

## **ANSHE EMET DAY SCHOOL**

בית ספר אנשי אמת ע"ש ברנרד זל

- 1. Sign into the **Bernard Zell website**.
- 2. Once logged in, you'll be redirected to the **Parent Portal**. Select the yellow 'Sign-Up for Parent Teacher Conferences' button as shown below:

## BERNARD ZELL PARENT PORTAL



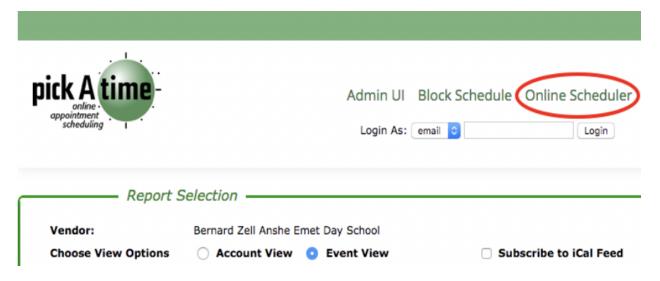
3. Now, select the **Resources** tab.



4. Click on the Parent Teacher Conferences resource board. This will automatically sign you into the Pick A Time system. **Note: This link will be** active on Wednesday, November 3 beginning at 9:00 a.m.



5. Select 'Online Scheduler'.



- 6. Schedule your sessions by clicking on the color-coded boxes under your child's name.
- 7. Once you click on a session, you will need to confirm by clicking the 'Create Appointment' button.
- 8. When you finish scheduling, you can print/email a copy of your schedule by clicking on the 'printable schedule' button in the top menu bar.