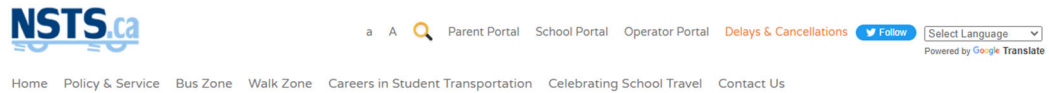## To Create or Log into a NSTS Account:

Step 1 – Please visit the www.nsts.ca and select Parent Portal tab located at the top of the NSTS.ca page home page.

Step 2A– If you have already created an account, please enter your email address in the User Name area and your Password when prompted.

- If you don't remember your password, you can select "Forgot your Password?".

- This will allow you to reset the password. A confirmation email will be sent to your email account advising that a change has been made and you will need to follow the email instruction to activate this new password.
- If you do not see a confirmation email, please remember to check your Spam/Junk mail folder as it may have been directed to that location.

Step 2B - If you do not already have an account, please select **"Create Account"**

- Please enter the email address that you wish to use
- Please select a password for this account using the security format

Log In

User Name

Password

☐ Remember me

Log In   Forgot Your Password?
Create Account

You will be directed to a new page that looks like this: NOTE – Password needs to be 8 letters then add the Special character, number etc. For example: Elephant4%

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

Password

Confirm Password

☐ I'm not a robot   reCAPTCHA
Privacy - Terms

Submit   Close

Enter your email address and create a password that follows the Password Requirements. Check off "I am not a robot" and select Submit.

You should receive a message that says.

An email has been sent to this address. Please check your email and confirm your account.   ✕

- Please check your email account for the confirmation email. If you do not see this in your inbox, please check to see if it was directed into your junk /spam folder.
- Follow the directions in this email to confirm your nsts.ca parent account was created.

You are now ready to add your child's student profile to your account.

- At the botton of this page please select the Add student icon

Add Student   **My Students**   **My Subscriptions**

- This will bring you to the following screen
-

Add Student   ✕

Student OEN

Birth Date (YYYY-MM-DD)

2009-04-01

School

A N Myer Summer School   ⊗ ▾

Grade

7   ⌄

Add Student   **Close**

- **Student OEN**
  Is the child's Ontario Education Number which is the number that the province assigns to each student and will follow the student to any school that they may attend in the province of Ontario. This is number is located on the student's report card and is a 9 digit number.
  Please enter this number **WITHOUT** dashes or spaces
- **Birth Date (yyyy-mm-dd)**
  Please enter the child's birth date USING the dashes between the year and month and month and day as noted above or use the calendar to select the year, month and day.
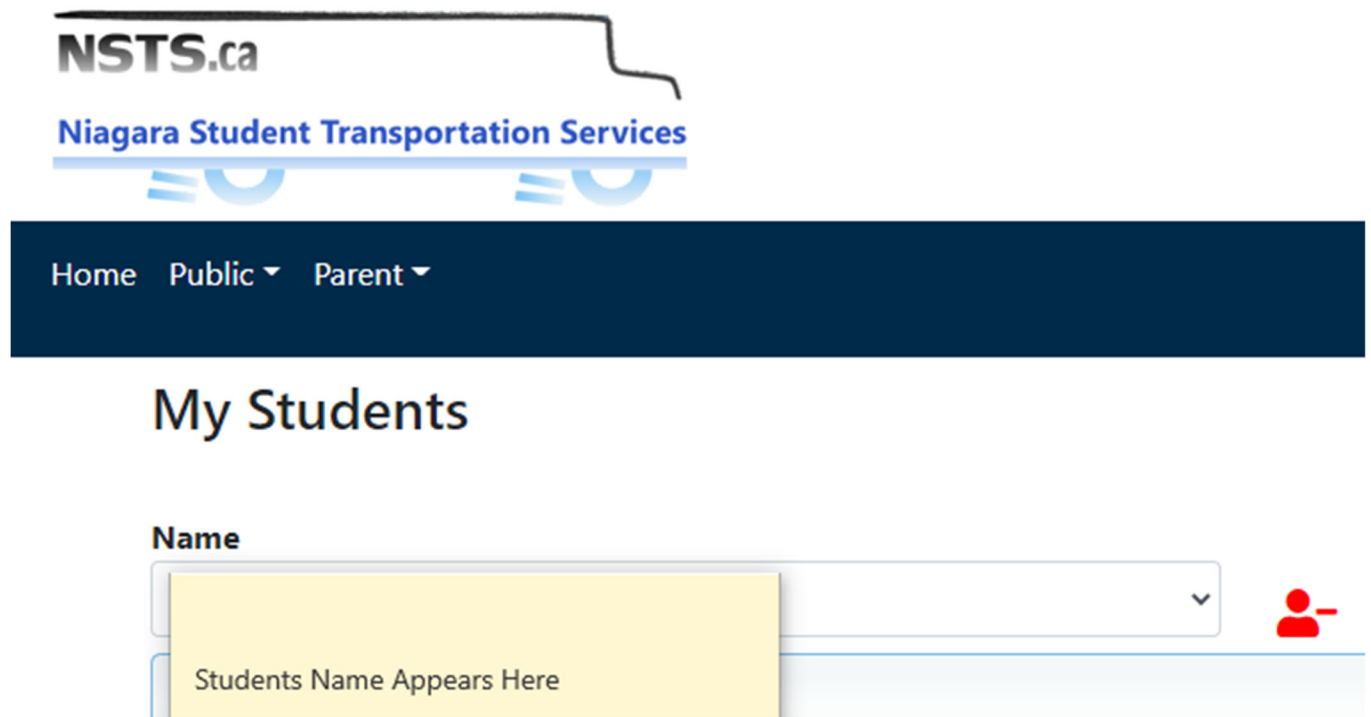- **School**
  Enter the school that the student will be attending
- **Grade**
  Enter the grade the student is registered in

  Click the blue button at the bottom of the screen that indicates Add Student.

  This will now take you to the next screen to view the transportation details for this student.

- Please note that if you have entered more than one student to your profile you can use the drop-down arrow to the right of the name to view the other children's names and their bussing details.
- The red icon to the right that displays a student's name with a dash is there to remove a student from your profile.

  Once you see the transportation details you can then click on the Link to complete Opt-In/Opt-Out Form (yellow page icon) as seen below to declare if you require bus service for your child or if you wish to not use the bus service.

🚌 Transportation

School	Grade	Eligibility	Travel Code	Met at Bus

Transportation details will appear here for your child

Link to complete Opt-In/Opt-Out Form 📄

🚌 Transportation

School	Grade	Eligibility	Travel Code	Met at Bus

Transportation details will appear here for your child