



SECOND SEMESTER PARENT TEACHER INTERVIEWS



School Appointments - Parent Instructions

1. The appointment portal will be open from March 21, 2018 to March 28 (Noon).
2. Go to our school appointments web site: www.hc.schoolappointments.com
3. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button. If you created, an account in First Semester to schedule appointments that account will still be viable.
4. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
5. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
6. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings.

