

# King's Learning Dialogues: Appointment Process

Please follow the steps outlined below to schedule your Learning Dialogue appointments. If you have questions or concerns, you are, as always, invited to call the office. (905-257-5464 ext 501)

1. Click on the Learning Dialogue Registration link in the News & Events section of the Homepage of the King's website (www.kingschristian.ca).

Enter your email and push "Login/Create Account".

Your email address:

Your personal password:

Login/Create Account

Forgot My Password

2. Select **Login/Create Account**. **Note:** Please use parent name and create your own password. Do not use student information at this stage.

3. Fill in your name, email and password fields and select **OK** to continue.

4. To **Add a Child**, enter your child's student number as on student timetable or Edsby (hover over student's name, click on "View Details" & see ID number listed on right) and password (birthdate) as the example shown below:

Sample Parent [Logout](#) [Edit Profile](#) [Printable schedule](#)

Enter the values for an additional student and push "Add".

Questions marked with an asterisk (\*) must be completed.

Student ID (See Learning Report Insert)

\*

Enter Password (See Learning Report Insert)

\*

Add

5. Student ID: **XXXX (4 digit number)**  
 Password: **5/16/1994 (mm/dd/yyyy)** include forward slash (/) as shown. Zeros prior to single digits do not need to be added.

Click **Add** to continue. A schedule will appear.

6. If you have **more children** to register, enter their Student ID numbers and Passwords in the same way. More schedules will appear.

Click on the coloured box below to book your preferred time slot.  
 Expand 'Your Schedule' (above) to make changes to your appointments.

Legend

- Appt scheduled for you
- Unavailable
- Mrs. Brown, Gym
- Mr. Norbury, Gym
- Mrs. Reid, Gym
- Mrs. Scholman, Gym
- Mr. Walraven, Gym
- Mr. Zietsma, Gym

## Sam Student X

4:00 PM					
4:08 PM					
4:16 PM					
4:24 PM					
4:32 PM					
4:40 PM					
4:48 PM					
4:56 PM					
5:04 PM					
5:12 PM					
5:20 PM					
5:28 PM					
5:36 PM					
5:44 PM					
5:52 PM					

Enter the values for an additional student and push "Add".

Questions marked with an asterisk (\*) must be completed.

Student ID (See Learning Report Insert)

\*

Enter Password (See Learning Report Insert)

\*

Add

7. **To make an appointment**, locate the desired teacher (on the left). Click in an available time slot. A confirmation screen will appear which gives the option to **Create the Appointment** or Return. You also have the option of having a reminder emailed to you.
8. If you need to **make changes**, click on "**Your schedule**" and follow the directions.

[Your schedule](#)



Parent Name



[Logout](#)



[Edit Profile](#)



[Printable schedule](#)

9. A **confirmation email** will be sent at the end of this session.