

## **Step by Step Instructions for Scheduling a Class Change**

1. Go to the TMS home page at <http://timberline.alpinedistrict.org> and **click the Online Scheduler icon.**
2. From the drop down list select **"TIMBERLINE MIDDLE SCHOOL"**
3. **Enter "TIMBERLINE"** as the password
4. **Select your student's Counselor.**  
**A-F Dianne Brown**  
**H-O Shaun Noyce**  
**P-Z Colleen Roundy**
5. **Select a time slot**
6. **Enter your student's ID#**-If you do not know your student's ID #, use the LOOKUP STUDENT ID button to find the ID.
7. **Verify the student's birth date**
8. **Confirm** your appointment details
9. **Enter your email address** to receive an e-mail confirmation and an e-mail reminder approximately 2 days before the appointment.
10. Click- **MAKE STUDENT LED APOINTMENT**
11. **Record the confirmation number.** You will need this number to make changes to the appointment.
12. Repeat the steps if you have additional students at Timberline.