

How to Use PT ConferenceMaker for Northfield Four Year Planning Registration

You may use the link on the NTHS home page itself to reach the registration site.

<http://www.newtrier.k12.il.us>

Make sure that you have your student number and password on hand. These are necessary to enter the site.

1. This is the main page of PT ConferenceMaker registration. You have the choice of scheduling, viewing, or modifying your conference schedule. Click on "Schedule Conferences" to make your reservation. (Clicking on "View/Modify Conferences" is used only after you have created a reservation.)
2. The second screen asks how many students you want to conference about. This allows you to set up reservations for more than one child without conflicts. Click "Continue" after selecting the number.
3. The student number and password you have been issued are entered on this screen. The password you will be using this year is the birthday of your student. The format is MDDYYYY. For example, a birthday of April 4, 2006 would be: 4042006. A birthday where the month and/or day is two digits would look like this: 10312006. If the day is a single digit, put a zero in front of it.
4. The conference day is chosen next. Select the day that your child's adviser is available and click "Continue."
Remember that your student's adviser is only available on one of the three days. If you select any of the other days the adviser will be shown as unavailable.
5. After a conference day is chosen you will have the option of selecting a time before which a conference cannot be scheduled. Do that and click "Continue."
6. The next screen displays your student's adviser. Select "Yes" and then click "Continue."
7. The next screen gives you your conference time. You have the option to accept or reject the time offered.
8. If you reject the time offered the system will take you back to Step 4 and you will continue through the process again.
9. Once you accept the conference appointment you will be given the option to email the schedule to yourself or to print the screen.

After a schedule is accepted, you are able to login to change the time by selecting "View/Modify" previously scheduled conferences. If you need assistance please call 847.784.7540 and leave a detailed message. Your call will be returned as soon as possible.