

## Step-By-Step Parent/Guardian Instructions

Visit the school's homepage:

<https://www.canyoncreeksoftware.com/scheduler/ut/washington/index.cfm>

1. and 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"

Enter the school password **redhawks**

- b. Enter your student's "Student ID". If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.
- c. Verify the student's birth date
- d. 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.
- e. 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.
- f. You will then see the available time slots for each teacher you selected.
- g. Select the times that work best for your schedule.
- h. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
- i. Once you have finished you can confirm your appointment details and print your conference schedule.
- j. Write down the Confirmation Number (you will need this number to cancel your appointment)

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

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