

# Instructions

Please read the following instructions carefully before attempting to book your appointments.

In order to book appointments with your student's teachers, you will need their **OEN NUMBER\***, and **DATE OF BIRTH**.

\*Student's 9 digit OEN NUMBER is found on any Report Card or Midterm Report.

1. Using *Google Chrome*, access the site [www.ugdsb.ca/pti](http://www.ugdsb.ca/pti)

This is what you will see:

The screenshot shows a web browser window with the URL <https://webapps.ugdsb.on.ca/InterviewSchedule/Account/Login>. The page title is "PARENT-TEACHER INTERVIEW BOOKING SYSTEM". There is a "Home" link at the top. Below it, there are two login sections: "Parent log in" and "Staff log in". The "Parent log in" section has fields for "Student OEN" (with the value 087654321) and "Date of Birth" (with the format dd/mm/yyyy), and a "Log in" button. The "Staff log in" section has a "Staff Ugcldoud Login" button.

2. Type in the OEN number and the birthday.  
Make sure that you use the *DD/MM/YYYY* format or you will get an error.
3. Click *LOGIN*. You will be taken to a new screen which lists all the teachers.
4. Click beside the teachers that you want to book an appointment with as shown below:

The screenshot shows a screen titled "Book Appointments by Clicking on it". There are four radio buttons: "Available" (unselected), "Booked by yourself" (selected), "Break Time" (unselected), and "Booked by others" (unselected). A "Select More Teachers" button is on the right. Below this, there are five teacher cards for "Mar. 23": MacDonald,D, Pettis,J, Price,B, Pettis,J, and Evans,R. Each card has three time slots: 2:15PM, 2:25PM, and 2:35PM. All time slots are currently unselected (blue).

5. The click the button:

**Book for Selected**

6. You will now see the teachers and available time slots in *blue*.  
If they are red, the time slot is not available.

The screenshot shows the same screen as before, but now the "Booked by yourself" radio button is selected. Below the teacher cards, there is a "Status - Add appointment success" message. The time slots for MacDonald,D, Pettis,J, and Price,B are now green, indicating they are booked. The time slots for Pettis,J and Evans,R are still blue, indicating they are available.

7. Click the time slot you want for each teacher, which turns *green*, and then:

**Close to view schedule**

8. You can now print out the schedule by clicking:

**Print**