



## Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage

(<https://www.canyoncreeksoftware.com/scheduler/ny/southcountry/downloads/index.cfm>)

2. Select the Online Scheduler icon/link

3. From the Online Scheduler Home Page:

- a. Choose your student's school from the drop down list and click "GO"
- b. Enter your school password (kreamerstreet)
- 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 have the option to also schedule a translator. If you would like the 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 in the event you need to cancel your appointment.)