

PARENT TEACHER CONFERENCE – May 5, 2008

PICK-A-TIME SETUP INSTRUCTIONS

The St. Francis High School Parent/Teacher Conferences will be held on May 5, 2008 between 6pm-9pm. The Internet based Parent/Teacher Appointment Booking System from **Pick A Time** will coordinate your meeting times. You will be able to book your appointments online between 12 noon, May 1 and 12 noon, May 2. You will have to use your browser to select which teachers you would like to meet and when. Parents will require a valid email address and their son's student ID to register (first time user). The Student ID can be found on grade pages of each class under the Progress Report link in Edline. A password of one's choice can be set up while creating the new account. Subsequently the email address and password will be required to login and the system will know about the students you added to your account.

Following are the instructions:

- Open your browser.
- Please type **http://www.sfhs.net** in the Address bar to access our school website.
- Under **Web Links** (bottom left), click the **Pick A Time** icon to be directed to the online appointment booking page. (This page will only be available from 12 noon, May 1 to 12 noon, May 2).

Registration (First Time User)

1. Enter your **email address** and **password** and click "**Login/Create Account**".
2. Fill in the required fields on the registration form.
3. For each child, enter their **student ID** and their **birthday** (For example,12-02-1987. Please include the hyphens/dashes) for the **Security Value** and click **Add**.

Sign In

If you have previously registered, all you need to do is enter your email and password. The system will know about your appointments and the children you added to your account.

Scheduling

1. Each colored square represents an available meeting time. The legend shows you what teacher corresponds to what color and the times increase as you go down the page. (Note: you will not see all of the teachers, just the set of teachers that your children have classes with.)
2. Click on a square to book that time.
3. After you set when you want the reminder email to be delivered, click "**Create Appointment**".
4. Repeat until you have a time with each teacher you would like to visit with.
 - You can click on "**Printable Schedule**" link located on the top right corner and print the resulting web page to get a hard copy of your schedule.
 - If you want to make changes to your schedule you can click on the "**Your Schedule**" link, OR you can login at any other time with your email and password.
 - You can also click on the blue circle to the left of your name at the top of the screen to show your appointments. There will be links to modify the time, or cancel the appointment.

If you have any questions, please call Mrs. Saxena or Mr. Papadopoulos : (818)790-0325 x 405
OR email ssaxena@sfhs.net; mpapadop@sfhs.net

Please Note:

If you would like to make an appointment with a teacher that your child does not have a class with, you will need to email or contact that teacher.