

PARENT-TEACHER INTERVIEW BOOKING SYSTEM

Instruction for Parents

Visit the website at <u>www.ugdsb.ca/pti/</u>. We recommend Chrome browser. Internet Explorer is incompatible with this application.

1. Login

Login with the <u>Ontario Education Number</u> (OEN, 9 digits) and Date of Birth of your child **during the booking period**. Parents may find the OEN on the Student's Report Card. Please contact the school with the OEN and name of your child if you cannot login.

2. Book

Check the timeslot when you like to meet the teacher (parents of elementary students need to select teacher first), uncheck to cancel. The appointments will be saved automatically.

ook Appointments by Clicking on it			
Available Booked by yourself Break I ime Booked by others			
Fowler,R	Roberts,J	Mulcahey,E	Cutten,B
Oct. 01	Oct. 01	Oct. 01	Oct. 01
□ 7:00PM	□ 7:00PM	© 7:00PM	€ 7:00PM
☑ 7:10PM	□ 7:10PM	□ 7:10PM	□ 7:10PM
□ 7:20PM	☑ 7:20PM	□ 7:20PM	□ 7:20PM
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Oct. 02	Oct. 02	Oct. 02	Oct. 02
07:00PM	□ 7:00PM	© 7:00PM	□ 7:00PM
07:10PM	□ 7:10PM	□ 7:10PM	□ 7:10PM
07:20PM	□ 7:20PM	□ 7:20PM	□ 7:20PM
T 7:2001	T 7:30PM	T 7:30PM	□ 7.30PM

Close above window you will see your interview schedule with location information.