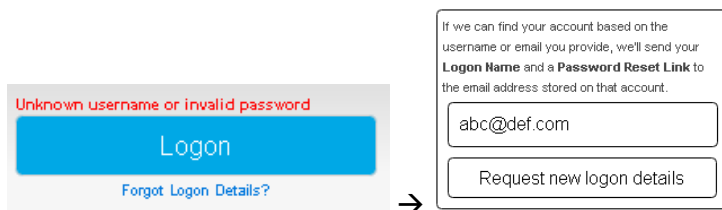


**Please note that you are only able to book appointments during this time slot:
Friday, 18 October 2019 6:00 pm until Friday, 25 October 9:00 am**

Steps

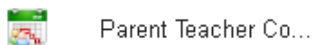
1. Log into the Parent Portal on the **FIS website** www.the-fis.de using the log-in details that have been sent to you. In case you have forgotten your password, fill in your logon name which is usually your email address, fill in any password and click on "Logon". Now you have the "Forgot Logon Details" option and you can request a new password.



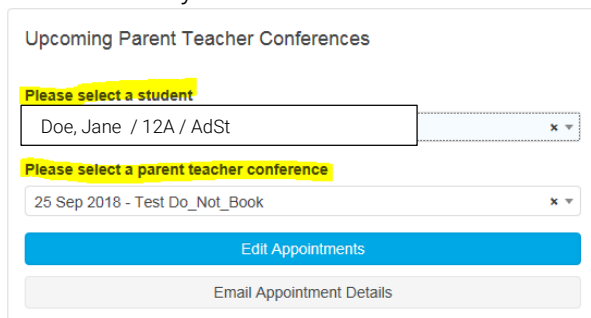
The image shows a login interface. On the left, a grey box contains the text "Unknown username or invalid password" in red. Below it is a blue "Logon" button and a link for "Forgot Logon Details?". An arrow points to a white box on the right. This box contains the text: "If we can find your account based on the username or email you provide, we'll send your Logon Name and a Password Reset Link to the email address stored on that account." Below this text is a text input field containing "abc@def.com" and a button labeled "Request new logon details".

Alternatively, you could also contact schoolbase@the-fis.de when you have problems logging in.

2. Once logged-in, click on the PTC icon:



3. Please select your child and a PTC if there are options and **click on "Edit Appointments"**



The image shows a web interface titled "Upcoming Parent Teacher Conferences". It features two dropdown menus. The first is labeled "Please select a student" and shows "Doe, Jane / 12A / AdSt". The second is labeled "Please select a parent teacher conference" and shows "25 Sep 2018 - Test Do_Not_Book". Below the dropdowns are two buttons: a blue "Edit Appointments" button and a grey "Email Appointment Details" button.

4. Click on "Required" if you would like to schedule a meeting with a teacher and select a time slot from "Time".

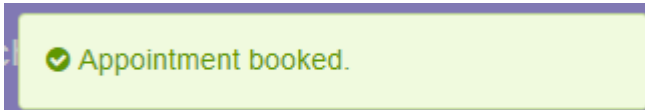
Booking Parent Teacher Conferences

Test Do_Not_Book

Date:
18 Sep 2018
08:00 - 19:00

Subject	Teacher	Required	Time
Advisory	Adam Steinberg	<input checked="" type="checkbox"/>	09:00
Biology HL	Natasha Schorb	<input checked="" type="checkbox"/>	08:10
Chemistry HL	Alice Robson	<input type="checkbox"/>	Select an option...
English Literature SL	Todd Denick	<input type="checkbox"/>	Select an option...

The system saves your input after each selection of a time slot and a message will show up at the top of the page for 2 seconds.



5. Please click on "Finish" when you are done

Upcoming Parent Teacher Conferences

Please select a student

Doe, Jane / 12A / AdSt

Please select a parent teacher conference

25 Sep 2018 - Test Do_Not_Book

Finish

Email Appointment Details

6. You will receive your appointment details per email if you click on "Email Appointment Details"

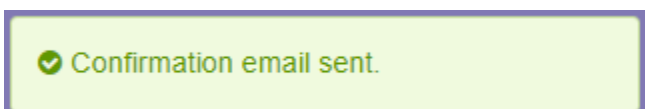
Booking Parent Teacher Conferences

Upcoming Parent Teacher Conferences

Please select a student

Please select a parent teacher conference

A confirmation will appear for 2 seconds.



- The school will check all bookings after the conference manager has closed and might have to modify some appointments. **You will get an email with your final appointment schedule (example given below) a few days after the schedule has been closed.** This schedule will also show room numbers.

MS/HS Parent Teacher Conference

Day, Month, Year

In FIS, Marie-Curie-Str. 2, 91052 Erlangen at 8:30AM

Appointments for :

Tutor: CaRi; SaTu

10:50	Mr Sayer	Mathematics	253
11:00	Mr Landmann	Theory of Knowledge	253
11:10	Mr Armstrong	Biology	259

Please print only the confirmed schedule and bring it with you on the conference day.

Booking Parent Teacher Conferences



Please Note:

For all MS/HS teachers and EY/ES specialist teachers:

Please only block one 10 minute slot for each teacher per child even if the teacher comes up twice in your overview. This rule applies to teachers who might teach your child in two different subjects or also function as your child's advisor in addition to being their subject teacher. Double bookings with a teacher will not be accepted in order to give as many parents as possible the opportunity to meet with teachers.

What do I do if ...

- I get this message?

Test Do_Not_Book - *This PTC is currently not open to book appointments*

Date:
25 Sep 2018
08:00 - 19:00

Subject	Teacher	Required
Advisory	Adam Steinberg	<input type="checkbox"/>
Biology HL	Natasha Schorb	<input type="checkbox"/>
Chemistry HL	Alice Robson	<input type="checkbox"/>

➔ The booking has been switched off temporarily. Please try again in a couple of minutes.

- I don't see any PTCs?

Upcoming Parent Teacher Conferences

Please select a student

Please select a parent teacher conference

No results found

➔ The booking hasn't been opened yet. Please try again once the official sign-up period has opened.

In case you have any specific questions or issues regarding Parent Teacher Conferences, please contact us at ptc@the-fis.de.