



Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage <http://www.timberline.alpinedistrict.org> and select the Online Scheduler icon/link.
2. From the Online Scheduler Home Page
 - a. Choose your student's school from the drop down list and click "GO"
 - b. Enter the school password-**Timberline**
 - c. Enter your student's "Student ID". If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.
 - d. Verify the student's birth date
 - e. Check the box listing the conference. (There will be only one choice.)
 - f. Check **YES** if you have more than one student to schedule. Check **NO** if you have only one to schedule. You will then see the available time slots.
 - g. Select the times that work best for your schedule.
 - h. Enter your email address if you would like an email reminder sent to you. (Your email address is kept private.)
 - i. Once you have finished you can confirm your appointment details and print your conference schedule.
 - j. Write down the Confirmation Number (you will need this number to cancel your appointment)

Need help?

Contact the Timberline Counseling Office at 763-7046
or by email jennifermckenna@alpine.k12.ut.us