

## “Sign Up” menu link:

### Create Account

You can create an account with our company by filling out the form below on the [www.teacherreacher.com](http://www.teacherreacher.com) website:

- Click the “Sign Up” link in the upper right corner
- Enter your email address
- Enter your first and last name
- Enter your phone number
- Enter a password
- Confirm your password
- Select your school district
- Check the reCAPTCHA

Please note there is no activation email

### Sign Up

Email

First Name

Last Name

Phone

Password

Re-Type Password

District

Demo District

▼

✓ I'm not a robot

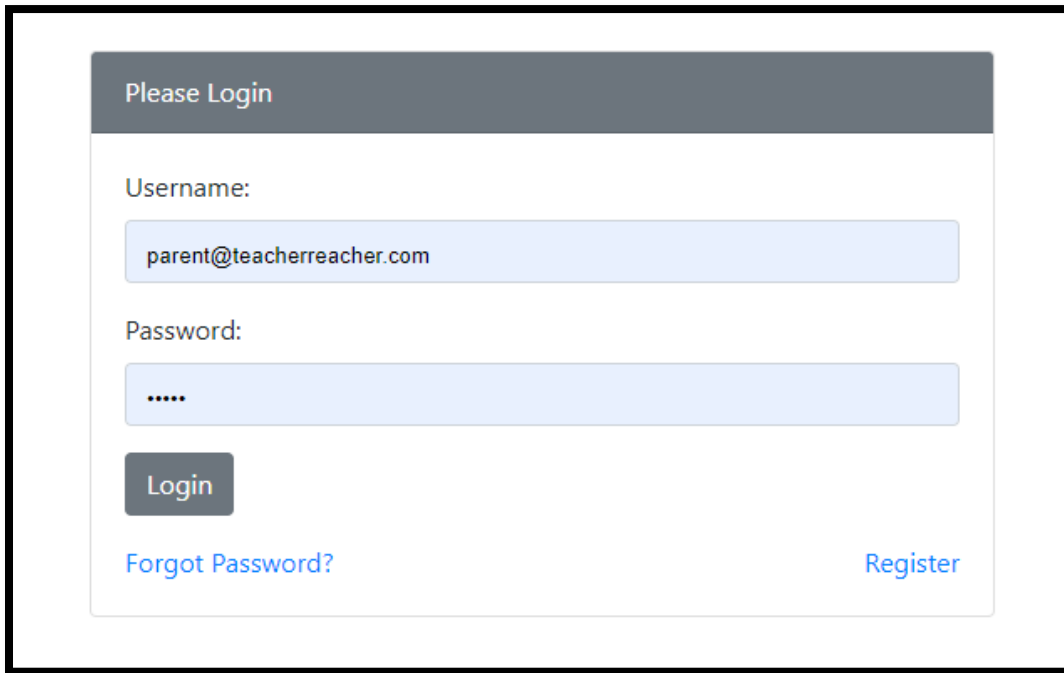
  
reCAPTCHA  
[Privacy](#) • [Terms](#)

Submit

## “Login” menu link:

### Login

- Click the “Login” link in the upper right of the screen
- Use form to login



The screenshot shows a login form titled "Please Login" in a dark grey header. Below the header, there are two input fields: "Username:" with the text "parent@teacherreacher.com" and "Password:" with masked characters ".....". A dark grey "Login" button is positioned below the password field. At the bottom of the form, there are two blue links: "Forgot Password?" on the left and "Register" on the right.

## “My Students” menu link:

### Add Children

- Enter Child's Name (as registered in the school district)
- Select the school
- Enter the Child's Student ID or Date of Birth
- Click "Submit"
- Repeat.

## Manage My Students

### Add Student

First Name

Julia

Last Name

Student

School

Demo Middle School

Student ID

DOB

May

28

2009

Submit

### Current Students

Student

School

Grade

Julia Student

Demo District / Demo Middle School

9

## “Schedule Appointments” menu link:

### Make Appointments

- Click on student name next to the conference name

## Schedule Appointments

Coinference	Student	Core	Electives
Bogus Event August 11	<a href="#">Julia Student</a>	2 / 3	3 / 3
Sample Event	<a href="#">Julia Student</a>	0 / 3	0 / 3

- View appointment schedules for up to 6 teachers at a time
- Place a check next to teachers’ names
- Click the “Continue” button

## Choose Teachers

You may select up to 5 teachers at once to manage scheduling. This can be done more than once to have an opportunity to schedule for all the teacher you need. Be sure to pick the top 5 most important first to have a better chance at getting your desired times.

Department
Alphabetical

You have selected 5 / 5 teachers
Continue

CORE

▼ Admins

▼ Boys 1A

☒ Larry Counselor

▼ English

☒ Allison Entelle

☐ Louise Erbe

☐ Vincent Goodspeed

☐ Craig Lander

☐ Thomas Lawson

☐ Jill McNally

☐ Mary Pinella


☐ Alyssa Rose

☐ Mike St Moir

☐ Christine Stein

☐ Carla Wilson

▼ Math

- Click on a time listed under a teacher’s name to make the appointment
  - When a time slot is clicked, the appointment is made
  - Total number of appointments will be limited by the number set by their schools
- Click the “Done” button once appointments have been made
- If you choose a time by mistake, click the  icon
- Repeat

TeacherReacher®

Wh...

jeff Logout

My Students

My Schedule

Schedu...

You have reached your maximum core conferences

Close

Conferences

pres: 3 / 3 Electives: 0 / 3 Done

Antonella/Lisa Bernarg/Fallon Core	Larry Counselor Core	Jane Danker Core	Allison Entelle Core	Kerri Free Core
09/21/2022				
Yours 7:00 PM				
			Yours 7:05 PM	
	Yours 7:10 PM			
		7:15 PM		7:15 PM

## “My Schedule” menu link:

### Choose your appointment type

- View your schedule
- If your school offers a choice of appointment types, place a check accordingly
  - Appointment types can be In Person, Virtual or by Phone
- You can also remove your appointments if you no longer wish to meet with a teacher

### Upcoming Appointments

Julia Student				
Event	Time	Teacher	Contact Info	Options
Sample Event	09/21/2022 7:00 PM	Antonella/Lisa Bernarg/Fallon	<input type="radio"/> In Person <input type="radio"/> Virtual <input type="radio"/> Phone	<a href="#">Delete</a>
Sample Event	09/21/2022 7:05 PM	Allison Entelle	<input type="radio"/> In Person <input type="radio"/> Virtual <input type="radio"/> Phone	<a href="#">Delete</a>
Sample Event	09/21/2022 7:10 PM	Larry Counselor	<input type="radio"/> In Person <input type="radio"/> Virtual <input type="radio"/> Phone	<a href="#">Delete</a>