



UCS VIRTUAL CONFERENCES

Step One- Accessing School Soft.

DIRECTIONS ARE PROVIDED BELOW FOR BOTH NEW AND EXISTING USERS.

If you are an **EXISTING USER**, You will receive an email from Appointments@schoolsoft.com. Click on the link provided to take you to the School Soft Conference Manager and login to your account.

If you are a **NEW USER**, you will go to Utica.schoolsoft.com and create an account.

NEW USERS: You will need to set up an account.

Step One – Creating an account

Click the REGISTER NOW button to create an account.

If you do not see the REGISTER NOW button you are using a version of a browser that does not meet the requirements of the application and may need to be updated. See the list of supported browsers on the login page.

Use the email and password you used when you created your account to log in. The *Forgot your password* link can be used to reset your password.

Complete the Registration Form and click the SUBMIT button to create the account.

Login page (actual image and color may differ for your school)

Registration

Please enter the required information below:

PARENT/GUARDIAN INFORMATION

First Name _____ Last Name _____ Daytime Phone (optional) _____
 Email Address _____ Confirm Email Address _____
 Password _____ Confirm Password _____

Passwords are case sensitive and must be at least 6 characters in length. To ensure that you receive emails from the Conference Manager, we recommend adding appointments@schoolsoft.ca to your Address Book.

STUDENT INFORMATION

STUDENT 1 First Name _____ Last Name _____
 STUDENT 2 First Name _____ Last Name _____
 STUDENT 3 First Name _____ Last Name _____
 STUDENT 4 First Name _____ Last Name _____
 STUDENT 5 First Name _____ Last Name _____

Terms and Conditions

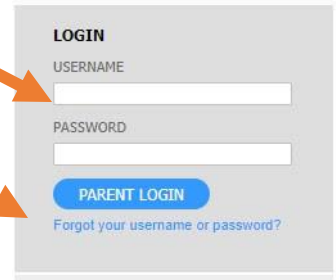
This service is provided by SchoolSoft Technologies Inc. (SchoolSoft). Your use of the SchoolSoft system is voluntary. If you are uncomfortable with, or unable to use our online system, you should contact the school to determine alternate ways of scheduling.

I have read and accept the Terms and Conditions.
 YES NO

Submit Clear

EXISTING USERS: Login with your existing username and password.

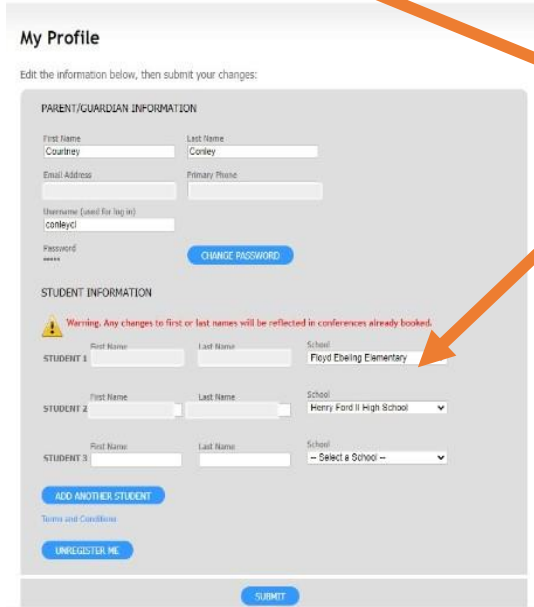
If you forgot your password, click on "forgot your username or password".



LOGIN
USERNAME
PASSWORD
PARENT LOGIN
[Forgot your username or password?](#)



Utica Community Schools Conference Manager
[BOOK A CONFERENCE](#) [MY CONFERENCES](#) [MY PROFILE](#)



My Profile
Edit the information below, then submit your changes:

PARENT/GUARDIAN INFORMATION
First Name: [text] Last Name: [text]
Country: [text] Corley
Email Address: [text] Primary Phone: [text]
Username (used for log in): [text] conleyCJ
Password: [text] [CHANGE PASSWORD](#)

STUDENT INFORMATION
Warning: Any changes to first or last names will be reflected in conferences already booked.

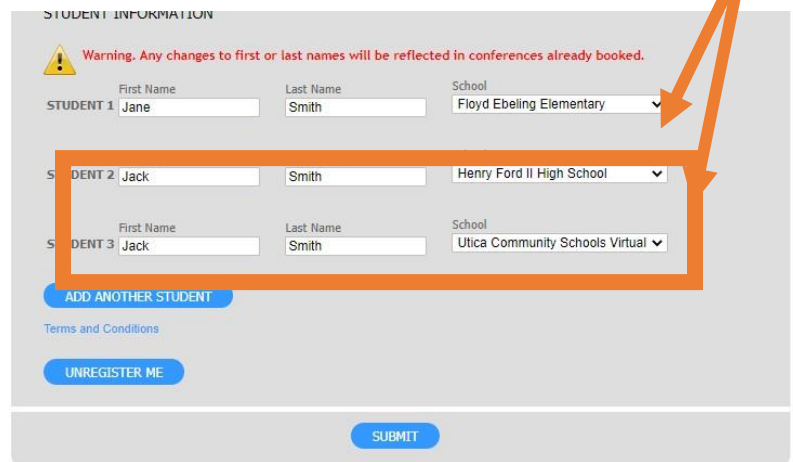
STUDENT 1: First Name: [text] Last Name: [text] School: [dropdown] Floyd Ebeling Elementary
STUDENT 2: First Name: [text] Last Name: [text] School: [dropdown] Henry Ford II High School
STUDENT 3: First Name: [text] Last Name: [text] School: [dropdown] -- Select a School --

[ADD ANOTHER STUDENT](#)
[UNREGISTER ME](#)
[SUBMIT](#)

ALL USERS: Once you are logged in, make sure to check and make sure that your schools are correctly listed. If they are not, you will need to go into **MY PROFILES** and change the name of your child's school.

PLEASE NOTE: If your child attends more than one building, you will need to add the same child's name as an additional student and link that student to an additional school.

Example: Your child attends Henry Ford and has Virtual Academy classes, you will need to list your child's name twice and indicate the appropriate schools. See the example below.




STUDENT INFORMATION
Warning: Any changes to first or last names will be reflected in conferences already booked.

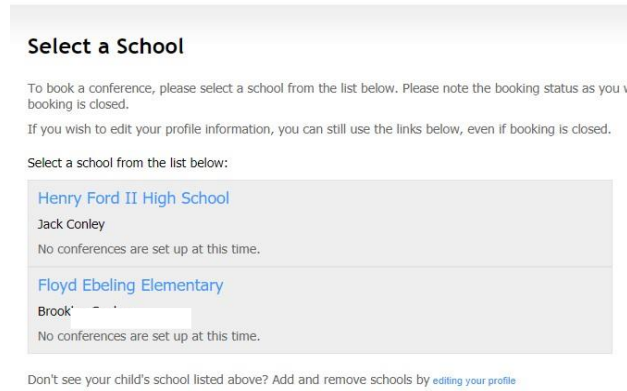
STUDENT 1: First Name: [text] Jane Last Name: [text] Smith School: [dropdown] Floyd Ebeling Elementary
STUDENT 2: First Name: [text] Jack Last Name: [text] Smith School: [dropdown] Henry Ford II High School
STUDENT 3: First Name: [text] Jack Last Name: [text] Smith School: [dropdown] Utica Community Schools Virtual

[ADD ANOTHER STUDENT](#)
[UNREGISTER ME](#)
[SUBMIT](#)

****CSI/MST Families:** You would select your child's high school and then add your child's name a second time as well and list the Instructional Resource Center CSI/MST* under "school". **



[BOOK A CONFERENCE](#) [MY CONFERENCES](#) [MY PROFILE](#)



Select a School

To book a conference, please select a school from the list below. Please note the booking status as you booking is closed.
If you wish to edit your profile information, you can still use the links below, even if booking is closed.

Select a school from the list below:

- [Henry Ford II High School](#)
Jack Conley
No conferences are set up at this time.
- [Floyd Ebeling Elementary](#)
Brook...
No conferences are set up at this time.

Don't see your child's school listed above? Add and remove schools by [editing your profile](#)

Once you have updated all your information, click on **BOOK A CONFERENCE** tab.

BOOKING YOUR CONFERENCE

Step Two – Booking Conference Times



Once logged in you will see the **BOOK CONFERENCE** button if the system is active. If booking is not yet active, the date and time booking begins will be displayed.

Select the conference session/date that matches your booking preferences



Place a checkmark beside each teacher you wish to see. If you have more than one child, check teachers for all children.

Click the **NEXT** button to view the schedules that match your teacher selections.

Click an available cell to complete a booking. Repeat for all teachers. Unless instructed otherwise, only book one conference per teacher.

Select a Time

Wednesday May 2 - K-9 Conferences (4:30 PM - 8:30 PM)
Choose an available time slot:

L. Acorn	L. Armstrong	A. Baughn
4:30	4:30	4:30
4:45	4:45	4:45
5:00	5:00	5:00
5:15	5:15	5:15
5:30	5:30	5:30



Click here to log out. You may be asked to complete a survey.

When finished with the booking process you may print your schedule.

Booked appointments appear in the panel on the right side of the screen. You will also receive a confirmation email.



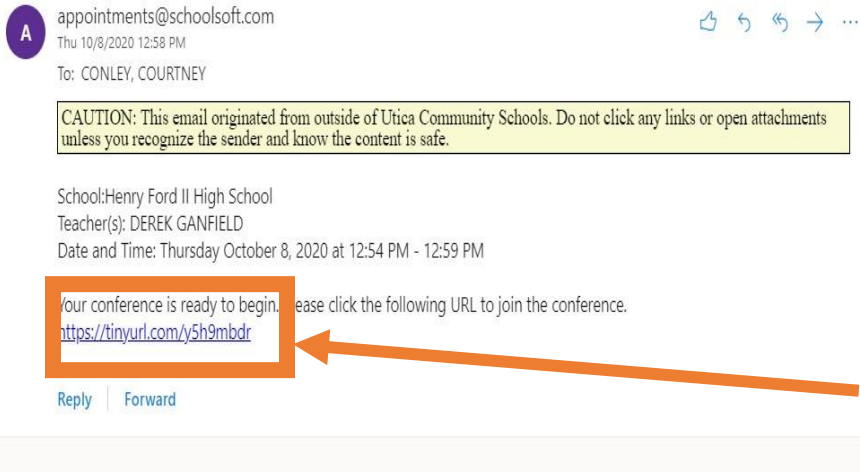
Accessing Your Virtual CONFERENCE

Once you have scheduled your conference, you will receive a confirmation email looking similar to this.



You will also receive a link with a meeting before the open house.

Your Conference is starting NOW

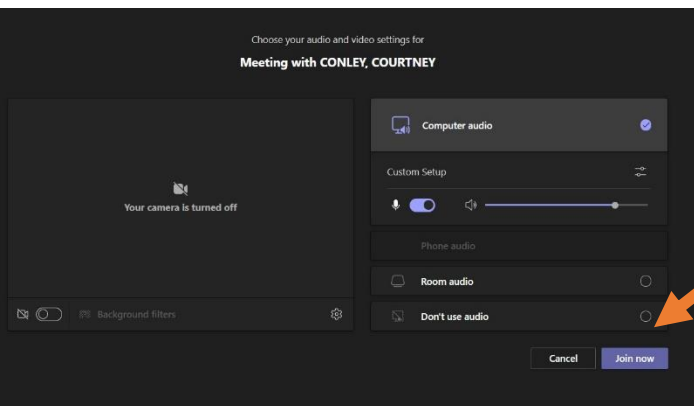
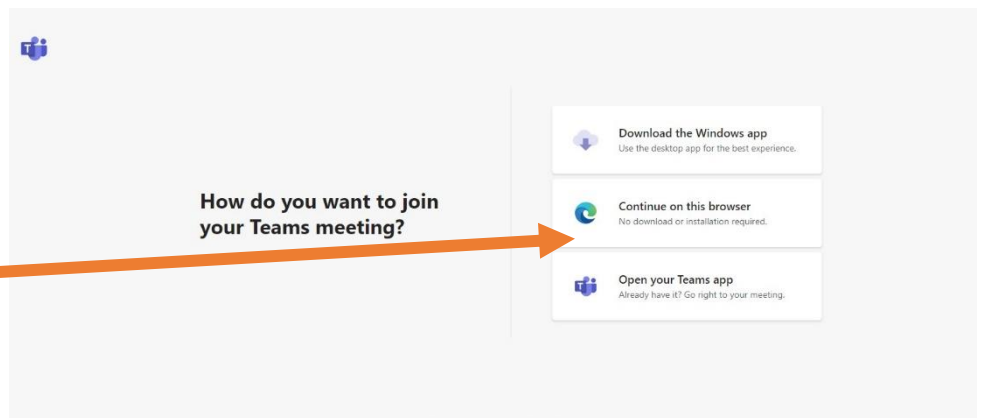


To access your Virtual Parent Conferences TEAMS Meeting, click on the link provided.

The link will take you to MICROSOFT TEAMS, which is our district Virtual Meeting Program.

You have various options to join the Open house meeting.

If you **DO NOT** have the TEAMS APP, click on "Continue on the browser".



Click JOIN

When the conference has ended, the teacher will end the meeting.