

## Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage  
(<https://www.canyoncreeksoftware.com/scheduler/ny/southcountry/downloads/index.cfm>) and select the Online Scheduler icon/link.
2. From the Online Scheduler Home Page
  - a. Choose your student's school from the drop down list and click "GO"
  - b. Enter the school password (brookhaven)
  - c. Enter your student's "Student ID". If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.
  - d. Verify the student's birth date
  - e. A list of your student's teachers will be displayed. Check the box next to the name of each teacher(s) you would like to meet with.
  - f. If you have more than one student in the school you can see all of your students' teachers' schedules at one time by answering YES to this question "**Do you want to schedule conferences for another student?**" then repeat the steps above for your other students. If you only have one student, answer NO to that question.
  - g. You will also have the option to schedule a translator. If you would like to schedule a translator be present at the conference, you must make sure that the translator is available at the same time that the student's teacher is available.
  - h. You will then see the available time slots for each teacher you selected.
  - i. Select the times that work best for your schedule.
  - j. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
  - k. Once you have finished, you can confirm your appointment details and print your conference schedule.
  - l. Write down the Confirmation Number (you will need this number to cancel your appointment)