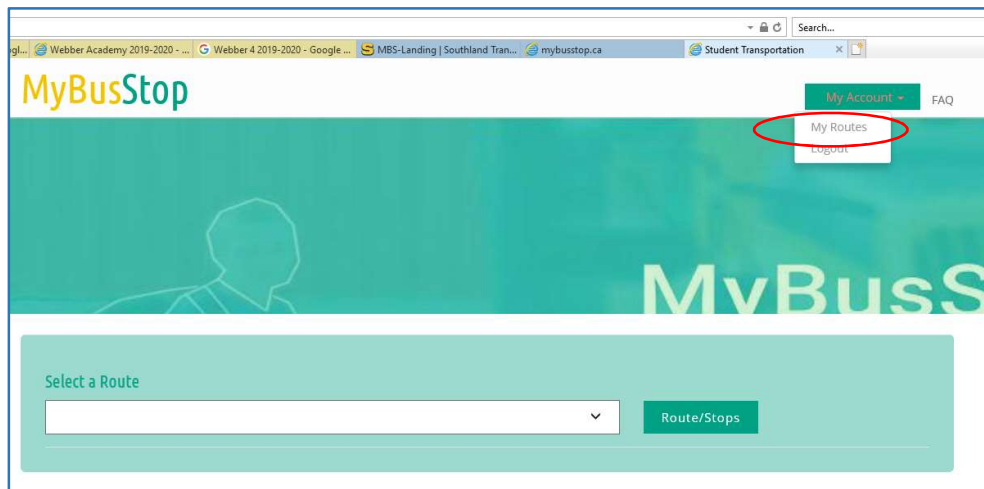
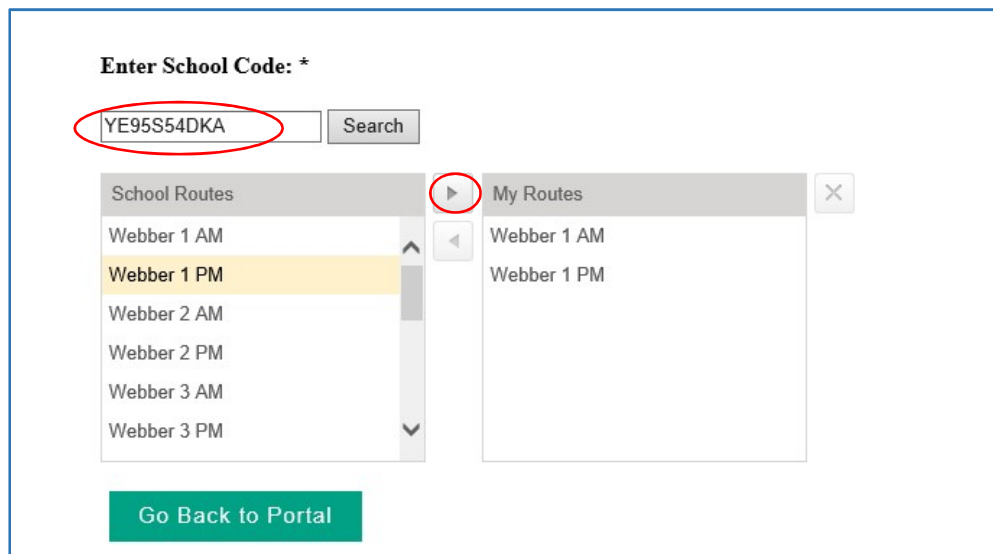


[How to Set Up Your MyBusStop Account](https://www.mybusstop.ca)

1. Visit www.mybusstop.ca
2. For First Time Users - please register. You will need the 2021-2022 school code, as provided in MyCBE/PowerSchool.
3. For those already Registered, you will need the 2021-2022 school code, as provided in MyCBE/PowerSchool. Please note, the code changes each school year, and you have to re-select your routes.
4. To select your route:
 - i. Under “My Account”, select “My Routes”



- ii.
 - a. Enter your 2021-2022 School Code, select “Search”
 - b. Highlight the relevant route and move it to the “My Routes” column. This will need to be completed for all components of the bus route, such as AM, PM and Fri PM.
 - c. Select “Go Back to Portal” once all of your chosen routes have been moved to the “My Routes” column.



How to Set Up Your MyBusStop Account

- iii. To view your route:
 - a. Select the relevant portion of the run (AM/PM/Fri PM) from the drop-down menu.
 - b. Select “Maps” if you wish to view the bus’s progress in real time (which is updated every minute).

The screenshot displays the MyBusStop web application interface. At the top, a teal header contains the text "Select a Route". Below this, a white input field shows "Douglasdale A AM (2022) MTWRF AM" with a red circle around the dropdown arrow on the right. To the right of the input field is a green button labeled "Route/Stops". Below the header, the interface is split into two main sections. On the left, under the heading "Route Status", there is a "BUS#" field with a yellow background, followed by sections for "Est Delay by GPS", "Dispatch Comments" (showing "No School"), and "Carrier's Announcement". On the right, there are two tabs: "Map" and "Route/Stops". The "Map" tab is selected and highlighted with a red circle. The content area under the "Map" tab is currently blank, showing a light gray background.

- 5. Set up your MyBusStop account on your phone from Google Play or Apple App Store to access MyBusStop on your smart device.

Although we do our best to ensure MBS is functioning smoothly and accurately, there are occasional technical glitches. Should you have any questions or concerns, or spot a problem, please email admin@mybusstop.ca or complete the Troubleshoot Form at <http://www.southland.ca/mbs-landing/>.