



## Online Scheduler instructions

1-Select" Online Scheduler" icon on the main web page

2-**Enter the password “eagles”**

3- Check the box next to your student’s counselor.

4- Enter your students’ ID# or look up the ID# by entering their name and birth date. After entering their ID#, you will be asked to verify your information by entering your student’s birth date.

5- Use the pull down menu to select the week you would prefer and then click on an available date and time.

6- **Make a note of your confirmation number in case you need to reschedule your appointment time.**