

## SEP CONFERENCES

FEB. 6<sup>TH</sup> & 7<sup>TH</sup>

Step-By-Step Parent/Guardian Instructions  
Opens: January 25, 2013 to February 3, 2013

1. Visit the school's homepage <http://sagehills.alpineschools.org/>
  - a. Select the Parent Header
  - b. Select Online Scheduler 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 **thunderhawks**
  - c. Enter your student's "Student ID". If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.
  - d. Verify the student's 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.
  - 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.)
  - 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 to cancel your appointment)Contact the school's Online Scheduler™  
Name: Sherrie Holbrook or Julia Warnick  
E-mail: [sholbrook@alpinedistrict.org](mailto:sholbrook@alpinedistrict.org) or [juliawarnick@alpinedistrict.org](mailto:juliawarnick@alpinedistrict.org)  
Phone: 801-610-8723

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Paso a paso instrucciones

January 25, 2013 – February 3, 2013

1. Visite la pagina de bienvenida de la escuela  
<http://sagehills.alpineschools.org/>  
y escoja El icono "Online Scheduler."
2. Desde el "Online Scheduler"...
  - a. Escoja la escuela del estudiante de la lista que baja y haga click.
  - b. Ponga la contrasena de la escuela **thunderhawks**.
  - c. Ponga la identificacion estudiantil (student ID). Si no se la sabe, se le recomiende que usted utilice el botón, "LOOKUP STUDENT ID".
  - d. Verifique la fecha de nacimiento de su estudiante. (si el sistema no lo acepta, pongase en contacto con la escuela a fin de verificar si los registros o archivos nuestros son correctos.)
  - e. Escoja el maestro/la maestro con quien le gustaria juntarse.
  - f. Si Ud. tiene mas de un(a) estudiante en la escuela, podra ver los horarios de los maestros a la vez si escoge "YES" a la pregunta "Do you want to schedule conferences for another student?" Si Ud. tiene solo un(a) estudiante, conteste "No" a esa pregunta.
  - g. Ahora Ud. debe ver las horas disponibles.
  - h. Escoje la hora preferida para cada maestro.
  - i. Ponga su correo electronico si le gustaria un recordatorio de la cita.
  - j. Imprimir el horario de la conferencia
  - k. Apunte el numero de confirmacion. Lo necesitara para cancelar o cambiar la cita.

¿Necesita ayuda? Póngase en contacto con el especialista del ordenador electrónico via Internet de su escuela:

Nombre: Sherrie Holbrook or Julia Warnick

Numero Telefónico: 801-610-8723