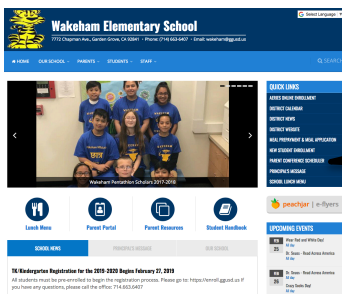


Step-By-Step Online Scheduling Instructions

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.”

A screenshot of the 'Online Scheduler' welcome screen. The 'WAKEHAM ELEMENTARY SCHOOL' is selected in the 'ELEMENTARY SCHOOLS' dropdown menu. A red arrow points to the 'GO' button. The text 'Welcome to the Online Scheduler™' is displayed above the form. Below the form, there is a note: 'To continue, please choose a school from the drop down menu below and press the GO button.'

Click “Ingresar”

3. Enter school password:

A screenshot of the 'Online Scheduler' password entry screen. The 'WAKEHAM ELEMENTARY SCHOOL' is selected in the dropdown menu. A red arrow points to the password field, which is highlighted in yellow. The text 'Enter the school password for WAKEHAM ELEMENTARY SCHOOL:' is displayed above the field. A 'LOGIN' button is located below the field.

Entrar Wakeham:

4. Enter student's ID.

A screenshot of the 'Online Scheduler' student ID entry screen. The 'WAKEHAM ELEMENTARY SCHOOL' is selected in the dropdown menu. A red arrow points to the student ID field, which is highlighted in yellow. The text 'Choose your student's school:' is displayed above the field. Below the field, there is a 'LOOKUP STUDENT ID' button. A red arrow also points to the 'GO' button.

Ingresar estudiante ID- Ingresar”

5. Verify student's birthdate.

A screenshot of the 'Online Scheduler' birthdate verification screen. The 'WAKEHAM ELEMENTARY SCHOOL' is selected in the dropdown menu. The student ID is 2012345. The birthdate is 5-MAY-2015. A red arrow points to the 'GO' button. The text 'Choose your student's school:' and 'Choose your student's id:' are displayed above the respective fields. A red arrow also points to the birthdate field.

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?

← **Click responder**

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

7. Select the date and time.



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

☒ Choose your student's teacher: **MRS. NGUYEN**

→ Choose your time from the table below:

| | 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 | XXXXXXXXXX |
| 3:30 PM | XXXXXXXXXX | XXXXXXXXXX | CHOOSE 3:30 PM | CHOOSE 3:30 PM | XXXXXXXXXX | XXXXXXXXXX |
| 4:00 PM | XXXXXXXXXX | XXXXXXXXXX | CHOOSE 4:00 PM | CHOOSE 4:00 PM | XXXXXXXXXX | XXXXXXXXXX |

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

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



| | DATE | TIME | STUDENT | TEACHER | REMOVE? |
|---|--------------------|---------|---------|-----------------|--------------------------|
| 1 | Wed - Mar 20, 2019 | 1:30 PM | | MRS. NGUYEN (1) | <input type="checkbox"/> |

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.

← **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