

## How to use the online scheduler:

1. **Connect:** Connect to the online scheduler through the link posted on the PVPA web page.

### 2. Login

#### - First Time Users Register

- Enter your email address and click on **Login/Create Account**.
- Fill in the required fields and register.
- In the login box (fig. 1), enter the **PVPA Student ID Number** for your child (this number should be included in the email sent out on 03/22 with these instructions. It is also on your student's schedules, report cards and PVPA photo ID).

- The "security value" is: **pvpa. ----->>>**

Fig. 1. New Users Create Account

Please enter your child's information below.  
If you have multiple children at the school, simply add one at a time.  
Questions marked with an asterisk (\*) must be completed.

**PVPA Student ID (4-digit number provided by school)**

\*

**Security Value (provided in instructions)**

\*

#### - Repeat Users (have used the online scheduler in past years)

- Your email address is already in the system. Enter your email address and previously used password (use "Forgot my Password" if needed).

### 3. Schedule

- You'll see a grid like the one in fig. 2. Each colored square represents an available slot. The legend (fig. 3) shows you which teacher corresponds to which color. (**Note:** you will not see every teacher at PVPA, only your child's teachers.) **Click on a square to book that time.**
- A white square represents an unavailable time slot. A black square represents your scheduled slot.
- You will have the choice of setting a time when you would like a reminder email delivered.
- Click **Create Appointment**.
- If you have more than one child at the school, you can add them using the fields at the right side of the scheduling page. Follow the prompts.
- Repeat until you have a time with each teacher you'd like to meet.

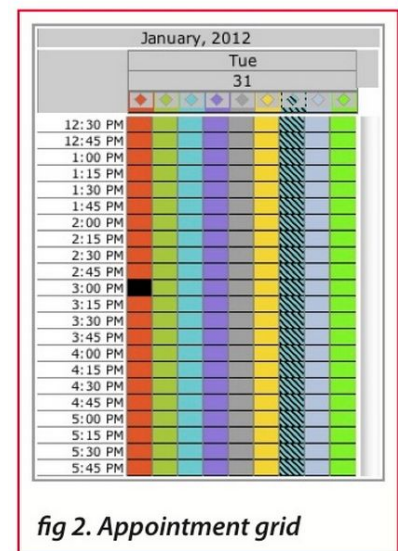


fig 2. Appointment grid

### 4. Change or cancel

- If you want to make changes to your schedule, you can login at any time with the email address and password you used to create your account.
- Click on **Your Schedule** to display and hide your appointments, or make changes. If you can't make it to your appointment, please log in and cancel so that another parent can use that slot.

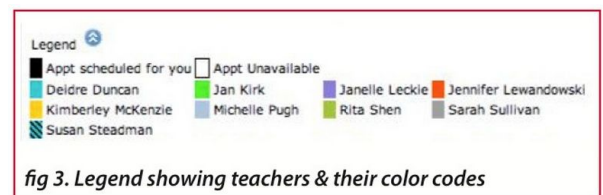


fig 3. Legend showing teachers & their color codes

*Helpful Hints: At any time, you can click **printable schedule** at the top of the page.*

*We make every effort to ensure that emails sent from the online scheduler won't get treated as spam, but everyone's email settings are different. If you don't see a confirmation email soon after scheduling your conference, check your spam folder!*