcha box and then click on submit

Create Account

×

Password Requirements

Length : 8
At least one number or special character
At least one number
At least one lower case letter
At least one upper-case letter

Email

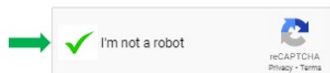
Enter your email address in this field

Password

Enter your desired password in this field

Confirm Password

Confirm your desired password in this field



By clicking 'Submit', you agree to the [Collection Notice](#).

[Submit](#) [Close](#)

4. After clicking on “Submit”, you will see a message “An email has been sent to this address. Please check your email and confirm your account.” You are required to click on the link within the email to confirm/validate the creation of your account.

An email has been sent to this address. Please check your email and confirm your account. [×](#)

Log In

Email

Password

This field is required. [🗕](#)

☐ Remember me

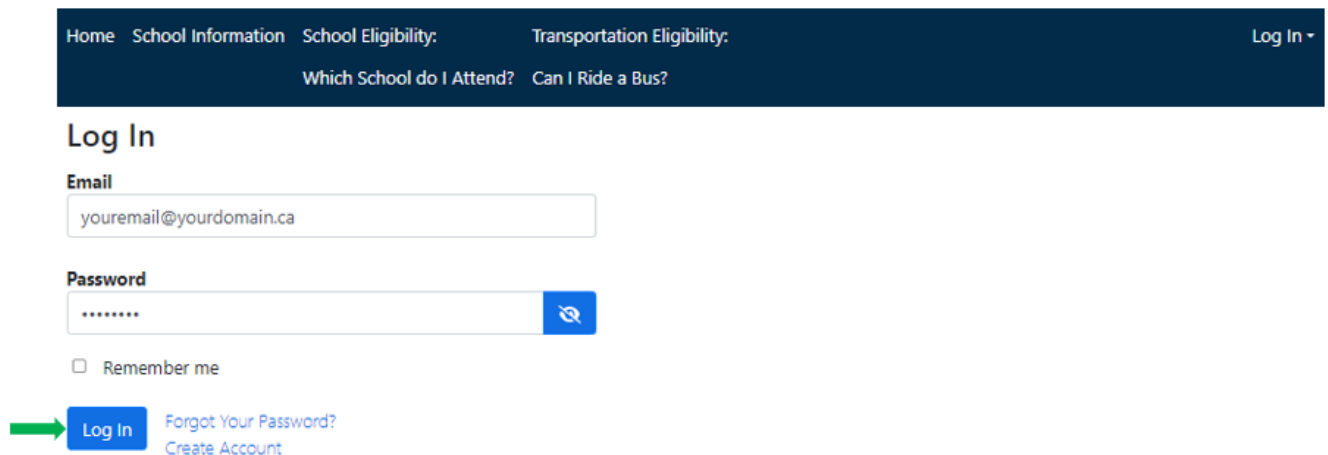
[Log In](#)

[Forgot Your Password?](#)

[Create Account](#)

Logging in to the Parent Portal Account

1. If you have just created a Parent Portal account, and have validated the you will then be on the Login Screen. Enter your email address and Password and click on the Log In link on this screen.



The screenshot shows the top navigation bar with links: Home, School Information, School Eligibility: Which School do I Attend?, and Transportation Eligibility: Can I Ride a Bus?. A 'Log In' link is in the top right. Below the navigation bar is the 'Log In' section. It contains an 'Email' input field with the placeholder 'youremail@yourdomain.ca', a 'Password' input field with masked characters and a toggle icon, and a 'Remember me' checkbox. A green arrow points to a blue 'Log In' button. To the right of the button are links for 'Forgot Your Password?' and 'Create Account'.

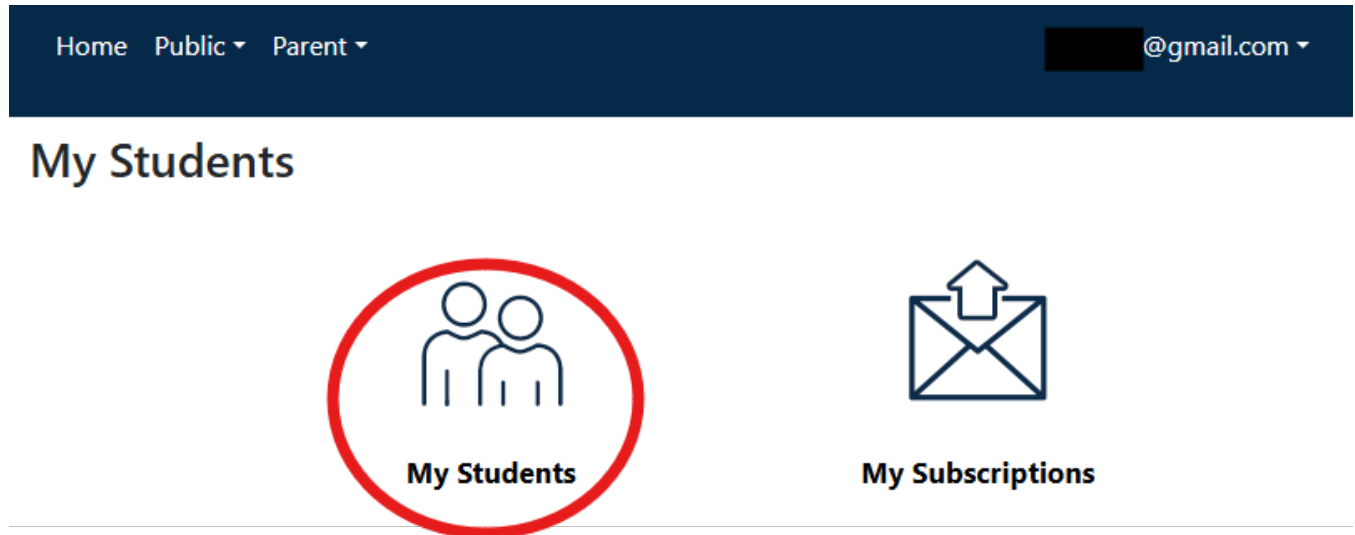
If you are returning back to this website www.transportation.steo.ca at a later point in time you will need to click on the Parent Portal icon in order to login to correct location.

Note: The website address can be bookmarked for easier future access.



“My Students” within the Parent Portal Account

1. Login to the Parent Portal. Then click on the **My Students** icon – any student that has your email address as part of the student record will be displayed.



2. If your child(ren) are not being displayed, contact the school and request that your email address is added to your child(ren) student record.
3. After an email address has been added into the student record by the school, allow for 1 business day for the information to be updated into the STEO transportation software system.
4. The transportation information will include pick up time from the morning address, drop off time at the school, pickup time from the school and drop off time at the home address.

5. NOTE: If there is an “Effective” date being displayed, that indicates that the transportation is only in effect for a future date – it is not currently available.

Example: (Eff: 2023-11-01)

Student Summary

0: Jamie		Eligibility Unknown	Schedule Unknown	Met at Bus No
To School (Eff: 2023-11-01)				
Pickup	6027U: 6027RO-2a	Time 8:53 AM	Operator Roxborough Bus Lines Ltd.	
COUNTY RD 15				
Drop off	6027U: 6027RO-2a	Time 9:25 AM	Operator Roxborough Bus Lines Ltd.	
St. Andrew's CS, 613-932-6592, 17283 Dundas St, South Stormont/St Andrews West				
From School (Eff: 2023-11-01)				
Pickup (TWRF)	6027U: 6027RO-2p	Time 3:55 PM	Operator Roxborough Bus Lines Ltd.	
St. Andrew's CS, 613-932-6592, 17283 Dundas St, South Stormont/St Andrews West				
Drop off (TWRF)	6027U: 6027RO-2p	Time 4:27 PM	Operator Roxborough Bus Lines Ltd.	
COUNTY RD 15				

[View Details](#)

6. Parents can customize their **Transportation Alerts** and **School Alerts** to add additional Runs or Schools however generally, the Runs and Routes will automatically be listed within the My Subscriptions based on your email address within the student record. Click on **My Subscriptions**, at the bottom of the Parent Portal page.



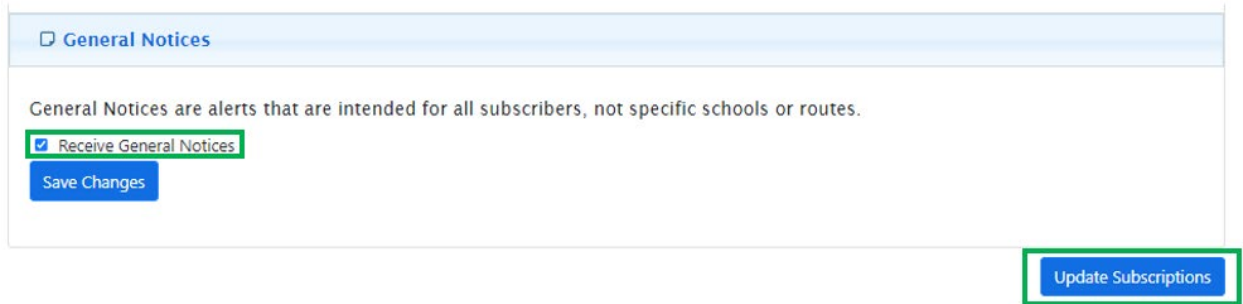
My Students



My Subscriptions

7. General Notices – this setting is recommended – when this option is checked, email notifications will be sent for General Notices – these General Notices are used for Inclement Weather days – when all school transportation has been cancelled.

After updating any of the “My Subscriptions” make sure to click on “Update Subscriptions” to save your changes.



The screenshot shows a web interface for managing subscriptions. At the top, there is a light blue header bar with a square icon and the text "General Notices". Below this, a paragraph states: "General Notices are alerts that are intended for all subscribers, not specific schools or routes." Underneath the paragraph, there is a checkbox labeled "Receive General Notices" which is checked. To the right of the checkbox is a blue button labeled "Save Changes". At the bottom right of the interface, there is a blue button labeled "Update Subscriptions". Both the "Receive General Notices" checkbox and the "Update Subscriptions" button are highlighted with green rectangular boxes.

Check back frequently especially during the school startup period to ensure you have the most accurate and up to date information.