

# TeacherReacher

## Parent Guide

# Step 1

# Go to <https://teacherreacher.com>

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.

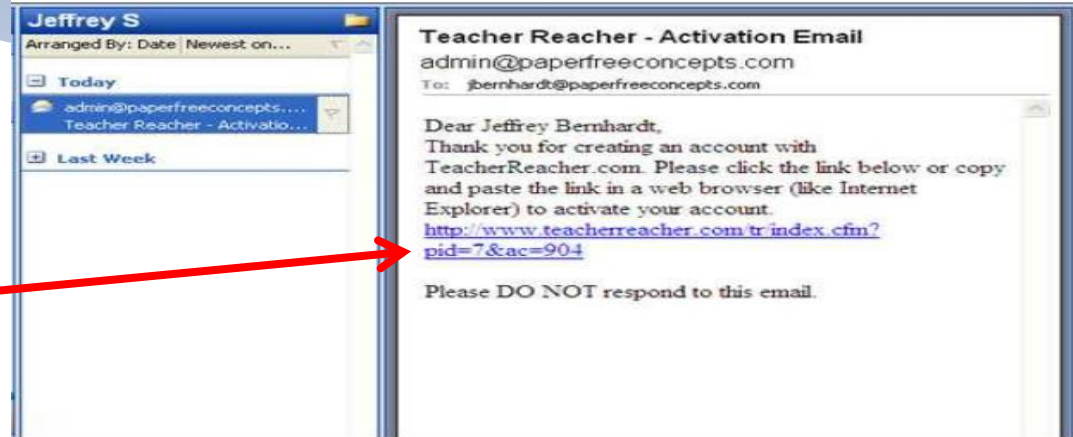
The screenshot shows the TeacherReacher.com website. At the top, there is a navigation bar with the logo "TeacherReacher®" and links for "WHY TEACHERREACHER?", "SUPPORT", "ABOUT US", and "CONTACT US". On the right side of the navigation bar, there are "LOGIN" and "SIGN UP" links. Below the navigation bar, there is a large image of a woman and a child. To the right of the image, there is a form titled "Create a TeacherReacher Account". The form includes a dropdown menu for "Choose district", input fields for "parent first name" and "parent last name", a password field (partially obscured by a black box), and a "retype-password" field. There are also fields for "Phone" and "Number". A "CREATE ACCOUNT" button is located at the bottom right of the form. Below the form, there is a list of instructions for creating an account, starting with "1. Fill out the form below and click the 'Create Account'." and ending with "8. After logging on you can add children to the account. This can be done via the 'Add Child' link." Below the instructions, there is another image of a woman sitting at a desk with a laptop.

# Step 2

## Go into your personal Email account

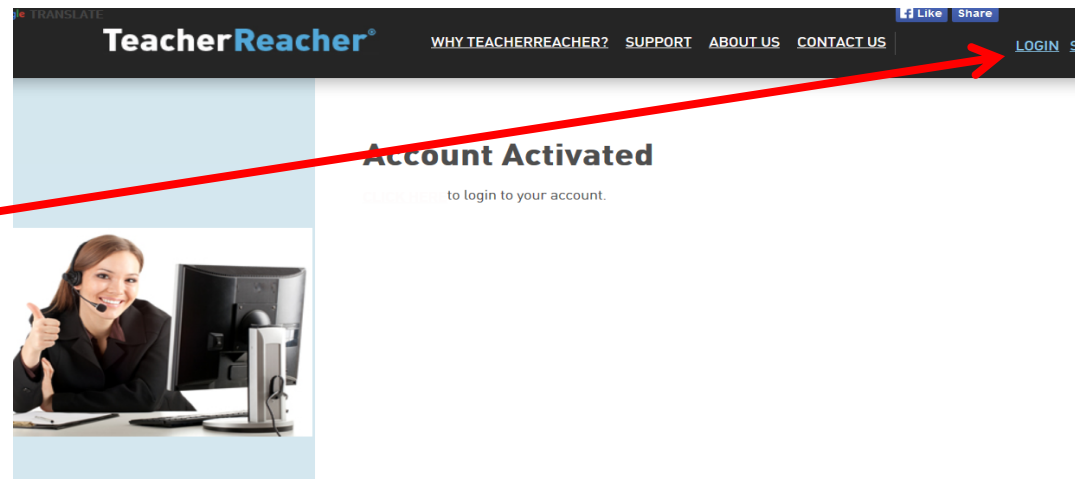
Sign into your e-mail account for an e-mail from [admin@teacherreacher.com](mailto:admin@teacherreacher.com) or [admin@paperfreeconcepts.com](mailto:admin@paperfreeconcepts.com)

Open e-mail and click the link inside to activate your TeacherReacher account .



The Account Activated page will appear once your parent account is activated.

Bring your mouse to Login and click PARENT.



# Step 3

Log in using your email and recently created password.

Choose the district.

Click Login.

The screenshot shows a web interface for logging in. At the top, there are links for [LOGIN](#) and [SIGN UP](#). Below them is a form titled "LOGIN" with a sub-heading "Parent Account Login". The form contains three input fields: "email", "password", and "Choose district" (a dropdown menu). Below the "password" field is a link for [forgot password?](#). At the bottom of the form is a "LOGIN" button and a checkbox labeled "remember me". Three red arrows originate from the text box on the left and point to the "email", "password", and "Choose district" fields.

# Click Parent Teacher

TeacherReacher®

[MY ACCOUNT](#) [CONFERENCE SCHEDULER](#) [ADD CHILD](#) [SUPPORT](#) [LOGOUT](#)



[PARENT TEACHER](#) →



[EVENTS](#) →



[SEMINARS](#) →

A new window will appear. Click here to view Conferences.

Click in the box: [Click here to view Conferences.](#)

# Add Children

Google TRANSLATE

**TeacherReacher®** [MY ACCOUNT](#) [SCHEDULERS](#) [ADD CHILD](#) [SUPPORT](#) [LOGOUT](#)

Parent Boces's PTC Schedule					
Core					
Date/Time	Room	Teacher	Student	Swap	Delete
No Meetings Scheduled					
Elective					
Date/Time	Room	Teacher	Student	Swap	Delete
No Meetings Scheduled					
RETRIEVE SCHEDULE					

No Children Registered.  
[Click Here To Add Children To Your Account.](#)

Click this link to add your child(ren) to your account.

# Add Children

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

CURRENT CHILDREN			
No Children Registered			
SEARCH DATABASE			
Choose School	<input type="text"/>		
First Name:	<input type="text" value="child's first name"/>		
Last Name:	<input type="text" value="child's last name"/>		
Birth Date:	<input type="text" value="Jan"/>	<input type="text" value="1"/>	<input type="text" value="2015"/>
<input type="button" value="FIND STUDENT"/>			
SEARCH RESULTS			
Student Found			
	Name	Grade	Student ID
<input checked="" type="radio"/>	Student Student	9	0000000000012
<input type="button" value="ADD STUDENT"/>			

# Schedule Appointments

TeacherReacher®

[MY ACCOUNT](#)

[SCHEDULERS](#)

[ADD CHILD](#)

[SUPPORT](#)

[LOGOUT](#)

1. Move your mouse to Schedulers.
2. Then click on Parent Teacher.

Parent Boces's PTC Schedule					
Core					
Date/Time	Room	Teacher	Student	Swap	Delete
No Meetings Scheduled					
Elective					
Date/Time	Room	Teacher	Student	Swap	Delete
No Meetings Scheduled					
RETRIEVE SCHEDULE					

Conference Dates		
Student Student		
Date	Appointment Total	
October 2015 10/27/15	Type	Current / Max Appts.
<a href="#">Make Appt.</a>	Core:	0 / 8
	Elec.:	0 / 0
October 28, 2015 10/28/15	Type	Current / Max Appts.
Scheduling Closed	Core:	0 / 8
	Elec.:	0 / 0

3. Click Make Appt.



# Click on Dept or Alpha or My Teachers

1. Click on Dept or Alpha or My Teachers.
2. Click on a teacher.
3. Choose an available time.
4. Click the “Make Appointment” button. This will return you to the main page of TeacherReacer.
5. Click on “Make Appt” Button.

Student Student	
Date	Appointment Total
October 2015 10/27/15	Type Current / Max Appts.
<a href="#">Make Appt.</a>	Core: 2 / 8
	Elec.: 0 / 0

For additional appointments repeat steps 1-4 again.

TeacherReacher®

[MY ACCOUNT](#) [SCHEDULERS](#) [ADD CHILD](#) [SUPPORT](#) [LOGOUT](#)

**DEPT** ALPHA MY TEACHERS

Core

CORE

ART

M

J

H

K

N

L

BUSINESS

ENGLISH

ESL

FOREIGN LANGUAGE

HEALTH

INDUSTRIAL ARTS

LOTE LANGUAGE OTHER THAN ENG

MATHEMATICS

MUSIC

PHYSICAL EDUCATION

SCIENCE

SOCIAL STUDIES

SPECIAL EDUCATION

TBD

TECHNOLOGY

THE ARTS

Choose Time

- |  |   |
|--|---|
| <input type="radio"/> 12:45 PM - 12:50 PM            | <input type="radio"/> 2:00 PM - 2:05 PM |
| <input checked="" type="radio"/> 12:50 PM - 12:55 PM | <input type="radio"/> 2:05 PM - 2:10 PM |
| <input type="radio"/> 12:55 PM - 1:00 PM             | <input type="radio"/> 2:10 PM - 2:15 PM |
| <input type="radio"/> 1:00 PM - 1:05 PM              | <input type="radio"/> 2:15 PM - 2:20 PM |
| <input type="radio"/> 1:05 PM - 1:10 PM              | <input type="radio"/> 2:20 PM - 2:25 PM |
| <input type="radio"/> 1:10 PM - 1:15 PM              | <input type="radio"/> 2:25 PM - 2:30 PM |
| <input type="radio"/> 1:15 PM - 1:20 PM              | <input type="radio"/> 2:30 PM - 2:35 PM |
| <input type="radio"/> 1:20 PM - 1:25 PM              | <input type="radio"/> 2:35 PM - 2:40 PM |
| <input type="radio"/> 1:25 PM - 1:30 PM              | <input type="radio"/> 2:40 PM - 2:45 PM |
| <input type="radio"/> 1:30 PM - 1:35 PM              | <input type="radio"/> 2:45 PM - 2:50 PM |
| <input type="radio"/> 1:35 PM - 1:40 PM              | <input type="radio"/> 2:50 PM - 2:55 PM |
| <input type="radio"/> 1:40 PM - 1:45 PM              | <input type="radio"/> 2:55 PM - 3:00 PM |
| <input type="radio"/> 1:45 PM - 1:50 PM              | <input type="radio"/> 3:00 PM - 3:05 PM |
| <input type="radio"/> 1:50 PM - 1:55 PM              | <input type="radio"/> 3:05 PM - 3:10 PM |
| <input type="radio"/> 1:55 PM - 2:00 PM              | <input type="radio"/> 3:10 PM - 3:15 PM |

Suggested topics for conference

if desired you may suggest area of interest to you

- Grades  Behavior  
 Homework  Tests

Enter specific questions

You have 100 characters left.

MAKE APPOINTMENT

After scheduling you can print your schedule or email it to yourself.

**What you are scheduled for**

Parent Boces's PTC Schedule					
Core					
Date/Time	Room	Teacher	Student	Swap	Delete
10/27/15 12:50 - 12:55		Goldberg	Student Student	Swap	Delete
10/27/15 1:30 - 1:35		Beach	Student Student	Swap	Delete
Elective					
Date/Time	Room	Teacher	Student	Swap	Delete
No Meetings Scheduled					

**RETRIEVE SCHEDULE**

Optional

**Make more appointments**

Conference Dates		
Student Student		
Date	Appointment Total	
October 2015 10/27/15 <a href="#">Make Appt.</a>	Type	Current / Max Appts.
	Core:	2 / 8
	Elec.:	0 / 0
October 28, 2015 10/28/15 Scheduling Closed	Type	Current / Max Appts.
	Core:	0 / 8
	Elec.:	0 / 0

Parent Boces's Schedule			
View by: All Dates II			
All Students II			
Date/Time	Room	Teacher	Student
10/27/15 12:50 - 12:55		Goldberg	Student Student
10/27/15 1:30 - 1:35		Beach	Student Student

Click the date of the conference (if not correct)

Click on your child's name

Click on whether you want it printed or e-mailed to you

CLICK TO PRINT      CLICK FOR EMAIL



n a s s a u  
**BOCES**

[www.nassauboces.org](http://www.nassauboces.org)

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