Step-By-Step Online Scheduling Instructions

1. Go to https://wakeham.ggusd.us/ and select the **Online Parent Conference Scheduler** icon/link.
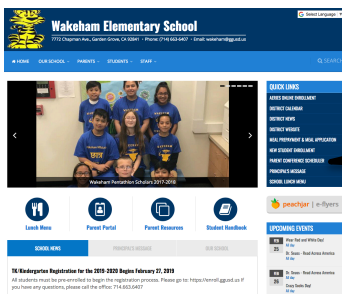
Horario de Conferencias

2. Select Wakeham School and click "GO."

Click "Ingresar"

3. Enter school password:

Entrar Wakeham:

4. Enter student's ID.

Ingresar estudiante ID- Ingresar"

5. Veritfy student's birthdate.

Seleccionar Fecha de nacimiento y click

6. Select student's teacher.

Choose your student's school: **WAKEHAM ELEMENTARY SCHOOL**

Click the checkbox next to the name of the teacher(s) that you would like to meet with, then press the appropriate YES/NO button at the bottom of the teacher listing.

☑ **MRS. NGUYEN (1, ROOM 13)** ← **Profesora**

Check All / Uncheck All

Do you want to schedule conferences for another student?

YES NO ← **Click responder**

* Select YES to add another student.
* Select NO to proceed with conference time selection.

7. Select the date and time.

Online Scheduler

☑ Choose your student's school: WAKEHAM ELEMENTARY SCHOOL
☑ Choose your student's teacher: MRS. NGUYEN
→ Choose your time from the table below:

MRS. NGUYEN
CURRENT SCHEDULE
1st Grade

	Thu, Mar 14	Fri, Mar 15	Mon, Mar 18	Tue, Mar 19	Wed, Mar 20	Thu, Mar 21
7:30 AM	CHOOSE 7:30 AM	CHOOSE 7:30 AM	CHOOSE 7:30 AM	CHOOSE 7:30 AM	CHOOSE 7:30 AM	CHOOSE 7:30 AM
1:30 PM	CHOOSE 1:30 PM	CHOOSE 1:30 PM	CHOOSE 1:30 PM	CHOOSE 1:30 PM	CHOOSE 1:30 PM	CHOOSE 1:30 PM
2:00 PM	CHOOSE 2:00 PM	CHOOSE 2:00 PM	CHOOSE 2:00 PM	CHOOSE 2:00 PM	CHOOSE 2:00 PM	CHOOSE 2:00 PM
2:30 PM	CHOOSE 2:30 PM	CHOOSE 2:30 PM	CHOOSE 2:30 PM	CHOOSE 2:30 PM	CHOOSE 2:30 PM	CHOOSE 2:30 PM
3:00 PM	CHOOSE 3:00 PM	CHOOSE 3:00 PM	CHOOSE 3:00 PM	CHOOSE 3:00 PM	CHOOSE 3:00 PM	XXXXXXXXX
3:30 PM	XXXXXXXXX	XXXXXXXXX	CHOOSE 3:30 PM	CHOOSE 3:30 PM	XXXXXXXXX	XXXXXXXXX
4:00 PM	XXXXXXXXX	XXXXXXXXX	CHOOSE 4:00 PM	CHOOSE 4:00 PM	XXXXXXXXX	XXXXXXXXX

← **Seleccionar Dia y hora que desea!**

8. Provide email if you have one and make the appointment.

Online Scheduler

	DATE	TIME	STUDENT	TEACHER	REMOVE?
1	Wed - Mar 20, 2019	1:30 PM		MRS. NGUYEN (1)	☐

ENTER YOUR EMAIL ADDRESS ← **Correo Electronico si tiene.**

By entering your email address, you will immediately receive a confirmation email and also a reminder email 2 days prior to your scheduled conference.

MAKE ALL APPOINTMENTS ← **Confirmar su cita!**

9. Write down confirmation number to cancel or change your appointment.

Please make a note of your confirmation number.

You will need this number to make any changes to your reservation.

The Confirmation Number for this reservation is:

B5HBJD ← **Numero de Confirmacion**

☐ Prevent this page from creating additional dialogs

OK