



# St. Francis of Assisi Academy

## Parent-Teacher Conferences

### Instructions for online conference bookings for Thursday, Nov 24<sup>th</sup> (1-9 pm).

The link for the Conference Manager is:

<https://assis.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. If you have **never registered** in the Conference Manager use the link above and click the "Register Now" button.

#### Can't remember your password?

If you already have a Parent Account, click on the link above, 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. Please also add [appointments@schoolsoft.ca](mailto:appointments@schoolsoft.ca) to your address book in your computer mail. 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 – **November 17th @ 8:00 a.m.**

If you used the Conference Manager in the past, your email and password are still in the system. You can simply access the Conference Manager using the link above.

#### Step 2 – Book your Parent-Teacher interviews

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:

**November 17<sup>th</sup> - Start scheduling your interviews at 8:00 a.m.**

**November 24<sup>th</sup> - Conference Manager closes at 12:00 p.m.**

**November 24<sup>th</sup> - (1:00 - 9:00 p.m.) – Parent Teacher Interviews**

We recommend adding  
[appointments@schoolsoft.ca](mailto:appointments@schoolsoft.ca)  
to your address book

If you have any questions or need assistance, please feel free to contact the school @ (587) 757-8702.

**Just a reminder – No School on Friday, November 25<sup>th</sup>, 2016!**