




## School Appointments - Parent Instructions

### High Park School Our school code is **hps**

#### New Registrations:

1. Go to our school appointments web site: <http://hps.teacherconferences.net> In Login Block Click on "Click Here to Register" Our school code is **hps**
2. Complete the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. 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.   
5. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings.

#### Already Registered:

1. Go to our school appointments web site: <http://hps.teacherconferences.net> and Login.
2. Follow steps 4 and 5 above.