

# Parent Guide for Teacher Reacher Login/Registration

1. Go to <https://teacherreacher.com>
2. On the main page, click on “sign up”
  - Choose District: Use the drop down and locate your district.
  - Parent First Name: Insert your first name.
  - Parent Last Name: Insert your last name.
  - Parent Email: Insert your email address.
  - Password: This will be your password to access TeacherReacher. Don’t put the password to access your Email account.
  - Verify Password: Type the same password again.
  - Parent Contact Number: Use either your home phone or your cell phone.
  - Click Create Account once.
3. Open e-mail and click the link inside to activate your TeacherReacher account .
4. The Account Activated page will appear once your parent account is activated.
5. Bring your mouse to Login and click PARENT.
  - Log in using your email and recently created password.
  - Choose the district.
  - Click Login.
6. When the new screen appears, click the “Parent Teacher” box
  - A new window will appear. Click here to view Conferences.
  - Click in the box: Click here to view Conferences.
7. Click on “Click here to add children to your account” to add your grade 10 student, or to add your junior or senior that has not been registered before.

# Parent Guide for Teacher Reacher Login/Registration (continued)

## 8. To add your child in the program....

- Select the school.
- Enter child's first name (as registered in the school).
- Enter child's last name (as registered in the school).
- Enter the child's Birth Date.
- Click "Find Student"
- Select the correct student from the list.
- Click "Add Student".
- Repeat steps 1-7 for each child.

## 9. To schedule appointments.....

- Move your mouse to "Schedulers."
- Then click on "Parent Teacher."
- Click "Make Appt."

## 10. On the next page, click on "Dept or Alpha or My Teachers"

- Click on a teacher.
- Choose an available time.
- Click the "Make Appointment" button. This will return you to the main page of TeacherReacher.
- Click on "Make Appt" Button
- For additional appointments repeat steps 1-4 again.