

## ICES Parent/Teacher Interviews Friday, March 19, 2021

We are pleased to be using Conference Manager to schedule **our virtual Parent/Teacher Interviews using the Microsoft Teams platform** for Friday, March 19, 2021, 8:00 am – 3:00 pm. The process for booking time slots is broken into the following steps:

**Step 1 – Pre-Register** at <https://im-leth.schoolsoft.com> (**DO NOT** include “www” in the url)

You can set up a Parent Account (if you haven't already) by following the link above. Click the REGISTER NOW button and complete the registration form. Your login credentials (email and password) will remain in the system to make it easy to access the Conference Manager in the future.

Please note that to enhance functionality and security, the Conference Manager requires you to use Internet Explorer 7 (or above), Firefox 3 (or above) or Safari 4 (or above). If you are using an older browser, the Conference Manager will automatically prompt you to update your browser and provide you with a link. This is a one-time process and only takes a couple of minutes.

In order to ensure that your email program does not block emails sent from the Conference Manager, we suggest adding [appointments@schoolsoft.com](mailto:appointments@schoolsoft.com) to your address book.

**Step 2 – Conference Manager Opens to Parents –Thursday, March 11@ 9 am and closes on March 18 @ 12:00 pm.** You can access the Parent Login Page using the link in the Confirmation Email. If you do not receive a Confirmation Email, you can login by going directly to <https://im-leth.schoolsoft.com>.

If you do not have Internet access, you are welcome to contact the office and we will gladly schedule your conferences on your behalf (**please call before March 19 if you wish to book by phone**) 403-317-7860

### **Step 3 – Book your Parent/Teacher Check-in**

Select the time you would like to book your Parent check in. After booking your appointments you can print off your schedule. You will also receive an email containing the time for your meeting. You can log onto the system at any time **before noon on March 18.**

### **Important Dates:**

**Conference Manager OPENS:** Thursday, March 11 @ 9:00 am

**Conference Manager CLOSES:** Thursday, March 18 @ 12:00 pm

**If you have any questions or need assistance, please feel free to contact the school**

Terri Schellenberg email: [ices@lethsd.ab.ca](mailto:ices@lethsd.ab.ca) or phone: 403-317-7860