

INSTRUCTIONS

Student/Parent/Teacher Conference (SPTC) Thursday April 25, 2019

We are pleased to be using the School Soft Conference Manager to schedule Student/Parent/Teacher conferences using the Internet.

The link for the Parent Login Site is:

<https://retsd.schoolsoft.com>

(Do not include "www")

A **Parent Account** is required to use the Conference Manager. However, you only need to go through the registration process the first time you use the system. **To register** in the Conference Manager use the link above and click the "Register Now" button and complete the registration form. Your login credentials (email and password) will remain in the system to make it easy to access the Conference Manager in the future. Please choose the appropriate school from the drop down menu for each child. **NOTE:** You can update your Parent Account at any time by logging in and updating your profile.

Can't Remember your Password?

In the future, if you forget your password, go to <http://retsd.schoolsoft.com>, select "Forgot your password" and enter the email address you used to register in the system. You will then receive an email containing instructions for resetting your password. If you do not receive an email, you might have entered an email address the system does not recognize. Be sure to add appointments@schoolsoft.com to your Address Book. This will over-ride any spam filters that might be blocking the email. If the problem persists, please contact the office and ask them to access your Parent Account, confirm your email address and reset your password.

Step 1 – Conference Manager Opens to Parents – April 15 at 1:00 p.m.

Once you have registered the first time, your email and password remain in the system. After the system opens you can simply access the Conference Manager using the link above.

Step 2 – Book your Parent/Teacher/Student Conferences

Select the teachers with whom you want to book interviews. You will see each teacher's schedule. After booking your appointments you can print off your schedule. You will also receive an email confirming your bookings. You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments.

If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences on your behalf.

Important Dates:

April 15, 2019 – Start scheduling your interview times at 1:00 p.m.

April 25, 2019 – Conference Manager closes at 12:00 noon

April 25, 2019 – Parent/Teacher/Student Interviews from 5:00 p.m. to 8:00 p.m.

If you have any questions or need assistance, please feel free to contact the school.