



## **HOW TO BOOK PARENT / TEACHER CONFERENCES ON PAERNT CONNECT**

1. Sign in to your Parent Connect account

<https://cimsweb.deltasd.bc.ca/schoolconnect/parentsignore.aspx>

**If you have trouble signing onto Parent Connect, click 'forgot my password' and the system will email you**

2. Select the 'intrvw' tab at the top of the screen (Parent Interview Schedule)
3. Select the child for which you want to schedule appointments (if there is more than one child in the family, use the drop down selection box to select the appropriate child – password should be the same for each child to be able to do this)
4. The available schedule will be displayed in date/time order making it easy to scroll down through the list and select the best available time. The selection will be moved to the panel on the right.

If you select a specific Teacher, or a specific date, or a specific time range, and the system does not display any time slots, then that means there are no appointments available for the Teacher for that date and for those times.

5. If you want to cancel an appointment immediately after you selected it, just click on the 'cancel' button. If you want to cancel an appointment after you either moved on to the next child or left the program, go back and select the appropriate student and teacher and click on the 'cancel' button for the selected appointment. Your appointment will be cancelled and removed from the list on the right.
6. Print a hard copy of your interview schedule once you have made all your appointments and bring this schedule with you to the school. The interview schedule will indicate where each teacher is located in the school.

**If you have trouble signing onto Parent Connect and you have tried clicking on 'forgot my password', please contact the office to verify that we have the correct email address on file.**