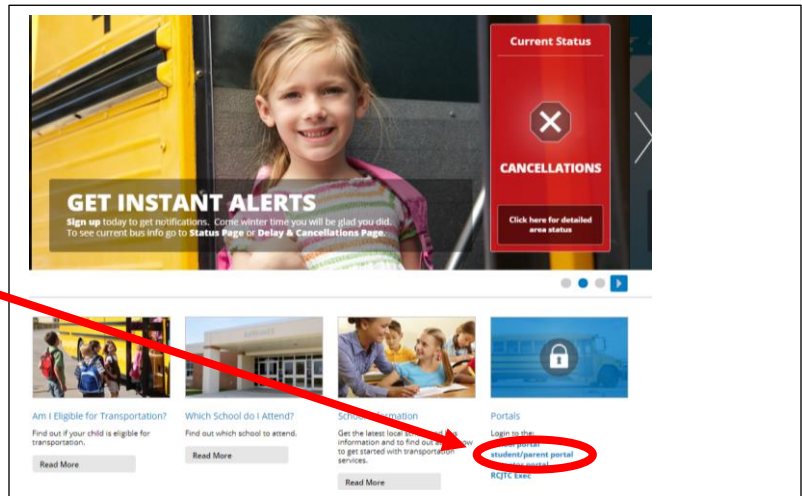


RCJTC INSTRUCTIONS FOR SIGNING UP FOR EMAIL NOTIFICATIONS

STEP 1

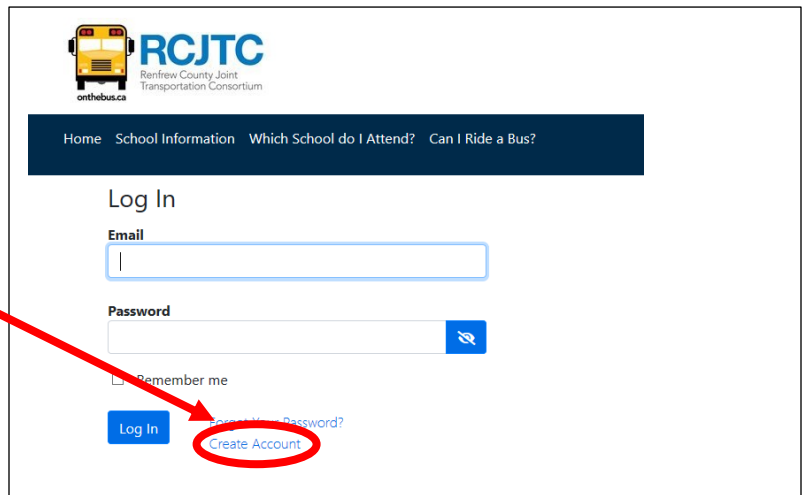
Visit us at www.onthebus.ca

Navigate to the “Student/Parent Portal”



STEP 2

Select “Create Account”



STEP 3

Enter your personal information:

- Email Address
- Create a Password (see password requirements listed)
- Confirm your Password
- Check the “I’m not a robot”
- After select submit you will be asked to select from images to proceed to next step
- Select “Submit”

STEP 4

You will then see a message asking you to check your email and confirm your account.

NOTE: You do not need to verify your account as you will automatically be set up to be able to log in and add your child(ren)

STEP 5

To manage your profile, log in using your Email and Password;

Click “Log In”

onthebus.ca **RCJTC**
Renfrew County Joint
Transportation Consortium

Home School Information Which School do I Attend? Can I Ride a Bus?

Log In

Email

Password

Remember me

Log In [Forgot Your Password?](#) [Create Account](#)

STEP 6

To add your child(ren), click on “Add Student”

onthebus.ca **RCJTC**
Renfrew County Joint
Transportation Consortium

View Alerts
Sierra201295@gmail.com

My Students

Add Student My Students My Subscriptions

School Year: 2020-2021 Language: English (Canada)

About Contact Parent Portal Professional Portal

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STEP 7

Enter your child’s Student ID/OEN (found on your child’s report card), enter the date of birth, school and grade and click “Add Student”.

NOTE: if more than one child you would need to enter information for each child. Once you have added your students you will receive email notifications of cancellations or delays.

Add Student

Student ID

Birth Date
2009-04-01

School
A.J. CHARBONNEAU P.S.

Grade
JK

Add Student **Close**