



### Step-By-Step Parent/Guardian Instructions

1. Select the Online Scheduler icon/link.
2. From the Online Scheduler Home Page
  - a. Choose your student's school from the drop down list and click "GO"
  - b. Enter the school password : **lions**
  - c. Click on the LOOKUP STUDENT ID button.
  - d. Enter in your student's first name, last name and birth date
  - e. A list of your student's teachers will be displayed. Check the box next to the name of each teacher(s) you would like to meet with.
  - f. If you have more than one student in the school you can see all of your students' teachers' schedules at one time by answering YES to this question "**Do you want to schedule conferences for another student?**" then repeat the steps above for your other students. If you only have one student, answer NO to that question.
  - g. You will then see the available time slots for each teacher you selected. NOTE: **Be sure to allow travel time between appointments if you are conferencing in both buildings. Since each team is seeing 50+ appointments, it is important to allow travel time to help ALL, teachers and fellow parents alike, stay on schedule.**
  - h. Select the times that work best for your schedule.
  - i. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.) Be sure to check both your email inbox and/or your email junk box for reminders.
  - j. Once you have finished you can confirm your appointment details and print your conference schedule.
  - k. Write down the Confirmation Number (you will need this number if you need to cancel your appointment(s))

Need help? Contact the school's Online Scheduler™ specialist:

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