

<http://highlandcsd.schoolappointments.com/admin/>

Welcome to the on-line parent teacher interview booking system for Highland High School.

1. If you have never logged in before, you need to create an account. "**Click Here to Register**"
2. If you have previously logged in for a prior conference session, then **Login**.

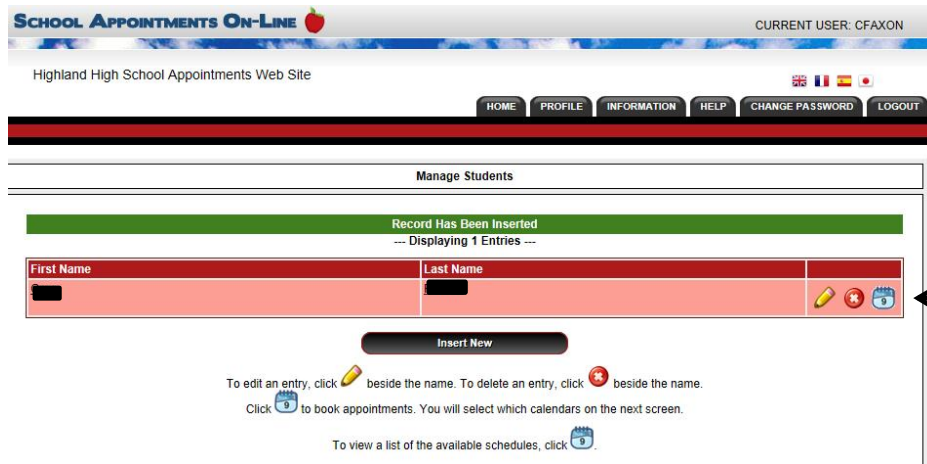
The screenshot shows the 'SCHOOL APPOINTMENTS ON-LINE' website. The header includes the site name and a navigation bar with buttons for LOGIN, HELP, FORGOT PASSWORD, and REGISTER. Below the header, there is a welcome message and a 'Login' form with fields for User ID, Password, and a Remember Login checkbox. A 'Click Here to Register' link is also present. Below the login form is a table titled 'Upcoming Parent Teacher Appointment Schedule'.

Schedule	Schedule Start Date	Booking Start
AM SPRING HIGH SCHOOL PARENT TEACHER CONFERENCES	Mar 7, 2014	Feb 3, 2014 8:00 am
PM SPRING HIGH SCHOOL PARENT TEACHER CONFERENCE	Mar 13, 2014	Feb 3, 2014 8:00 am

3. For first time users, add your child/student to your account. "**Add a Student.**"
4. For previous users, "**Manage Students.**"

The screenshot shows the 'SCHOOL APPOINTMENTS ON-LINE' website with the user logged in as 'CURRENT USER: CFAXON'. The navigation bar includes buttons for HOME, PROFILE, INFORMATION, HELP, CHANGE PASSWORD, and LOGOUT. Below the navigation bar, there is a message for parents to register and book appointments. A 'NOTE' section provides instructions on how to book appointments. At the bottom, there is a message indicating that no students are registered to the account, and two buttons are shown: 'Add a Student' and 'Manage Students'.

5. Click the Calendar icon next to their name to Schedule an appointment with a teacher.



6. Select the teacher. To select more than one at one time, hold the CTRL key down on your keyboard. (On a Mac, it is the Command key.)
7. View their Calendars. **“View Calendars”**
8. Select a time.

