

Here are the **Parent Step-By-Step Directions** to access the Canyon Creek Online Scheduler to make an appointment for Parent Teacher Conferences.

Step 1- Click on the link:

<https://www.canyoncreeksoftware.com/scheduler/ut/pcschools/index.cfm>

or use the link on the JRES website homepage – **Parent link for scheduling Conferences**

Step 2- Choose your student's school and click go.



Welcome to the Online Scheduler™

To continue, please choose a school from the drop down menu below and press the GO button.

ELEMENTARY SCHOOLS	JEREMY RANCH ELEMENTARY SCHOOL	GO
MIDDLE SCHOOLS	ECKER HILL MIDDLE SCHOOL	GO
JUNIOR HIGH SCHOOLS	TREASURE MTN JUNIOR HIGH	GO
HIGH SCHOOLS	PARK CITY HIGH SCHOOL	GO

Step 3- Enter the school password (hawks**) and click "login."**



→ Enter the school password for JEREMY RANCH ELEMENTARY SCHOOL:

LOGIN

Step 4- Enter your student's 5 digit ID (if you do not know your child's "Student ID", click on

"Look Up Student ID" and type in your child's name and birthday).



Choose your student's school: JEREMY RANCH ELEMENTARY SCHOOL

→ Enter your student's ID: GO CLEAR

LOOKUP STUDENT ID

Step 5- Verify your child's birthday and click go



Choose your student's school: JEREMY RANCH

Choose your student's id:

→ Verify your student's birthday: 1 - JAN |

Step 6- Click on your child's teacher's name and choose yes or no to add another student or proceed to available conference times.

Choose your student's school: JEREMY RANCH ELEMENTARY SCHOOL

Click the checkbox next to the name of the teacher(s) that you would like to meet with, then press the appropriate YES/NO button at the bottom of the teacher listing.

MRS. GILES (4, ROOM 30)

[Check All](#) / [Uncheck All](#)

Do you want to schedule conferences for another student?

YES NO

- * Select YES to add another student.
- * Select NO to proceed with conference time selection.

Step 7- Click on Week #1, 2 or 3 to view available conference times and choose a time that best works for your schedule from the available conference times.



Choose your student's school: JEREMY RANCH ELEMENTARY SCHOOL
 Choose your student's teacher: MRS. GILES
→ Choose your time from the table below:

MRS. GILES CURRENT SCHEDULE 4th Grade					
Previous Week <<		Week #3 - Mon, Oct 5 through Fri, Oct 9		>> Next Week	
	Mon, Oct 05	Tue, Oct 06	Wed, Oct 07	Thu, Oct 08	Fri, Oct 09
3:10 PM	CHOOSE 3:10 PM	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3:30 PM	CHOOSE 3:30 PM	XXXXXXXXXX	CHOOSE 3:30 PM	XXXXXXXXXX	XXXXXXXXXX
3:50 PM	CHOOSE 3:50 PM	XXXXXXXXXX	CHOOSE 3:50 PM	XXXXXXXXXX	XXXXXXXXXX
4:10 PM	CHOOSE 4:10 PM	XXXXXXXXXX	CHOOSE 4:10 PM	XXXXXXXXXX	XXXXXXXXXX
4:30 PM	CHOOSE 4:30 PM	XXXXXXXXXX	CHOOSE 4:30 PM	XXXXXXXXXX	XXXXXXXXXX
4:50 PM	CHOOSE 4:50 PM	CHOOSE 4:50 PM	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
5:10 PM	CHOOSE 5:10 PM	CHOOSE 5:10 PM	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
5:30 PM	CHOOSE 5:30 PM	CHOOSE 5:30 PM	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
5:50 PM	CHOOSE 5:50 PM	CHOOSE 5:50 PM	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX

Step 8- Enter your e-mail address to have a reminder e-mail sent to you. Once you have finished, confirm your appointment details and print your conference schedule. MAKE SURE TO WRITE DOWN YOUR CONFIRMATION NUMBER, in case you have to cancel your appointment.