

Tallahassee Community School Online Parent-Teacher Interview Scheduler

Parent Instructions

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

- Open <http://www.parentinterviews.com/tallahassee> 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.