

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:

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 Ugccloud 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 profiles for March 23rd: MacDonald, D; Pettis, J; Price, B; Pettis, J; and Evans, R. Each profile 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 time slots for MacDonald, D; Pettis, J; and Price, B are selected (green). The time slots for Pettis, J and Evans, R are still unselected (blue). A "Status - Add appointment success" message is visible at the top.

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