

## **HOW TO SUBSCRIBE FOR LATE BUS EMAIL NOTIFICATIONS**

1. Log onto [www.haltonbus.ca](http://www.haltonbus.ca)
2. Click on **New Email Subscribers Login**, found on the home page of the website
3. Type in your **Student Information** and click 'Login'
4. Type in your **E-mail address** and click 'Subscribe'

[Sign Up for Email Notifications](#)

[New Email Subscribers Login](#)

(You will receive the following message 'An email has been sent to this address. Please check your email and confirm the subscription'.)

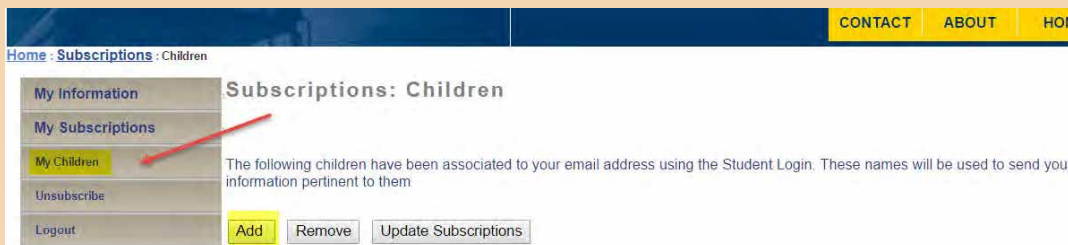
5. **Open the email you receive from 'inquiry@haltonbus.ca' and click 'confirm'**

(You will receive the following message; 'Thank you for confirming your subscription. Your password has been emailed to you and you may now manage your Subscriptions'.)

## **MANAGE YOUR SUBSCRIPTIONS**

After you confirm your subscription click on 'Subscriptions' link or you can log in to your account.

- To associate your child/children with your email address and view their bussing information, **click on 'My Children' and click on the 'Add' button**



- **Type in the student's ID (OEN number), Street Number, School and Grade. Click on the 'Add Child' button.** You will see the name(s) of the student(s) you have added.
- To verify your subscriptions, **click on 'My Subscriptions', and click on "Route Delays & Cancellations'.** You will see the route notifications listed under Current Subscriptions.



- You will automatically be subscribed to receive general notice emails and notifications when all transportation is cancelled due to inclement weather.

## **HOW TO LOG IN TO YOUR ACCOUNT**

- Go to [www.haltonbus.ca](http://www.haltonbus.ca)
- Under the DELAYS menu, go to the 'Login and Manage my Email Subscriptions' page
- Type in your email address and password then click login

**Here you can view your subscriptions by route and/or children. Under 'My Information', update email address and password.**