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
   This is what you will see:

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:

5. The click the button:

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

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

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