

EM High School
Parent/Teacher/Student Conferences
Semester One
Thursday, November 16th, 12:00 – 4:00pm & 4:30 – 8:00 pm
&
Friday, November 17th, 8:00 – 10:30 & 11:00 – 1:30pm

EM High School is pleased to once again be offering an on-line Conference Manager to provide convenient scheduling of Parent/Teacher/Student Interviews.

The link for the EM High Conference Manager is: <https://ernestmanning.schoolsoft.ca/login.jsf> and it can be found in the Current Event Folder titled "Book your Parent-Teacher-Student Conference" <http://schools.cbe.ab.ca/b826/> .

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 first link above and click the "Register Now" button. You can register at any time; you do not need to wait for the Conference Manager Scheduler to open.

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 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 school at the numbers below for assistance with accessing your Parent account, confirming your email address and resetting your password.

Step 1 - Conference Manager Opens to Parents on Friday, November 10th at 5:00 pm.

If you have 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/Student Conference

Select the teachers with whom you want to book interviews (you will find the teacher's name on your student's report card, or under grades in HomeLogic.) Once you have selected the correct teacher(s) you will see their schedule(s). Remember to allow yourself time to travel from one appointment to the next when booking. After booking your appointments you can print off your schedule. You will also receive an email confirming your bookings. To ensure you receive your confirmation emails please add appointments@schoolsoft.ca to your address book. 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 school at: 403-249-3131 and we will schedule your conferences on your behalf.

Important Dates:

Anytime: Register for your parent account

Friday, November 10th, 2017 – Start scheduling your conferences at 5:00 pm.

Friday, November 17th, 2017 – Conference Manager closes at 10:00 am (conferences may still be booked after this time by contacting the school at 403-249-3131)

November 16th, 2017 – Parent/Teacher/Student Conferences from 12:00 – 4:00 & 4:30 – 8:00 pm

November 17th, 2017 – Parent/Teacher/Student Conferences from 8:00 – 10:30 & 11:00 – 1:30 pm

If you have any questions or need assistance, please feel free to contact the school at: 403-249-3131.