

School Appointments On-Line- Parent Instructions Virtual interviews on Thursday February 1st from 1:30 PM to 4:00 PM

- 1. Go to https://sentinel.schoolappointments.com/admin/
- Register for an account by clicking the "REGISTER" menu tab and filling in the online form. Choose a user ID and password for yourself and then click the "Register Now" button.
- 3. Add your children into the system by clicking the "Add a Student" button. Click "Insert New" button to add more children.
- 4. Click the "date" icon beside each child's name to schedule appointments.
- 5. Select up to two teachers with whom you wish to book appointments with. On January 29th at 9:00 AM you may add additional appointments.
- 6. Then click the "View Calendars" button.
- 7. Click on available time slots to book your appointments.
- 8. Once the appointments are booked the screen will display the list of appointments for your students. When you click the "Home Page" button, you will return to the home page with your students and their appointments listed. You can book additional appointments or insert a new student and book appointments for them.
- 9. You will receive a reminder the day before your meeting. Please only join your virtual meeting at the exact time it is scheduled.

If you are having difficulty at any point in the process, the help tab at the top of the website is very useful and includes step-by-step instructions.