

# St. Edward's School Online Parent-Teacher Interview Scheduler

## Parent Instructions

First, open [http:// www.parentinterviews.com/stedwards](http://www.parentinterviews.com/stedwards) in your web browser

### How do I register a new account so I can start making appointments?

- At the *User Login* screen (the first page you see). Click the link which reads *New Parents: Start By Clicking Here*
- You should now see a registration form. Fill in the required information and click the *Continue* link located at the bottom of the form.
  - \* **Note:** Ensure to enter your correct e-mail address as information you need to activate your account will be e-mailed to that address.
- Please check your email and follow the instructions to confirm your e-mail address and activate your account.

### I already have an account but I can't remember my password. What do I do?

If you have lost your password it can e-mailed to you.

- At the OPTIS login screen (the first page you see). Click the link *Lost your password?* Click here.
- You should now see a form with an *E-Mail Address* field. Enter your e-mail address here and click the *Continue* link.
- Your password will now be e-mailed to you.
- Check your e-mail to retrieve your password.
- You may now go back to the login screen and login with your e-mail address and password.
  - \* **Note:** If you receive an error saying that your e-mail address is not registered then your account may have been removed by an administrator.

### How do I schedule appointments?

- Click the *Make Appointments* link from the menu.
- Next you will need to enter some information about your children, when done click the *Continue* link.
- \* If you have more than 1 child attending this school check the *I want to add another child* checkbox to add another child.
- When you are done adding your children you will see a list of the students you have added to your account. Select which children you would like to make appointments for and click the *Continue* link.
- On the next screen you will see a list of available dates. Select the date on which to schedule appointments.
- Now select from the list of teachers which teachers to make appointments with. Click the *Continue* link.
- On the next screen each teacher will have a drop-down box with a list of their available times listed. Select a time to reserve for each teacher, then click the *Continue* link.

### How do I add my children to my account?

- Locate the *My Account* link from the Menu.
- A drop-down menu will appear. Click the *My Children* link.
- Enter your child's first and last name into the form.
- Click the *Continue* link at the bottom of the form.

**How do change the time and/or date of an appointment I have already scheduled?**

- Click the *My Schedule* link from the menu.
- You should now see a list of appointments you have made.
- Click the *Edit Appointment* link next to an appointment.
- Choose a new time and/or date from the options available and then click the *Continue* link below.

**How do cancel an appointment that I have scheduled?**

- Click the *My Schedule* link from the menu.
- You should now see a list of appointments you have made.
- Click the *Cancel Appointment* icon next to an appointment.

**How do I print my interview schedule?**

- Click the *My Schedule* link from the menu.
- You should now see a list of appointments you have made.
- You will now see a list of the appointments you have scheduled. Click the *Printer-Friendly Schedule* link
- Your browser's print dialog will open. Select a printer and click the *Print* or *OK* button.