

How to Create Your BusPlanner Parent Account

Parents/Guardians can create a **BusPlanner Parent Portal account** to view their child's bus transportation information, including bus assignment, pickup and drop-off information, and other transportation updates. Parents may also be able to receive transportation alerts and notifications through the Parent Portal.

Step 1: Access BusPlanner

Go to: hcs.mybusplanner.com

Step 2: Create Your Account

1. Click Create Account.
2. Enter your email address that is listed in your child's school/student information system
3. Create a password that meets the requirements shown on the screen.
4. Check the box confirming that you are not a robot.
5. Click Submit.

Step 3: Verify Your Email

After submitting your information, BusPlanner will send a confirmation email to the email address you entered.

1. Check your email for the BusPlanner confirmation message.
2. Open the email and click the link provided.
3. Follow the instructions to verify your account and finish setting up your password.

Be sure to complete this verification step. Your account will not be fully activated until you confirm your email.

Step 4: Add Your Student

After logging into the Parent Portal:

1. Select **My Students**.
2. Click **Add Student**.
3. Enter the information requested to verify your student.
4. Complete the **I'm not a robot** verification.
5. Click **Add Student**.

Once your student has been successfully added, your child's name should appear in your **My Students** section.

Step 5: View Bus Information

Once your student is linked to your account, you can select your child's name to view available transportation information.

Depending on the information provided by the school district, this may include:

- AM bus assignment
- PM bus assignment
- Pickup location
- Drop-off location
- Pickup and drop-off times
- Route/run information
- Transportation alerts
- Bus delays or other notifications
- Real-time bus location/GPS, if available

BusPlanner's Parent Portal is designed to give families access to their student's transportation information and, where enabled, transportation alerts and real-time bus information.

Important Information

If you are unable to add your student:

The email address used to create your BusPlanner account may need to match the parent/guardian email address on file with the school. If your student does not appear or cannot be added, please contact your child's school data entry representative to verify that your contact information is correct.

If you forget your password:

Select **Forgot Your Password?** on the BusPlanner login screen and follow the instructions to reset your password.

If you have more than one student:

You can add additional students to the same Parent Portal account. Once they are added, you can select the student's name to view each child's transportation information.