

Dear Parents and Guardians,

Here are your instructions to book an appointment for Parent Teacher Interviews on

Wednesday Nov 27 6-8PM or Thursday Nov 28 1-3PM. You may also access the website from our website <https://www.hrce.ca/school/colby-village-elementary>

Website will go live on Wednesday Nov 20 at 1:00pm

If you have any questions please contact the office.

Thank You

## Online Parent-Teacher Interview Scheduler

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

- Open <http://www.parentinterviews.com/colby-village> in your web browser
- 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.

### 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.