

Step-By-Step Parent/Guardian Instructions

1. Go to: <https://www.canyoncreeksoftware.com/scheduler/ut/alpine/index.cfm>
2. From the Online Scheduler Home Page:
 - a. Choose **SKYRIDGE** from the high school drop down list and click “GO”
 - b. Enter the school password: **falcons**
 - 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. The name of your student’s counselor will be displayed. Check the box.
 - f. You will be asked, “**Do you want to schedule conferences for another student?**” then repeat the steps above if you need to see the counselor for more than one student and do not feel that 15 minutes will be adequate. If you only have one student, answer NO to that question.
 - g. You will then see the available time slots for your student’s counselor.
 - h. Select the time that works best for your schedule.
 - i. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
 - j. Once you have finished, you can confirm your appointment details and print your conference schedule.
 - k. Write down the Confirmation Number. (you will need this number to cancel your appointment)