

Course Selection Conferences

February 21st & February 22nd, 2018

3:30pm - 7:30pm

Visit the LSW Website:

<http://lswhs.lsr7.org/>

& click on the Course Selection Conferences Link:

<https://pickatime.com/client?ven=11601055>

- 1) Create an account by entering your email address and click 'Login/Create Account'.
- 2) Fill out all the fields required and click 'OK' to register. The first/last name fields should include your name, not your student's name.
- 3) Enter your student's ID # & your student's date of birth (ex: 04/02/96). Click 'Add'.

Note: If you have more than 1 child at LSW, you can continue adding your children on the next screen, after selecting the date, by filling out Student ID, birth date and clicking 'Add' so that you can see available appointments for all your children.

- 4) A legend will appear with your child's Advisor's name. Black squares display appointments you have made and white squares are unavailable appointments (already booked or teacher is unavailable).
- 5) To schedule your appointment, click the colored square for the time you would like. If you would like a reminder email, complete the reminder information and click 'Create Appointment'. (The time slot will turn black to indicate your appointment.)
- 6) Click Printable Schedule to view your appointment(s). Use your browser's Print command to print. Click the 'Return' button on the screen when finished printing.
- 7) Click 'Logout' when completed.

Changes & Cancellations

If you would like to change or cancel appointments, you will need to login (steps 1 & 2), click 'Your Schedule' and choose either 'Cancel' or 'Change Time'. Follow the directions on the screen. Note: Don't forget to print your new schedule.