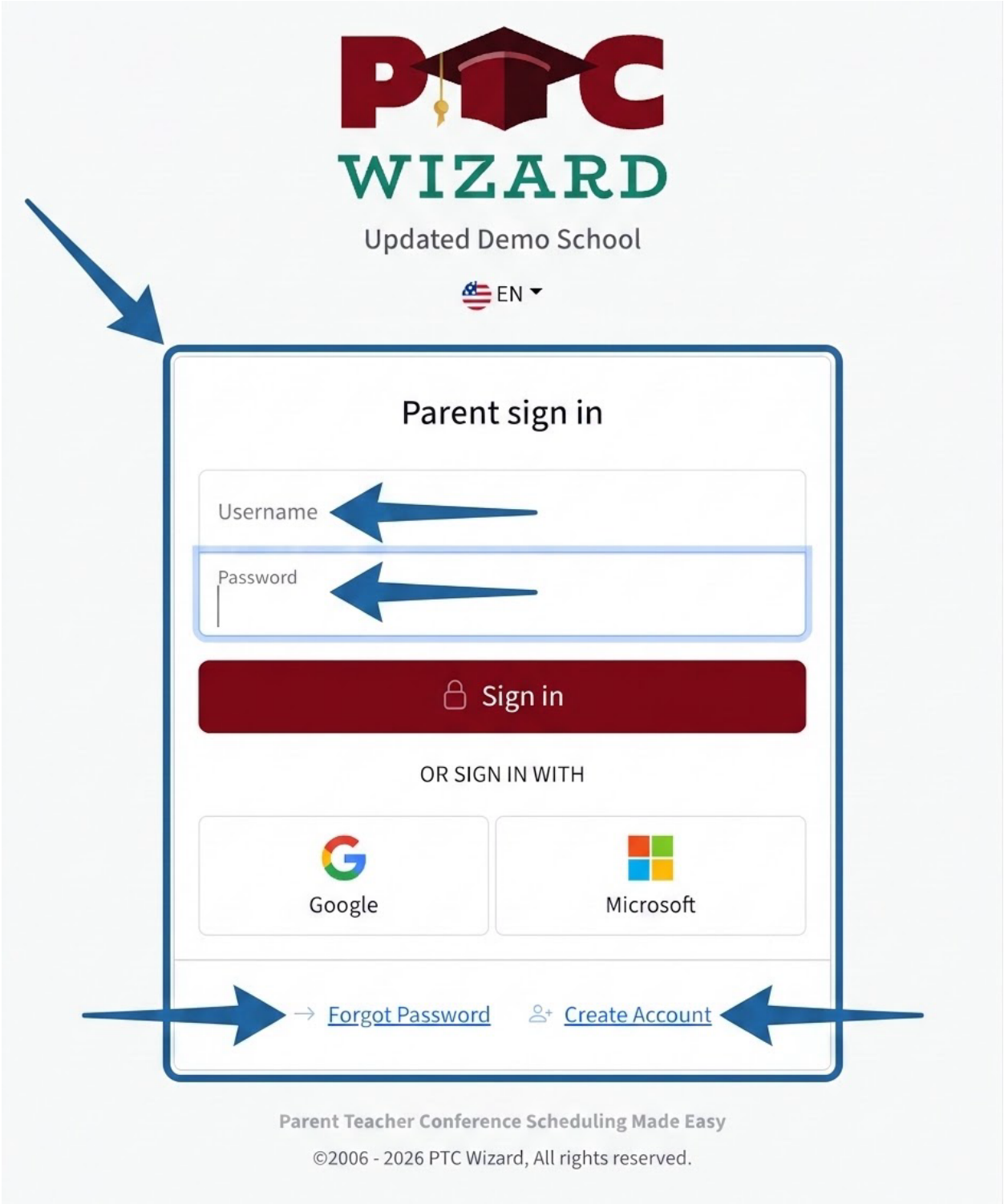
1. Go to the PTC Wizard sign in page provided by your school.
   The page will look like the screenshot, but the name of your school will be shown.
2. If you need to have a different language, click the flag and select the language that you need.
3. If you are a returning user to this school, just enter your email and password that you created the first time. If you forgot your password then click the Forgot Password link.
4. If this is your first time using the system, then you will need to create an account. Click the Create Account link at the bottom.
5. Fill in the Account Creation form. Enter your first name, last name, email address and create a password. Then click Create My Account
6. After your account is created, you will be asked to add at least one student. You can add a student by entering their 9 DIGIT OSIS number. This is your childs NYC ID at the school. You can ask your school for help if you don't know this number. It should also appear on the report cards or NYCSA account.
7. After you enter the OSIS number and click Add Student button, the student name should appear. You can add another student at this point if you have more than one student.
8. Enter your phone number in the field provided for your profile.
9. Click the Save button.
10. You should now be on the events page showing you the event for your school.
11. Click Add/Edit meetings button.
12. Now you will be on the Schedule page, but you will need to select some teachers to see their schedules. Click the View Available Teachers or Teams button to expose the list of teachers.
13. This teacher list has the teacher name, description and your students name in each card. Select all the teachers you want to schedule a meeting with. You can select them all if you just want to see their availability. Every time you select a teacher, their schedule will load in the background.
14. After you finish selecting which teacher schedules you want to see click the Continue to schedule button.
15. You will see all the teachers schedules that you selected. Each available time will be a button you can click.
16. If you are using a phone or a smaller screen, you can shrink the columns by pressing the collapse button.
17. The day and structure for the days of the event are displayed on top. You will see the first day by default, but you can change the day by selecting the day you want.
18. Select the appointments that you want to reserve. If the button comes back green, then it is confirmed.
19. After making all the appointments you want to schedule, click the Review and continue button on the top right.
20. Review your appointments and make any necessary changes

21. Click the Confirm this agenda button at the bottom. That will trigger an email confirmation with all the appointments you selected.
22. You will now be able to click finish and see your schedule.
23. If you need translation services, click the button to request a translator and select the language you need. This will notify the school of your preference.
24. You should receive a confirmation email with your schedule. Save it for your records.
25. You can sign back in and make any changes you want at any time.

1. Go to the PTC Wizard sign in page provided by your school. The page will look like the screenshot, but the name of your school will be shown.

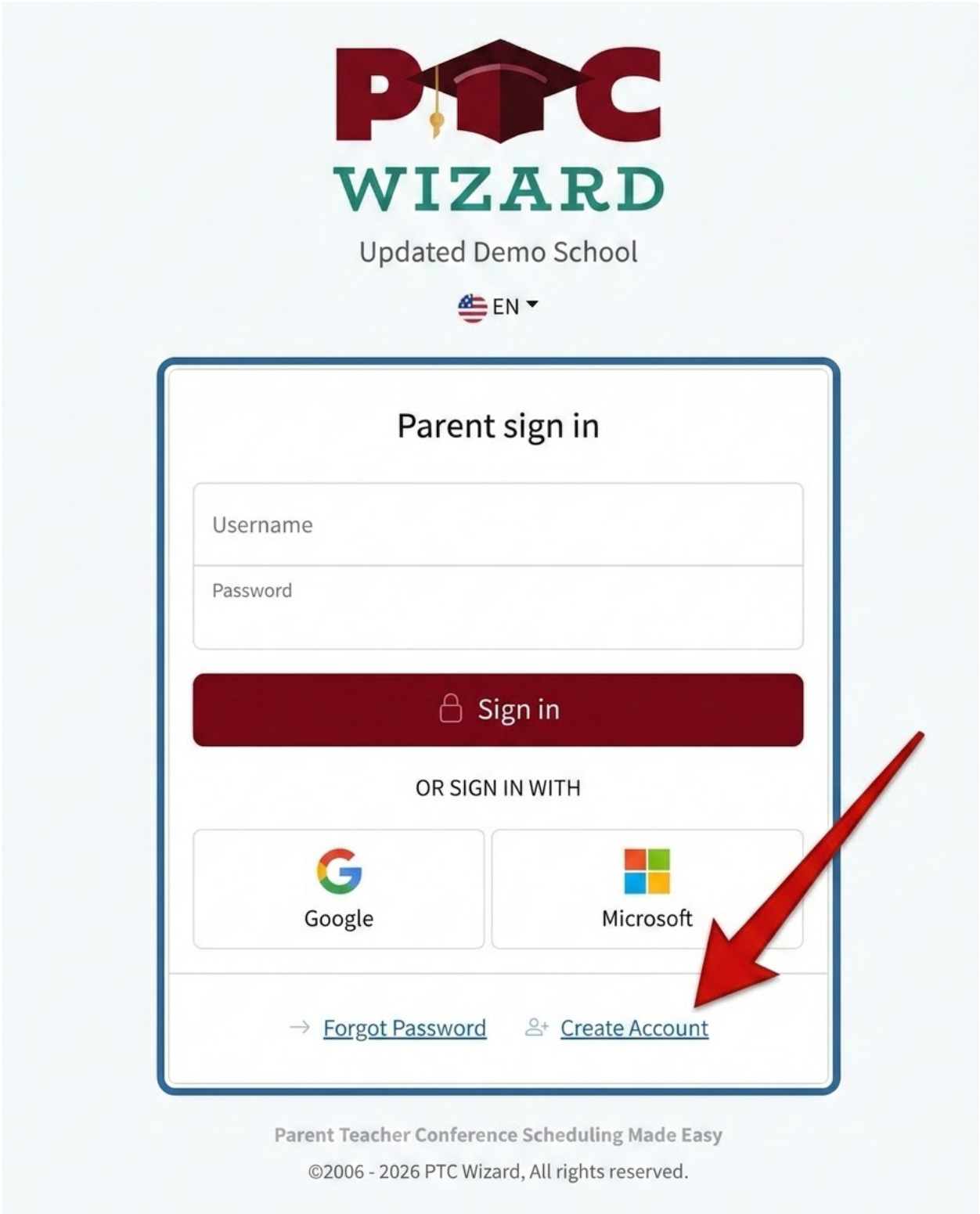


2. If you need to have a different language, click the flag and select the language that you need.

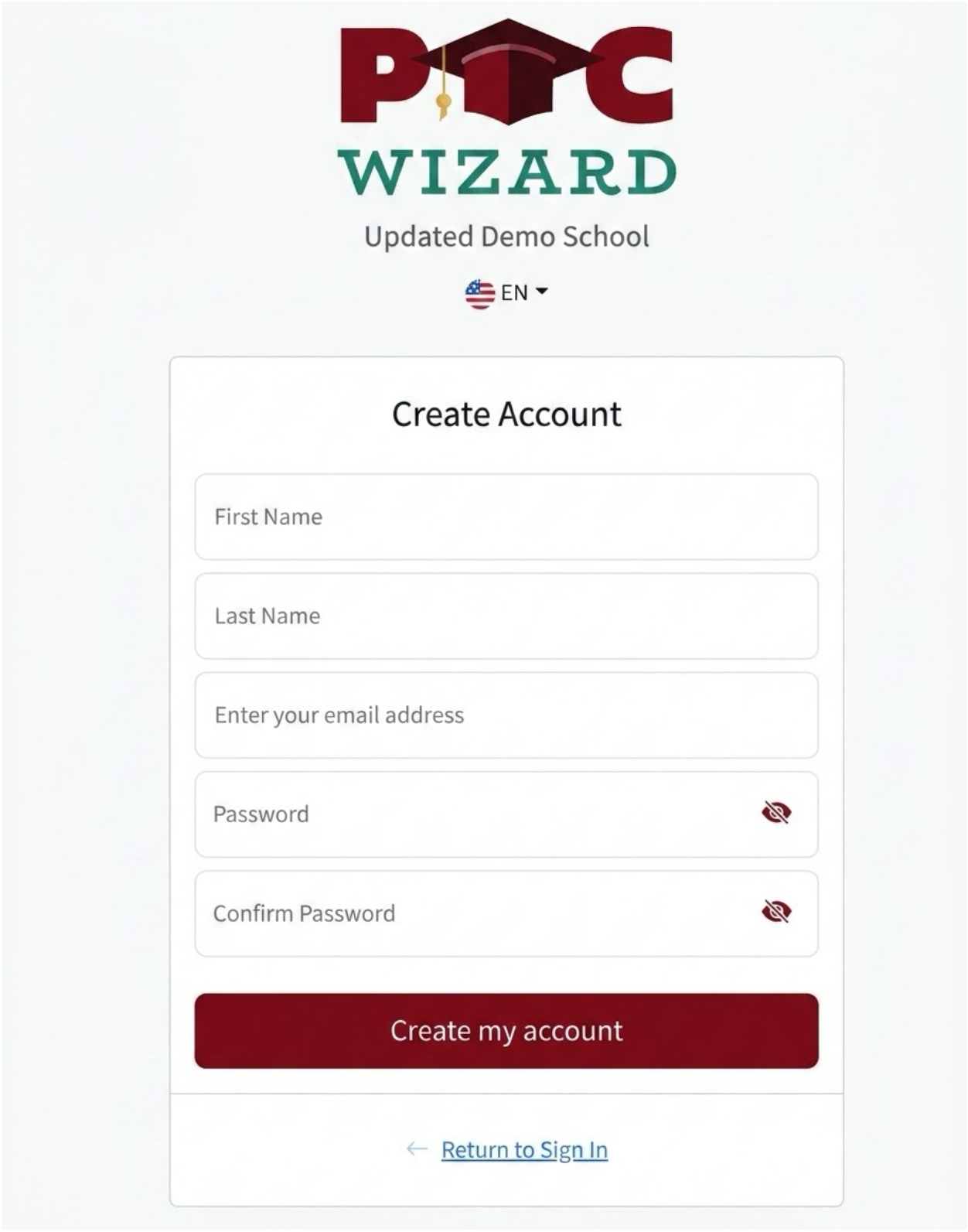


3. If you are a returning user to this school, just enter your email and password that you created the first time. If you forgot your password then click the Forgot Password link.

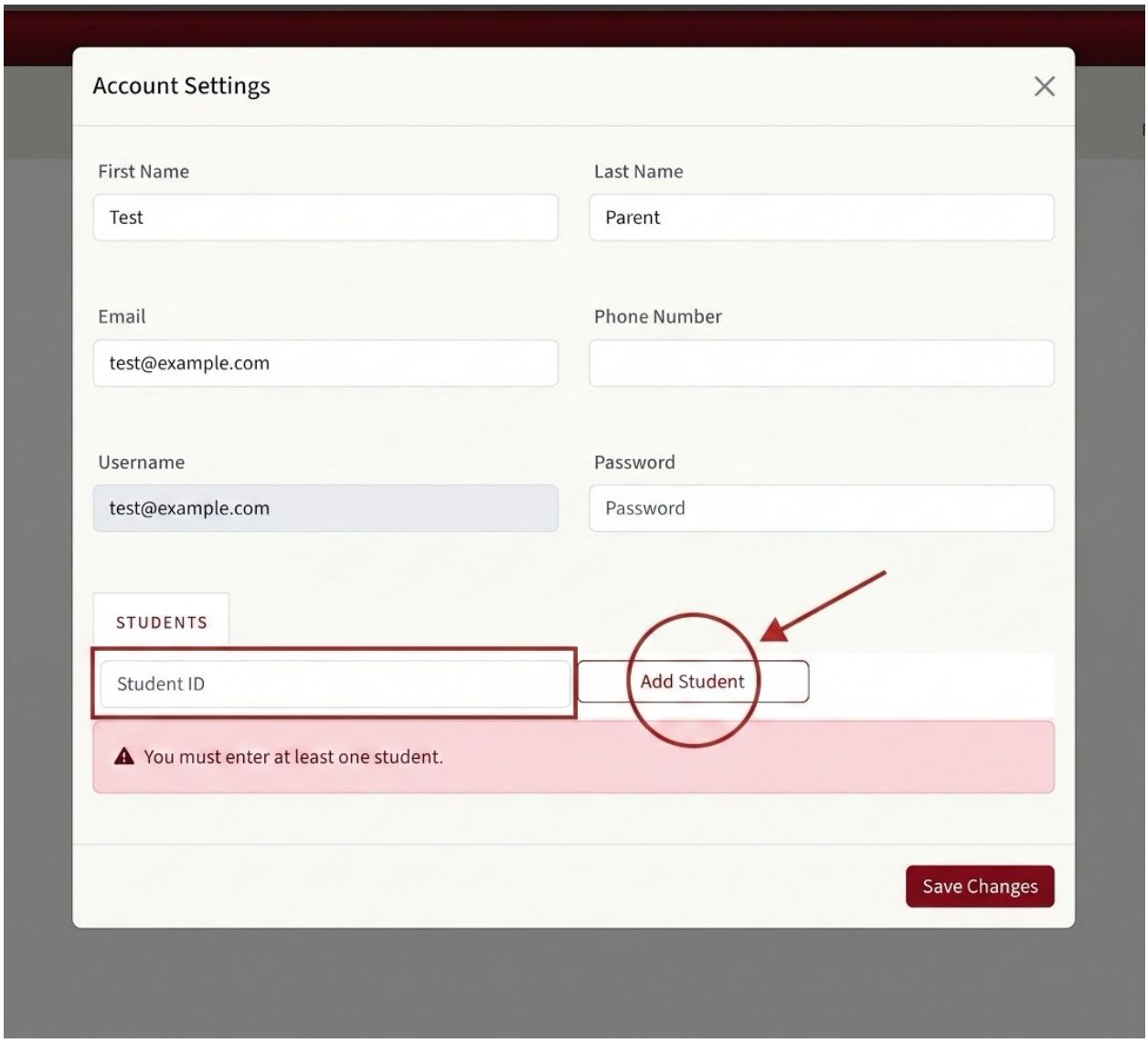
4. If this is your first time using the system, then you will need to create an account. Click the Create Account link at the bottom.

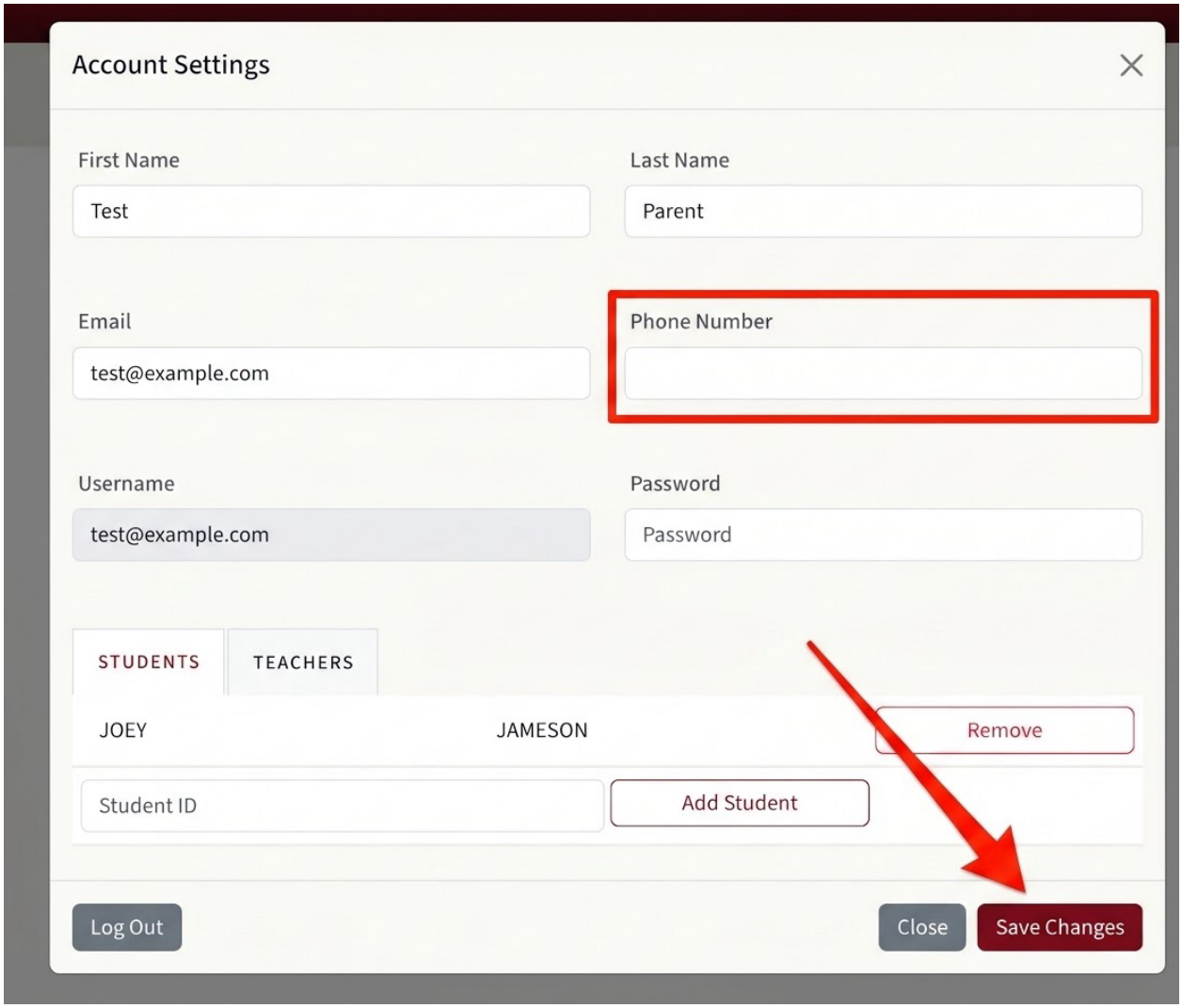


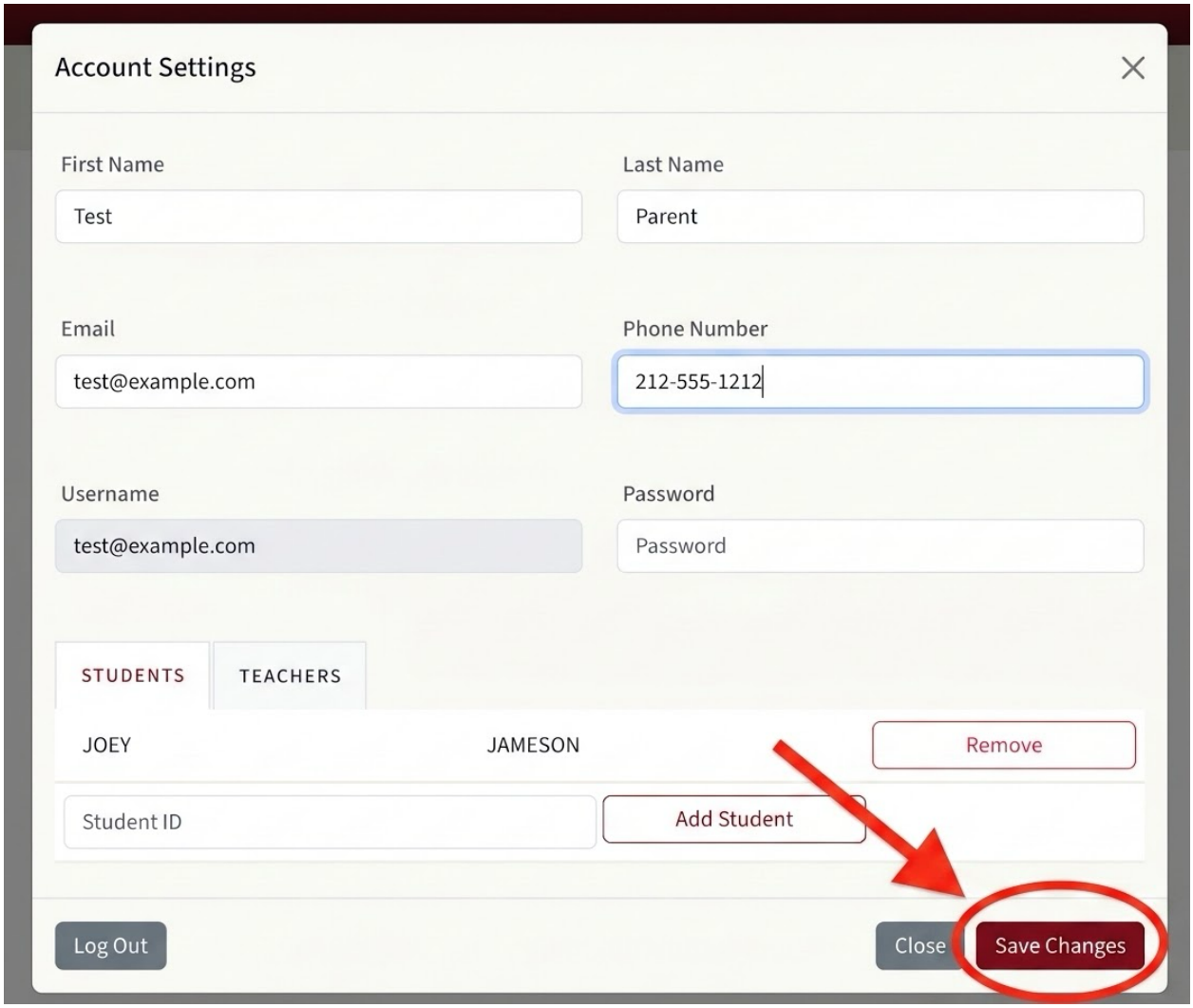
1. Fill in the Account Creation form. Enter your first name, last name, email address and create a password. Then click Create My Account



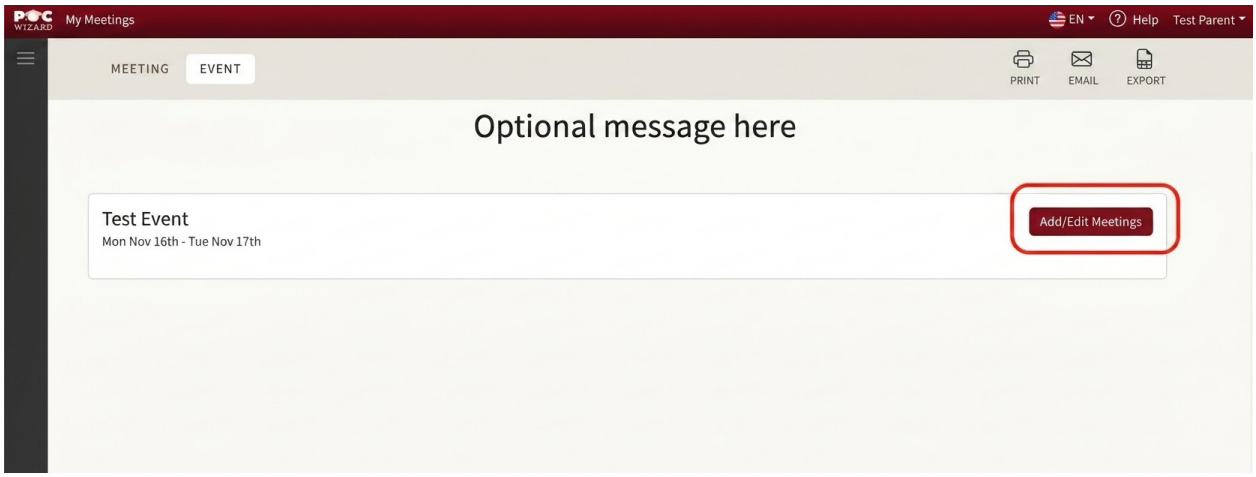
1. After your account is created, you will be asked to add at least one student. You can add a student by entering their 9 DIGIT OSIS number. This is your childs NYC ID at the school. You can ask your school for help if you don't know this number. It should also appear on the report cards or NYCSA account.
2. After you enter the OSIS number and click Add Student button, the student name should appear. You can add another student at this point if you have more than one student.
3. Enter your phone number in the field provided for your profile.
4. Click the Save button.




Account Settings
First Name
Test
Last Name
Parent
Email
test@example.com
Phone Number
Username
test@example.com
Password
Password
STUDENTS
TEACHERS
JOEY
JAMESON
Remove
Student ID
Add Student
Log Out
Close
Save Changes


Account Settings
First Name
Test
Last Name
Parent
Email
test@example.com
Phone Number
212-555-1212
Username
test@example.com
Password
Password
STUDENTS
TEACHERS
JOEY
JAMESON
Remove
Student ID
Add Student
Log Out
Close
Save Changes

1. Now you will be on the Schedule page, but you will need to select some teachers to see their schedules. Click the View Available Teachers or Teams button to expose the list of teachers.
2. This teacher list has the teacher name, description and your students name in each card. Select all the teachers you want to schedule a meeting with. You can select them all if you just want to see their availability. Every time you select a teacher, their schedule will load in the background.
3. After you finish selecting which teacher schedules you want to see click the Continue to schedule button.



Nov 16
12:30 PM - 7:30 PM
Virtual

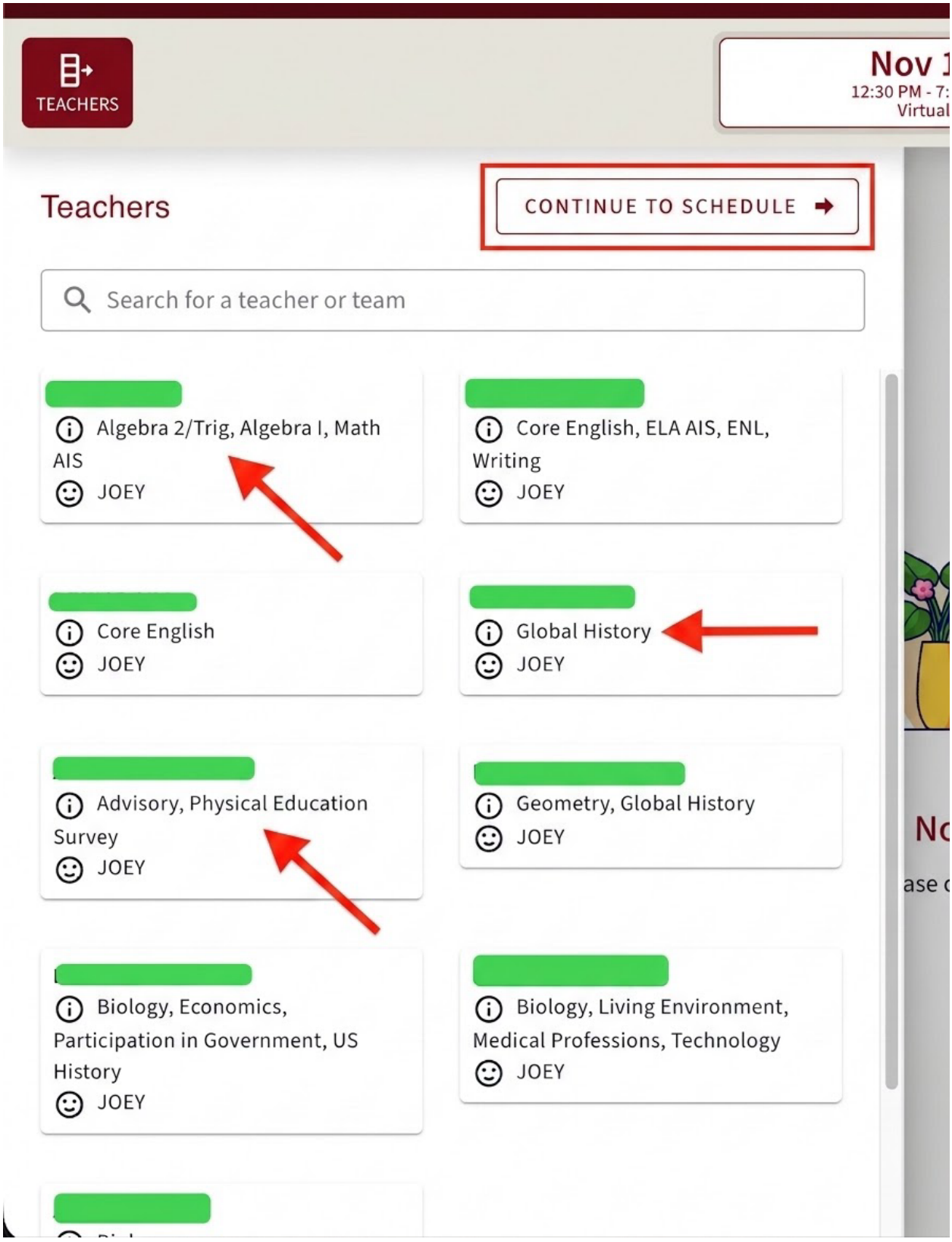
Nov 17
10:00 AM - 3:00 PM
Virtual & Callback

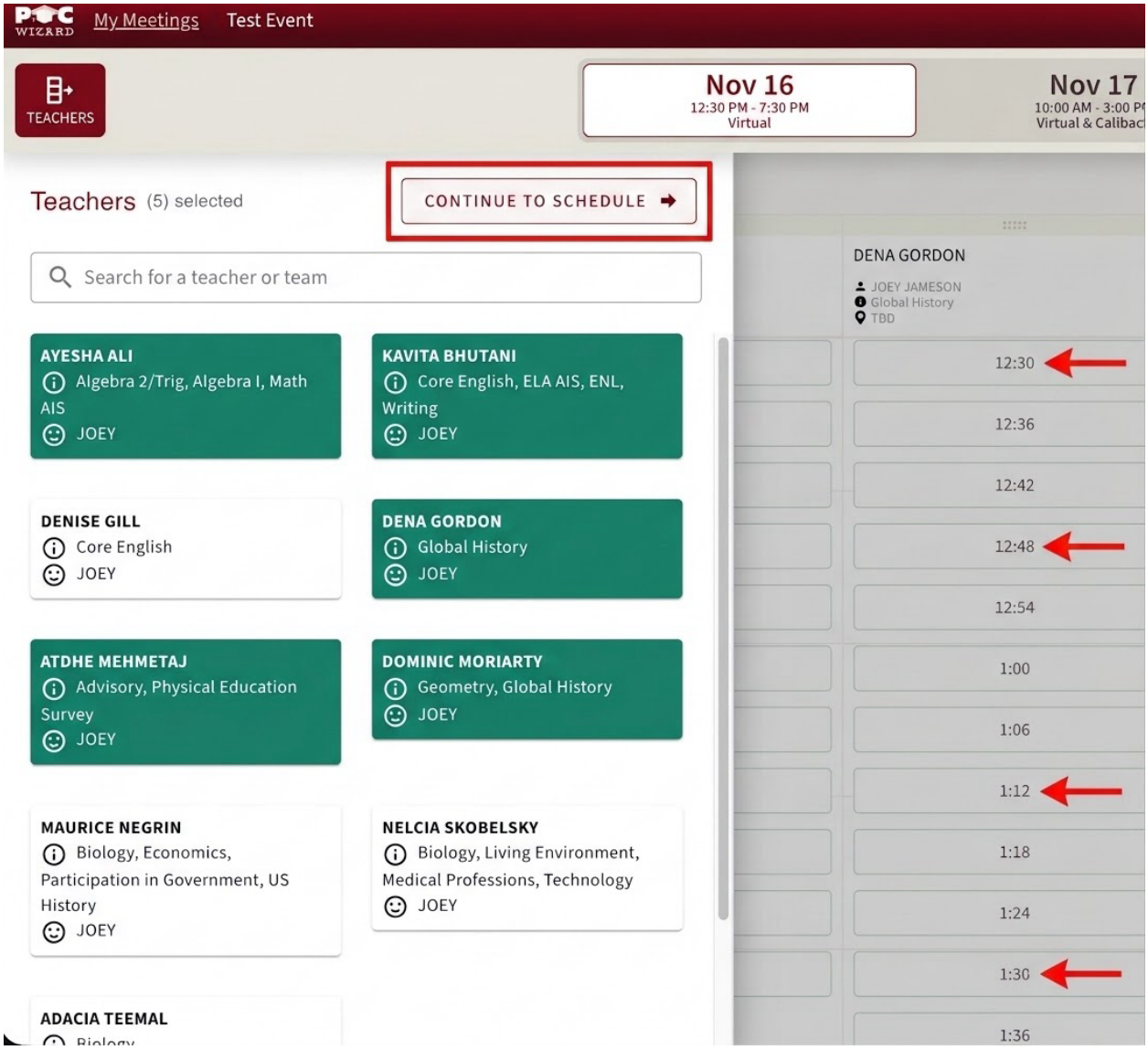


No teachers or teams are selected.

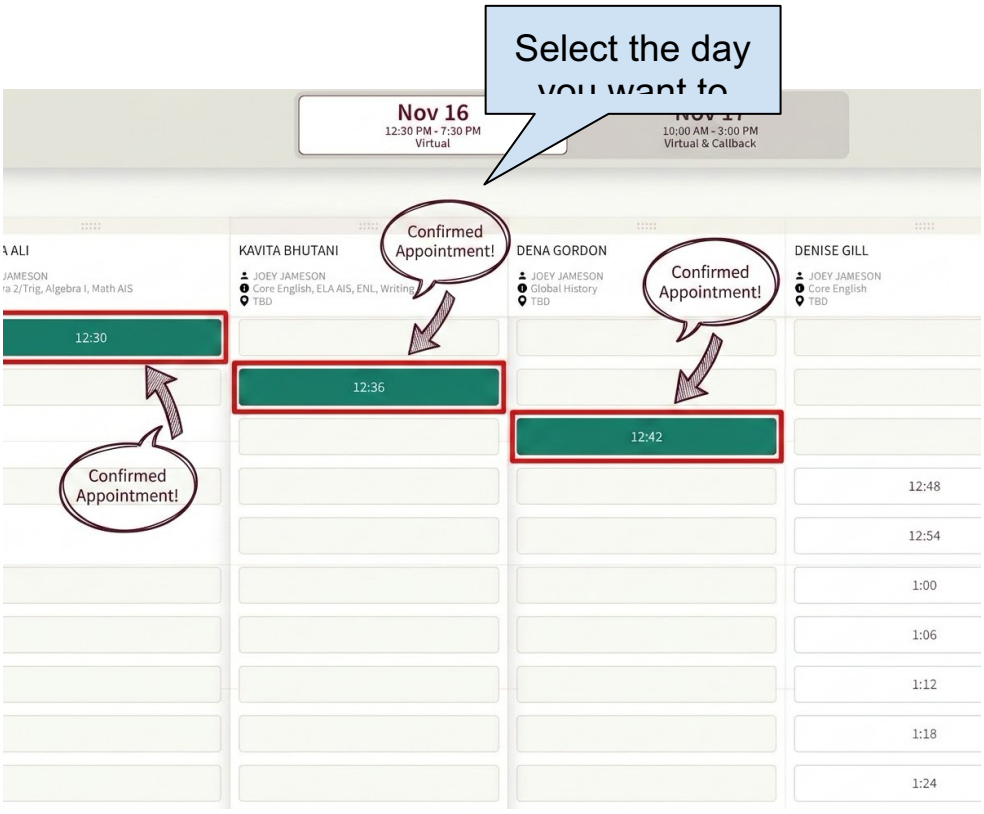
Please choose a teacher in order to view their meeting times.

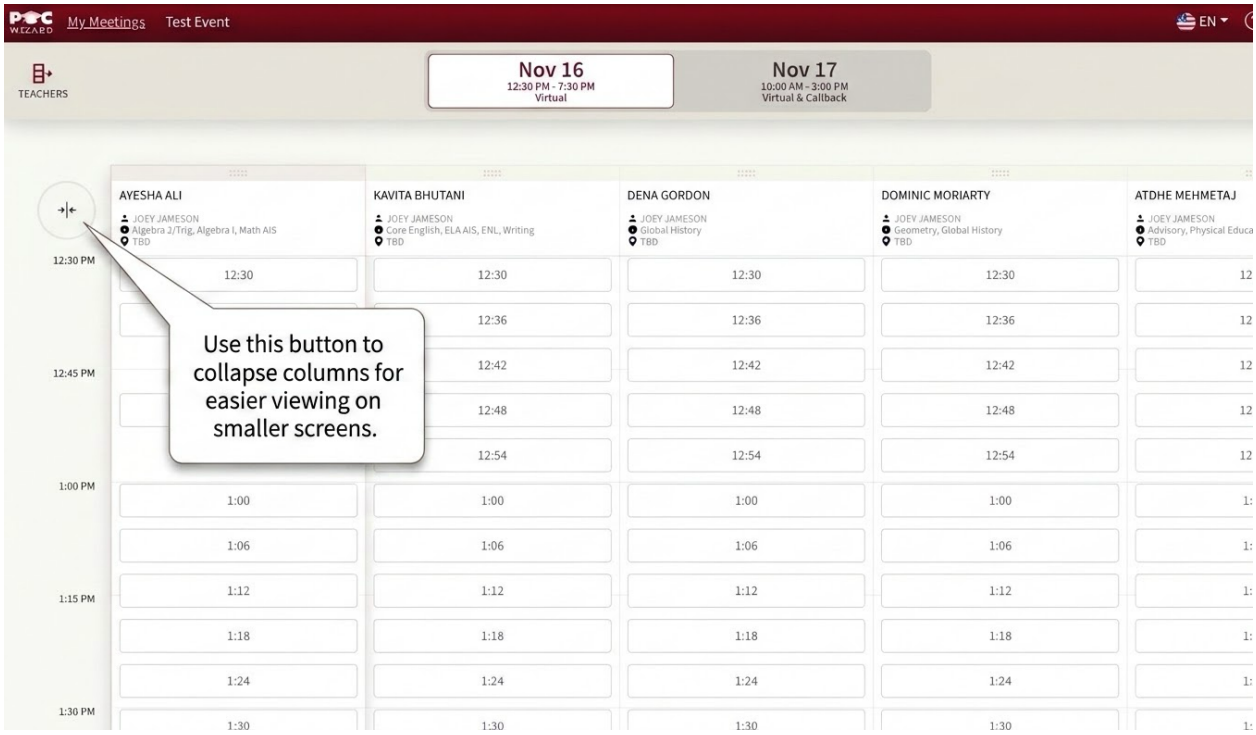
VIEW AVAILABLE TEACHERS OR TEAMS


TEACHERS
Nov 1
12:30 PM - 7:
Virtual
Teachers
CONTINUE TO SCHEDULE
Search for a teacher or team
Algebra 2/Trig, Algebra I, Math AIS
JOEY
Core English, ELA AIS, ENL, Writing
JOEY
Core English
JOEY
Global History
JOEY
Advisory, Physical Education Survey
JOEY
Geometry, Global History
JOEY
Biology, Economics, Participation in Government, US History
JOEY
Biology, Living Environment, Medical Professions, Technology
JOEY

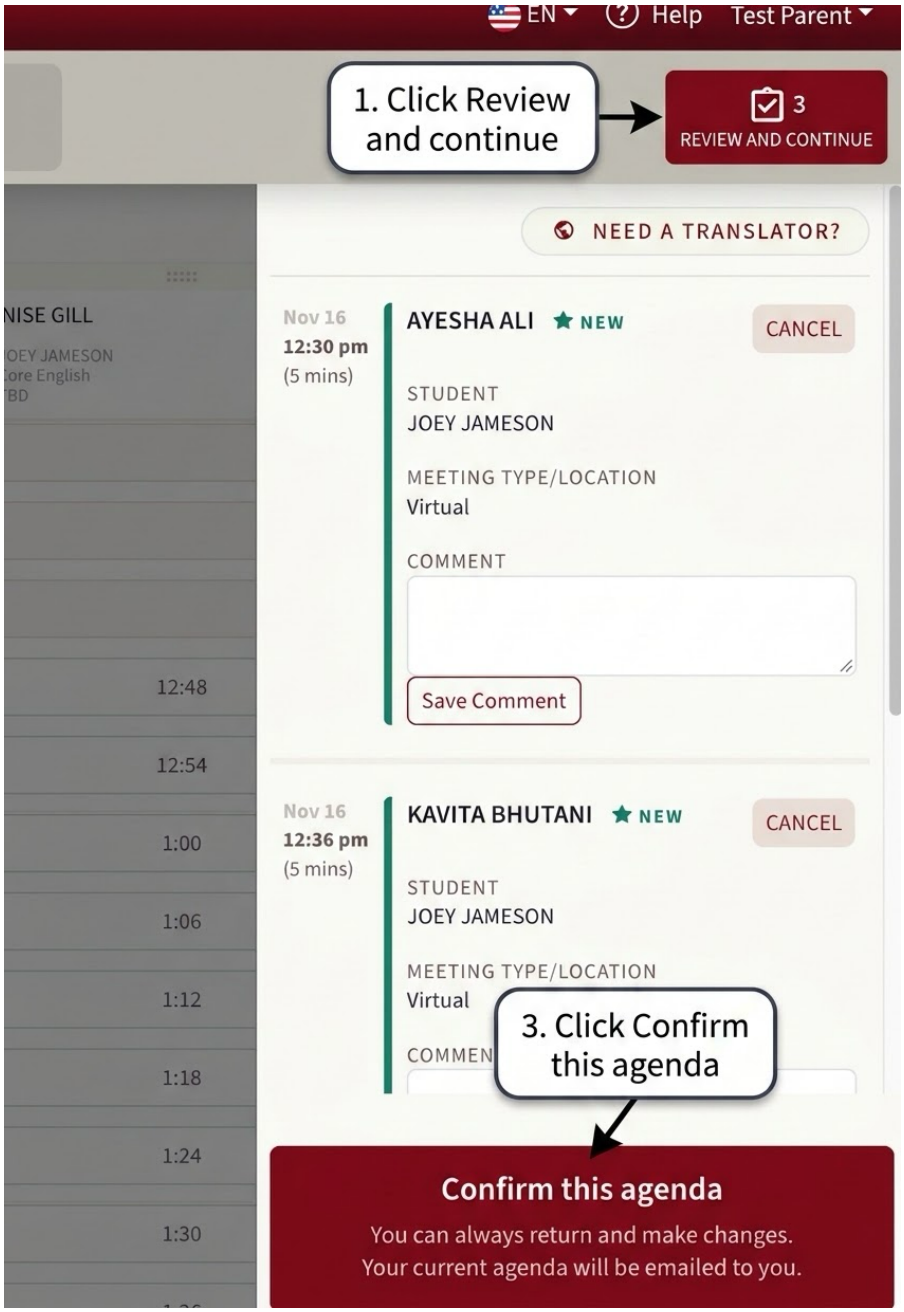

POC WIZARD
My Meetings
Test Event
TEACHERS
Nov 16
12:30 PM - 7:30 PM
Virtual
Nov 17
10:00 AM - 3:00 P
Virtual & Calibac
Teachers (5) selected
CONTINUE TO SCHEDULE
Search for a teacher or team
AYESHA ALI
Algebra 2/Trig, Algebra I, Math AIS
JOEY
KAVITA BHUTANI
Core English, ELA AIS, ENL, Writing
JOEY
DENISE GILL
Core English
JOEY
DENA GORDON
Global History
JOEY
ATDHE MEHMETAJ
Advisory, Physical Education Survey
JOEY
DOMINIC MORIARTY
Geometry, Global History
JOEY
MAURICE NEGRIN
Biology, Economics, Participation in Government, US History
JOEY
NELCIA SKOBELSKY
Biology, Living Environment, Medical Professions, Technology
JOEY
ADACIA TEEMAL
DENA GORDON
JOEY JAMESON
Global History
TBD
12:30
12:36
12:42
12:48
12:54
1:00
1:06
1:12
1:18
1:24
1:30
1:36

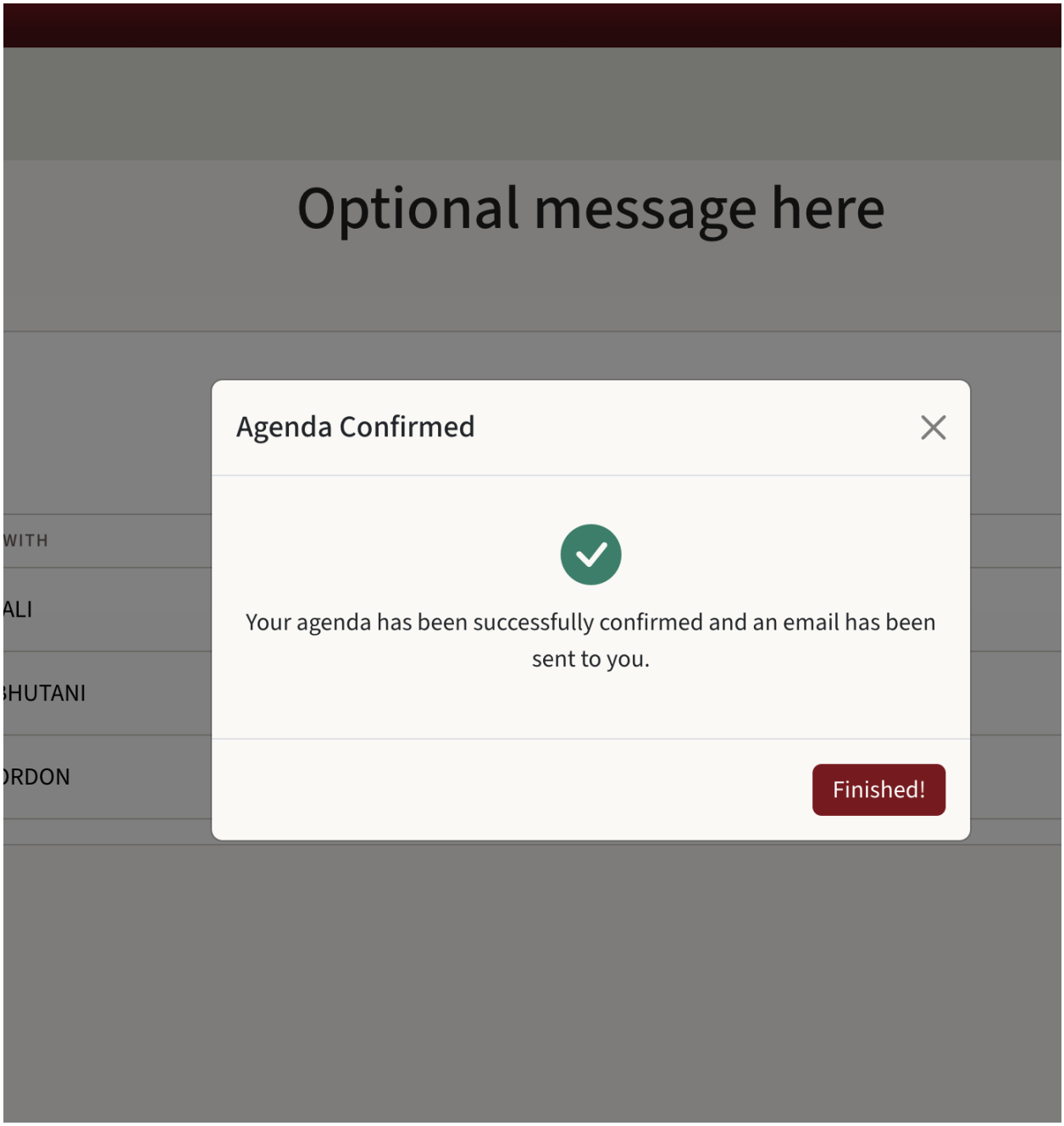
1. You will see all the teachers schedules that you selected. Each available time will be a button you can click.
2. If you are using a phone or a smaller screen, you can shrink the columns by pressing the collapse button.
3. The days and schedules for the event are displayed at the top (e.g., Nov 16, Nov 17). The first day is selected by default, but you can switch days by clicking on the button for the date you want to view.
4. Select the appointments that you want to reserve. If the button comes back green, then it is confirmed.



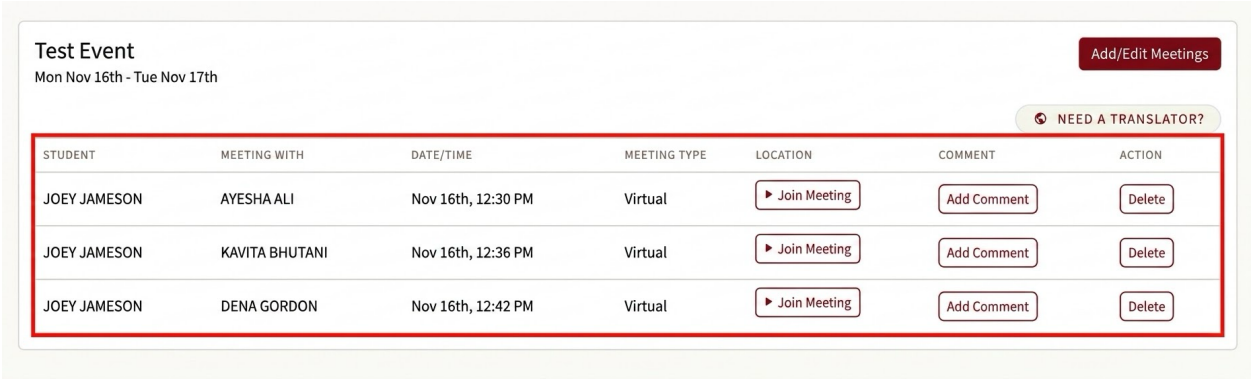

My Meetings
Test Event
EN
TEACHERS
Nov 16
12:30 PM - 7:30 PM
Virtual
Nov 17
10:00 AM - 3:00 PM
Virtual & Callback
AYESHA ALI
JOEY JAMESON
Algebra 2/Trig, Algebra I, Math AIS
TBD
KAVITA BHUTANI
JOEY JAMESON
Core English, ELA AIS, ENL, Writing
TBD
DENA GORDON
JOEY JAMESON
Global History
TBD
DOMINIC MORIARTY
JOEY JAMESON
Geometry, Global History
TBD
ATDHE MEHMETAJ
JOEY JAMESON
Advisory, Physical Educa
TBD
12:30 PM
12:45 PM
1:00 PM
1:15 PM
1:30 PM
12:30
12:36
12:42
12:48
12:54
1:00
1:06
1:12
1:18
1:24
1:30
Use this button to collapse columns for easier viewing on smaller screens.

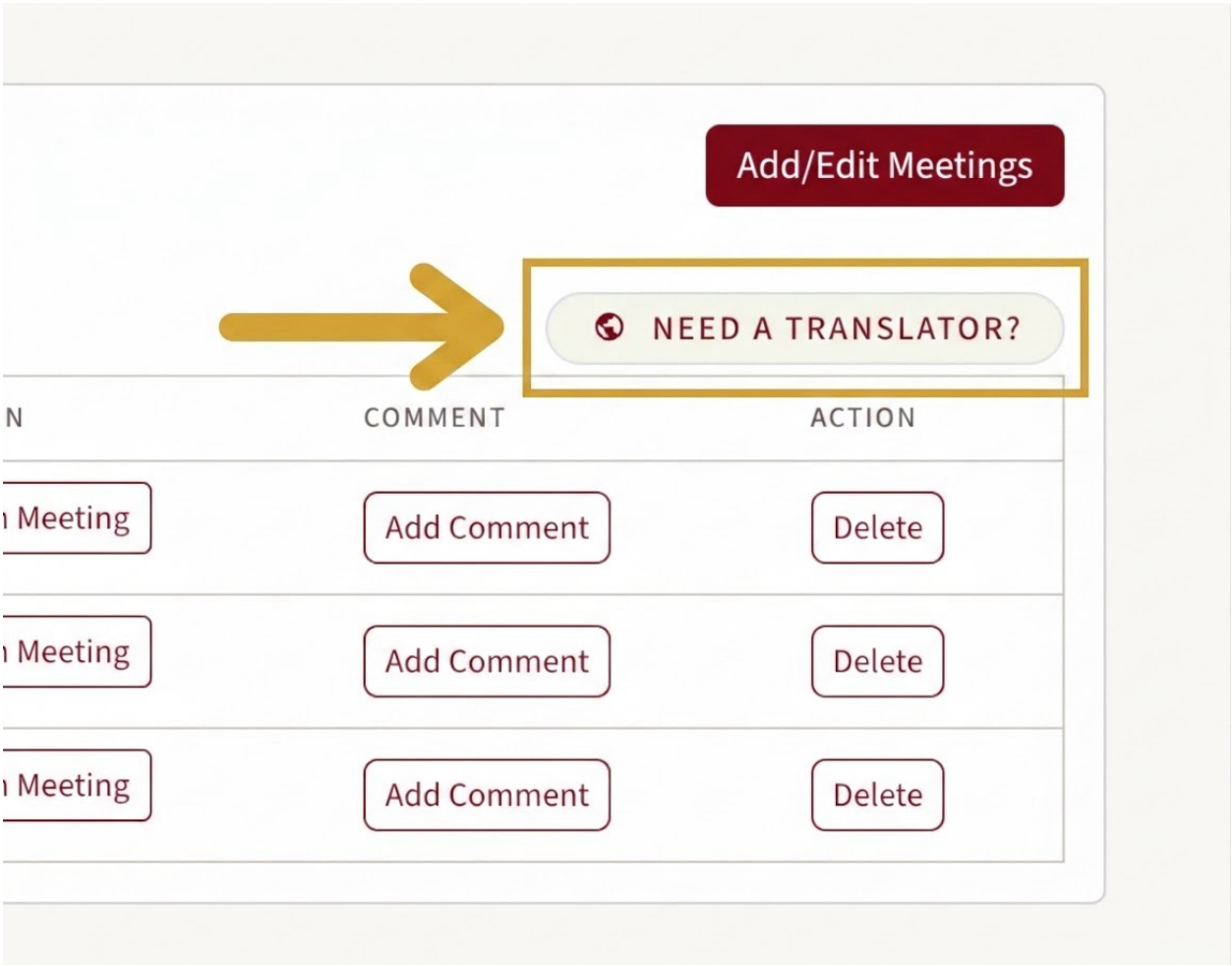
1. After making all the appointments you want to schedule, click the Review and continue button on the top right.
2. Review your appointments and make any necessary changes
3. Click the Confirm this agenda button at the bottom. That will trigger an email confirmation with all the appointments you selected.
4. You will now be able to click finish and see your schedule.

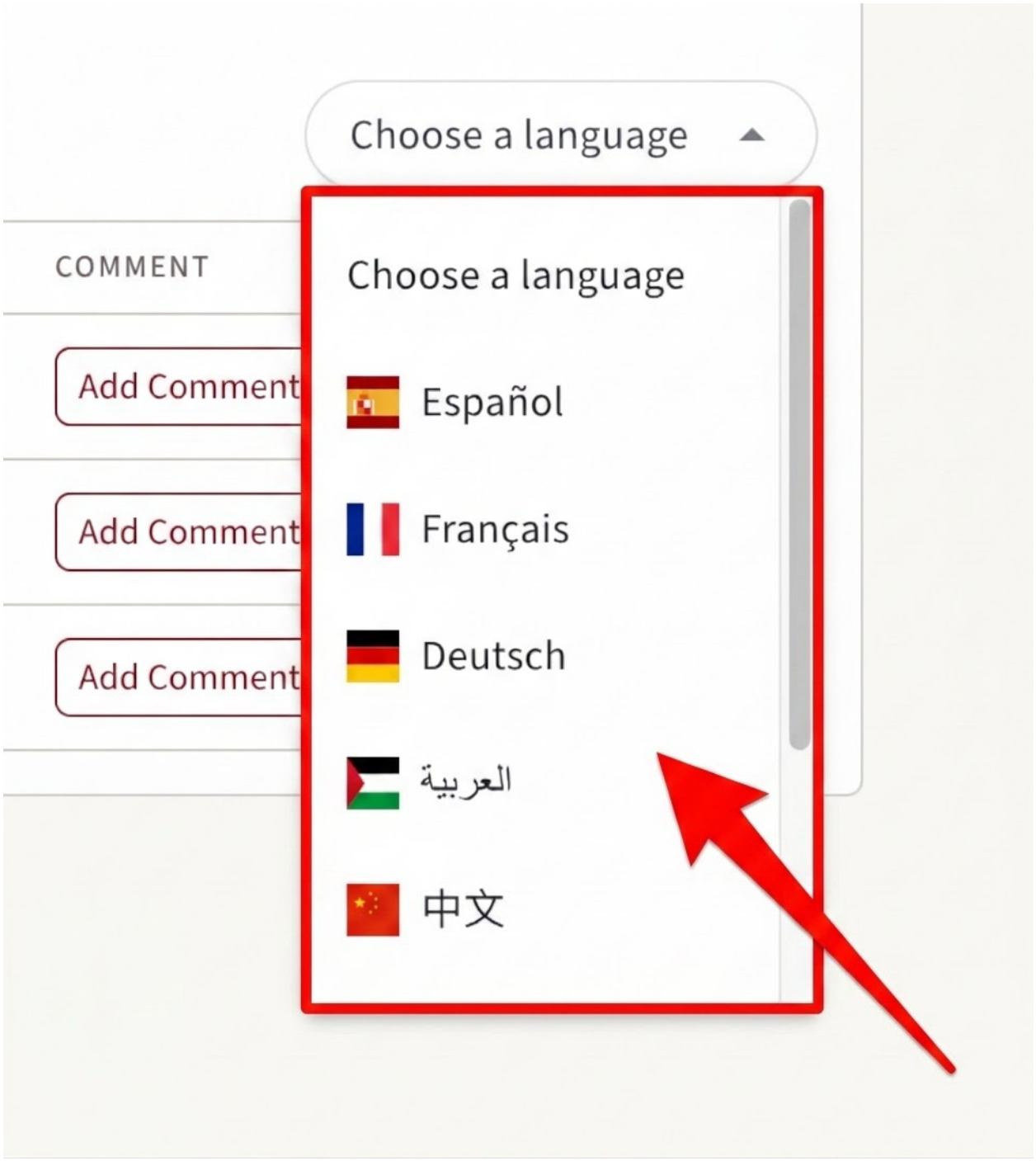



Optional message here
Agenda Confirmed
Your agenda has been successfully confirmed and an email has been sent to you.
Finished!

1. You can now see your schedule.
2. If you need translation services, click the button to request a translator and select the language you need. This will notify the school of your preference.
3. You should receive a confirmation email with your schedule. Save it for your records.
4. You can sign back in and make any changes you want at any time.






Choose a language
COMMENT
Add Comment
Add Comment
Add Comment
Choose a language
Español
Français
Deutsch
العربية
中文