Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage http://www.timberline.alpinedistrict.org and select the Online Scheduler icon/link.
2. From the Online Scheduler Home Page
   a. Choose your student's school from the drop down list and click "GO"
   b. Enter the school password-**Timberline**
   c. Enter your student's "Student ID". If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.
   d. Verify the student's birth date
   e. Check the box listing the conference. (There will be only one choice.)
   f. Check **YES** if you have more than one student to schedule. Check **NO** if you have only one to schedule. You will then see the available time slots.
   g. Select the times that work best for your schedule.
   h. Enter your email address if you would like an email reminder sent to you. (Your email address is kept private.)
   i. Once you have finished you can confirm your appointment details and print your conference schedule.
   j. Write down the Confirmation Number (you will need this number to cancel your appointment)