

Guide to Parent-Teacher Meeting booking

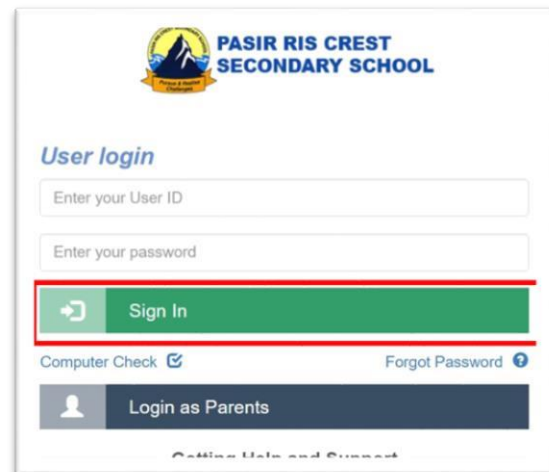
1 User Login

Log in to your account.

If you are logging in as a parent, please click on the tab **Login as Parents** .

For parents' login,

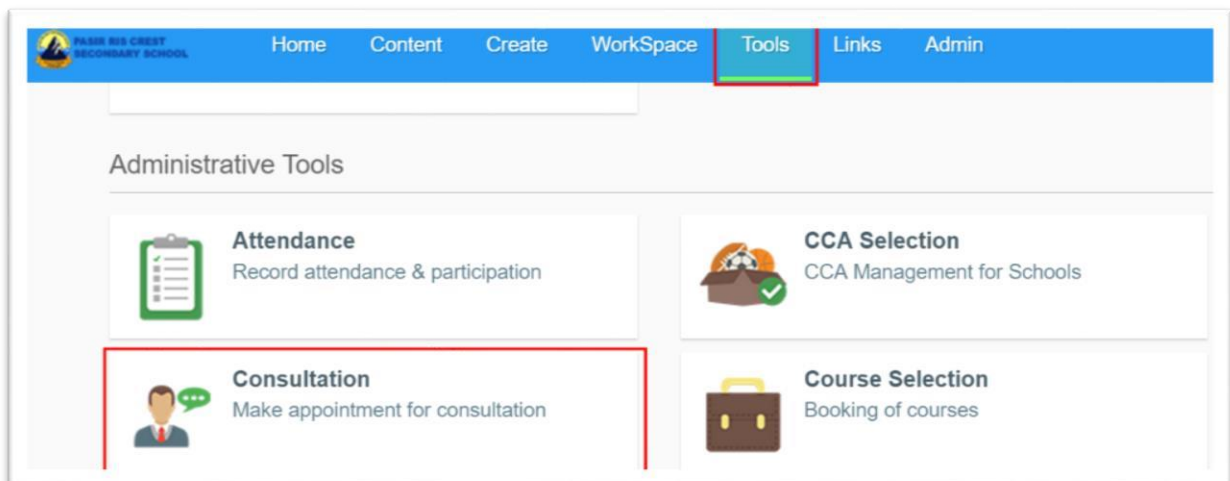
- ❑ User ID is the *child's User ID* (i.e. the child's/ward's Birth Certification No./ NRIC No.)
- ❑ Default password: *parents*



2 Booking (Student Login)

2.1 At the navigation above, click on the “**Tools**” tab.

Under the **Administrative Tools**, click on the “**Consultation**” icon.



2.2 Confirm that the **Group** shows “**Parent-Teacher Conference 2018 (Sec 4 & 5)**” and the **Personnel** shows the class of the child/ward.

Group Personnel

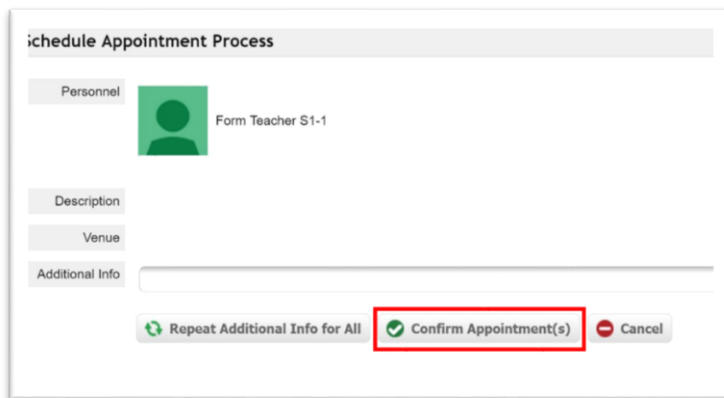
2.3 Select the time slot that you wish to book and click on the “Schedule Appointment” button.

(Each time slot only allows a maximum of two bookings.)




	Fri 23/3	Sat 24/3	Sun 25/3
10:00 - 10:30	Slots Booked :1/2 NUR QURRATU AIN BTE MUSHRIN	NA	NA
10:30 - 11:00	<input type="radio"/>	NA	NA
11:00 - 11:30	<input type="radio"/>	NA	NA
11:30 - 12:00	<input checked="" type="radio"/>	NA	NA
12:00 - 12:30	<input type="radio"/>	NA	NA

2.4 Click on “Confirm Appointment(s)” to confirm the booking. You may add any additional information if required.



Schedule Appointment Process

Personnel:  Form Teacher S1-1

Description:

Venue:

Additional Info:

3 Cancel Booking (Student Login)

At the Consultation page, click on “x” icon, located in the box beside the child’s/ward’s name. This will immediately cancel your booking.

After doing so, you will be allowed you to book another time slot.

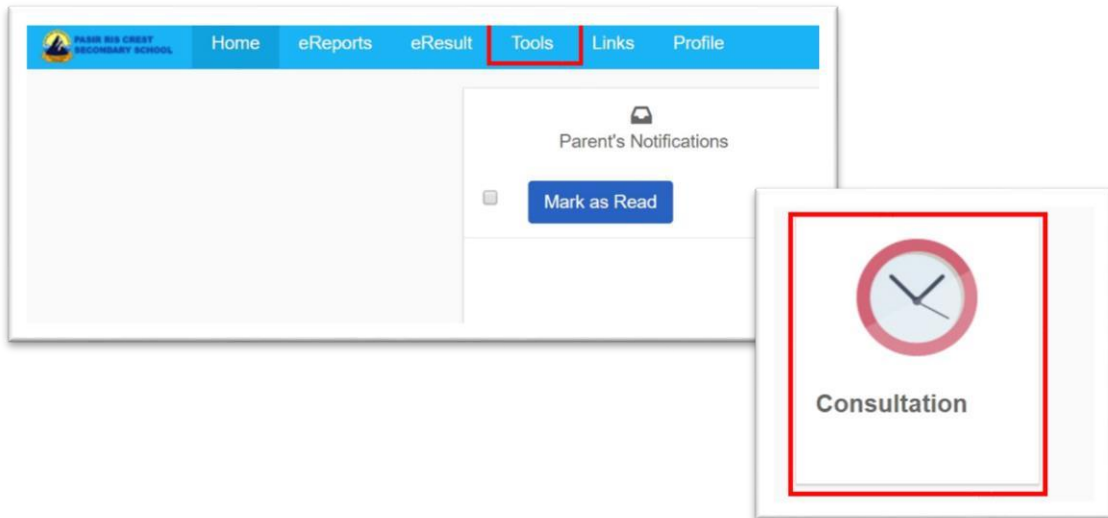


TH 27/9	Sat 27/9
Fully Booked :2/2 ccstud01 ccstud03	NA
NA	NA
NA	NA
NA	NA
Meeting :1/2  ccstud02	NA
NA	NA

4 Booking (Parents Login) [Optional, either point 2 or point 4]

4.1 At the navigation bar above, click on the “Tools” tab.

Under the **Administrative Tools**, click on the “Consultation” icon.



4,2 Confirm that the **Group** shows “**Parent-Teacher Conference 2018 (Sec 4 & 5)**” and the **Personnel** shows the class of the child/ward.

Group


Personnel

4.3 Select the time slot that you wish to book and click on the “**Schedule Appointment**” button.
 (Each time slot only allows a maximum of two bookings.)



4.4 Click on “**Confirm Appointment(s)**” to confirm the booking. You may add any additional information if required.

Schedule Appointment Process

 Personnel Form Teacher S1-1

Description

Venue

Additional Info

5 Cancel Booking (Parents Login)

At the Consultation page, click on “x” icon, located in the box beside the child’s/ward’s name. This will immediately cancel your booking.
 After doing so, you will be allowed you to book another time slot.

