



St. Teresa's School - École Ste-Thérèse  
100 Mundy Pond Road, St. John's, NL A1E 1V1  
Tel: 709-579-9111 Fax 709-579-2448  
www.stsnl.ca

Dear Parent /Guardians,

March 7, 2018

This year, we have partnered again with a local company to provide **online** parent-teacher conference scheduling. This enables you to set up an account through the internet, and to book appointments to meet your child's teacher. If you have more than one child at our school, it will enable you to choose a time for each child that is appropriate for you. If you already have an account, you should be able to login the same as you did last year.

Attached you will find the instructions for using this service, called OPTIS (Online Parent Teacher Interview Scheduler). **This service will be available to you as of Friday, March 9<sup>th</sup> at 4:00. The service will close at 1:00 on Monday, March 19.**

When you go on the site, you will be able to select the time(s) for your appointment(s). Our parent-teacher conferences will be held **on Thursday, March 22<sup>th</sup>**.

**You must register in the system before 1:00 Monday, March 19 if you are using the OPTIS for the first time.**

**Please Note:**

- **Report Cards go home on Tuesday, March 20**
- Appointments are made on a first come first served basis
- **There will be an early dismissal for all students in grades K-6 at 11:30 on Thursday, March 22<sup>th</sup>.**
- **IMPORTANT -Please be on time to pick up your child at dismissal (11:30).**
- Interviews for our students in grades **Kindergarten – Grade 6** will occur on Thursday, March 22<sup>th</sup> from 12:40 – 4:30 pm and 5:30 – 7:30pm.
- As stated above, some teachers will also be scheduling slots throughout that week –**please check on our OPTIS site the interview periods available for your child's teacher.**

If you have any questions, please do not hesitate to contact your child's teacher or the office. We appreciate your assistance in enabling us to create our schedule in an efficient way and look forward to seeing you!

Sincerely,

Kyran Dwyer

Principal

Joanne Mallay

Assistant Principal



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## Parent/Caregiver Instructions

**First, open <https://secure.parentinterviews.com/stteresas> in your web browser**

### How do I register a new account so I can start making appointments?

- At the *User Login* screen (the first page you see). Click the link which reads *New Parents/Caregivers: Start By Clicking Here*
- You should now see a registration form. Fill in the required information and click the *Continue* link located at the bottom of the form.
  - \* **Note:** Ensure to enter your correct e-mail address as information you need to activate your account will be e-mailed to that address.
- Please check your email and follow the instructions to confirm your e-mail address and activate your account.

### I already have an account but I can't remember my password. What do I do?

If you have lost your password it can be e-mailed to you.

- At the OPTIS login screen (the first page you see). Click the link *Lost your password?* Click here.
- You should now see a form with an *E-Mail Address* field. Enter your e-mail address here and click the *Continue* link.
- Your password will now be e-mailed to you.
- Check your e-mail to retrieve your password.
- You may now go back to the login screen and login with your e-mail address and password.
  - \* **Note:** If you receive an error saying that your e-mail address is not registered then your account may have been removed by an administrator.

### How do I schedule appointments?

- Click the *Make Appointments* link from the menu.
- Next you will need to enter some information about your children, when done click the *Continue* link.
- \* If you have more than 1 child attending this school check the *I want to add another child* checkbox to add another child.
- When you are done adding your children you will see a list of the students you have added to your account. Select which children you would like to make appointments for and click the *Continue* link.
- On the next screen you will see a list of available dates. Select the date on which to schedule appointments.
- Now select from the list of teachers which teachers to make appointments with. Click the *Continue* link.
- On the next screen each teacher will have a drop-down box with a list of their available times listed. Select a time to reserve for each teacher, then click the *Continue* link.



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### **How do I add my children to my account?**

- Locate the *My Account* link from the Menu.
- A drop-down menu will appear. Click the *My Children* link.
- Enter your child's first and last name into the form.
- Click the *Continue* link at the bottom of the form.

### **How do change the time and/or date of an appointment I have already scheduled?**

- Click the *My Schedule* link from the menu.
- You should now see a list of appointments you have made.
- Click the *Edit Appointment* link next to an appointment.
- Choose a new time and/or date from the options available and then click the *Continue* link below.

### **How do cancel an appointment that I have scheduled?**

- Click the *My Schedule* link from the menu.
- You should now see a list of appointments you have made.
- Click the *Cancel Appointment* icon next to an appointment.

### **How do I print my interview schedule?**

- Click the *My Schedule* link from the menu.
- You should now see a list of appointments you have made.
- You will now see a list of the appointments you have scheduled. Click the *Printer-Friendly Schedule* link
- Your browser's print dialog will open. Select a printer and click the *Print* or *OK* button.