



OPTIS – Online Parent Teacher Interview Instructions

Re: Parent Teacher Interviews Thursday, November 30, 2017, 1:30pm - 7:00pm

NOTES:

- ◆ Appointments are made on a first come first serve basis.
- ◆ In the event that teachers are fully booked, you can add your name to a waitlist and the teacher will contact you and set up an alternate appointment.

Method #1 – Online Parent Teacher Interview Scheduler (OPTIS)

First, open <http://www.parentinterviews.com/waterford-valley> 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 *New Parents: Start By Clicking Here*
- 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.
- 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 e-mailed to you. At the OPTIS login screen (the first page you see). Click the link *Lost your password?*

- 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 you will need to register a new account.

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 *Continue*.
- 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 *Continue*
- 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 *Continue*.

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-FriendlySchedule* link Your browser's print dialog will open. Select a printer and click the *Print* or *OK* button

Method #2 – Parent Teacher Interview Request Form Please note this method is done on a first come first completed basis.

Parent/Caregiver Name: _____ **Student's Name:** _____ **Phone:** _____

I would like to request interviews with the following teachers for my son/daughter:

1.	4.
2.	5.
3.	6.

In the box to the right please indicate the requested starting time for these appointments:

*Give this form to the student and send to the office. We will send home the appointments with your son/daughter.