

e-Appointment User Guide for Meet-the-Parent Session on 25th May 2018

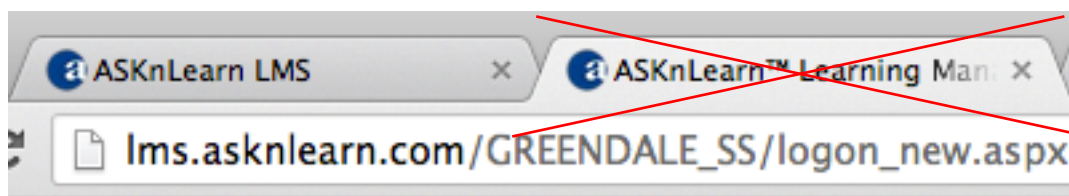
Please Take Note

Please note that bookings will be opened from **Tuesday, 8th May 2018 (1200h) to Monday, 21st May 2018 (1800h).*

Parents with more than **1 child in school will need to log in using individual child's IC number to book appointment with the teachers.*

Parents need **to log out the previous account **before logging** into the next account.*

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This is a guide to allow parents to use the school's learning portal to book appointments with respective teachers on Parent-Teacher Meeting day.

Please follow the process stated below:

- 1) In your web browser, type the following address to access the parent's portal:
https://lms.asknlearn.com/GREENDALE_SS/Logon_new.aspx?type=parents
- 2) Type in your child's ID and the parents portal default password.
***Note – if this is your first time logging to parent's portal, use the following information. Otherwise, please use your known password accordingly.)**
 - a. ID = Child's Birth Certificate Number (e.g. t1234567a)
 - b. Password = parents (lower case)
- 3) *For parents who are not able to login in the parent's portal, you may click on the button **'Login as Students'** using your child's NRIC number with their password that already updated by them.*

***Note – If you have more than 1 child in the school you will need to log in using individual child's IC number to book appointment with the teachers.**



Greendale Secondary School

Parent Login

Computer Check

[Forgot Password](#)

3



Greendale Secondary School

2

Login as a student or a teacher here

Child's User ID:

Password:

Getting Help and Support

If you need help using the portal, please refer to:
[Parent's Guide](#)

Helpdesk
+65 6777 9661 (Monday - Friday: 7.30am - 9.00pm)

Email
Imssupport@wizlearn.com

- 4) If this is your first time logging in to the parent's portal, you will be prompted to update the mandatory fields depicted by *

Welcome to the Parent's Portal!
It seems like that you have not registered yourself to our system. Please kindly fill up the registration form below. Thank you.

* indicates compulsory fields

Parent's Name *:
First Name Middle Name Last Name

NRIC No./FIN *:

Account Used By *:

New Password *:

Confirm Password *:

Email(s) *:
*Please separate multiple email addresses by semicolon.
Eg: sam@gmail.com; anne@gmail.com;*

Date of Birth:

Home No.:
Country Code Area Code Number

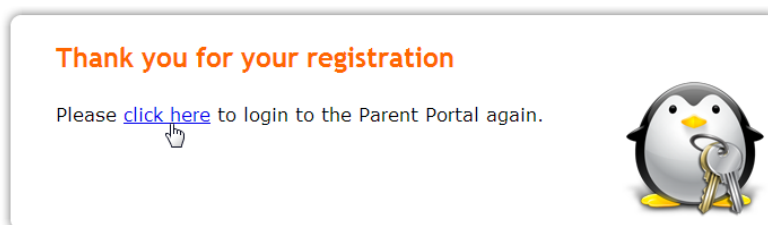
Mobile No.:
Country Code Area Code Number

Address:
Street Address

City State/Province

Postal Code Country

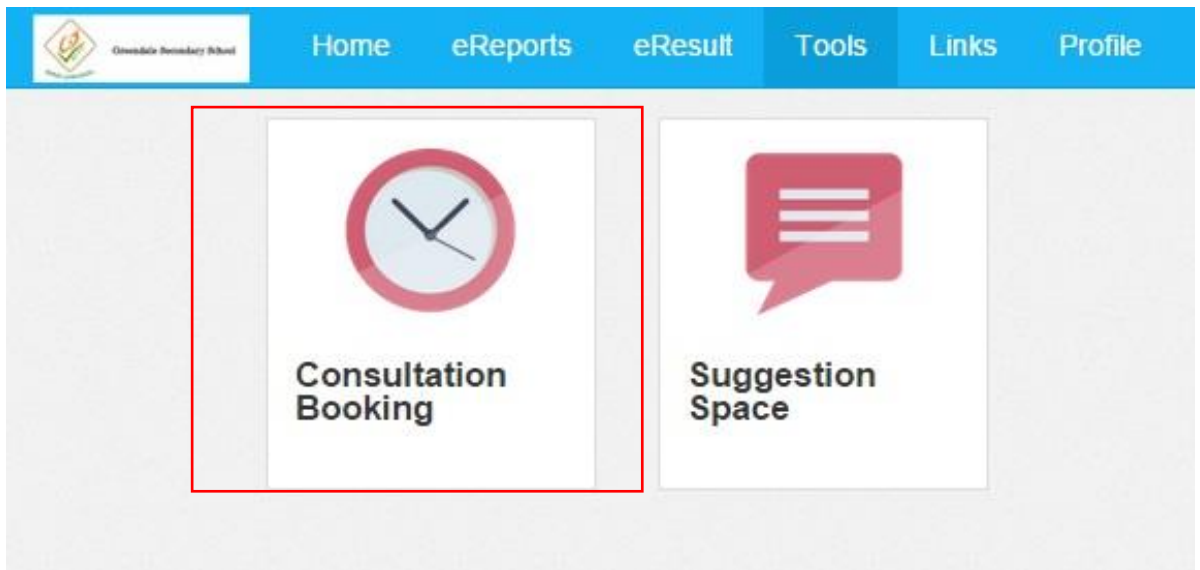
- 5) Once you have updated your particulars and email address, the system will prompt you to re-login, as per screenshot as shown below:



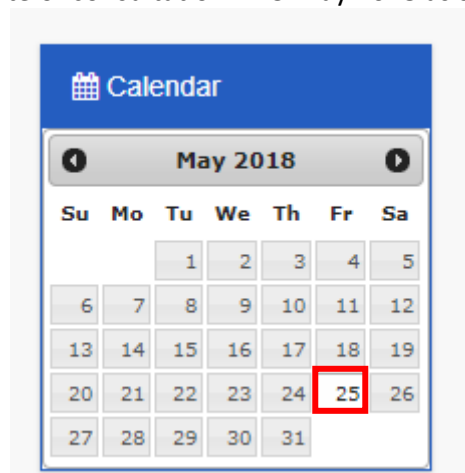
- 6) Once you've logged in, go to the menu bar and click on Tools as shown below:



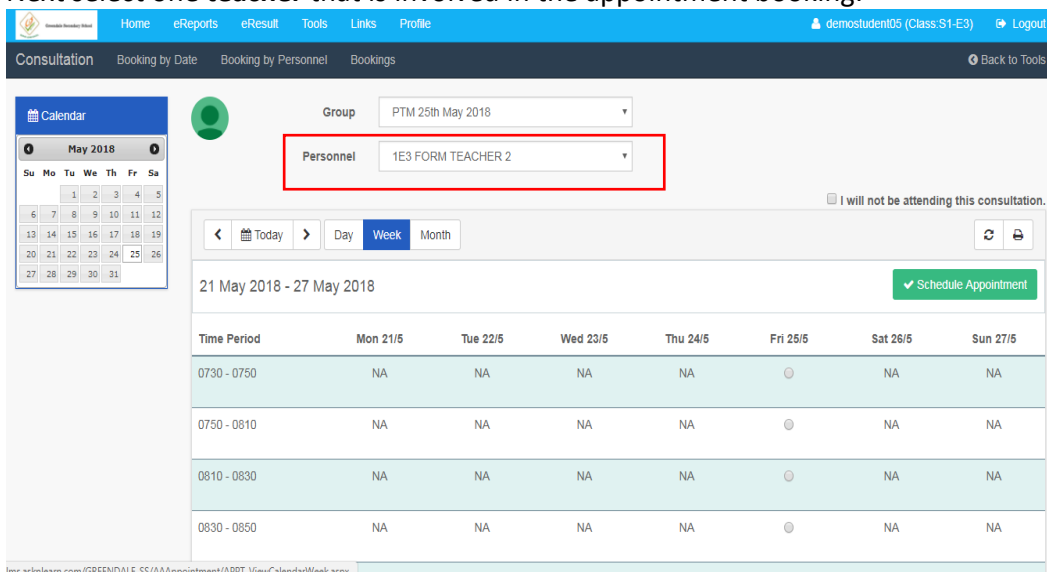
7) Then click on the **Consultation Booking** tool as shown below:



8) Next, select the actual date of consultation – 25 May 2018 as shown below:



9) Next select one **teacher** that is involved in the appointment booking:



10) Next, go to the date of consultation and select the available time slots for booking with the teacher. (**You can only select one slot for this date**)

Group: PTM 25th May 2018
Personnel: 1E1 FORM TEACHER 1

I will not be attending this consultation.

21 May 2018 - 27 May 2018 ✓ Schedule Appointment

Time Period	Mon 21/5	Tue 22/5	Wed 23/5	Thu 24/5	Fri 25/5	Sat 26/5	Sun 27/5
0730 - 0750	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0750 - 0810	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0810 - 0830	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0830 - 0850	NA	NA	NA	NA	<input type="radio"/>	NA	NA

11) Once you have selected the slot for consultation on that date with the teacher, by selecting the **respective time slot**, then click on **Schedule Appointment**.

Personnel: 1E1 FORM TEACHER 1

I will not be attending this consultation.

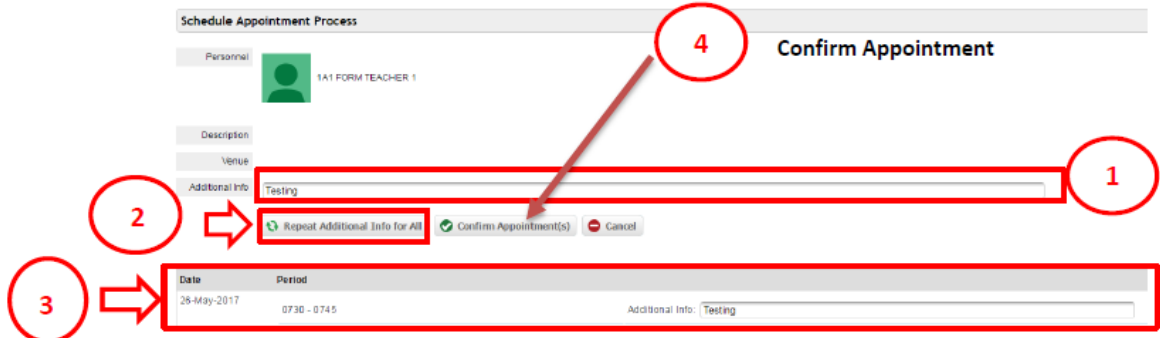
21 May 2018 - 27 May 2018 ✓ Schedule Appointment

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0730 - 0750	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0750 - 0810	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0810 - 0830	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0830 - 0850	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0850 - 0910	NA	NA	NA	NA	<input checked="" type="radio"/>	NA	NA
0910 - 0930	NA	NA	NA	NA	<input type="radio"/>	NA	NA

12) You will be presented with the next screen to confirm the next appointment as shown below:

- Any question that you would like to ask on the teachers, you may include it in the Additional info box (1). Follow by clicking on "Repeat Additional Info for All" box (2).

- If no question to raise to the teacher, you may proceed by checking the Date, and time slot, if correct you may click on the “Confirm Appointment(s)” box (4).

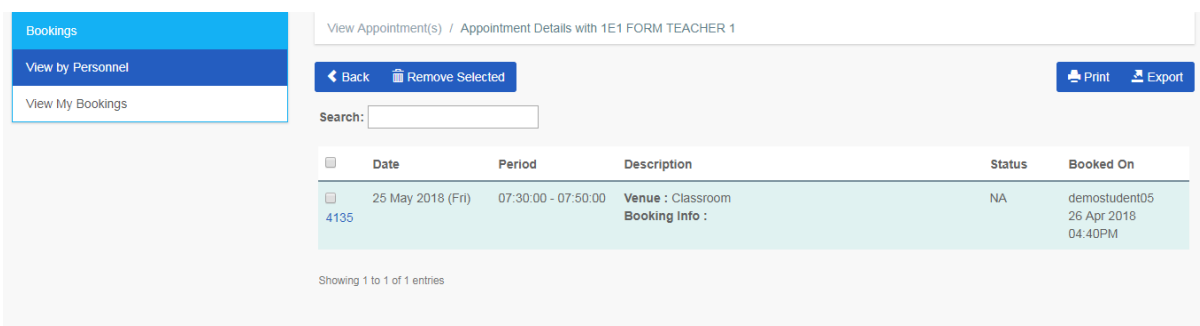
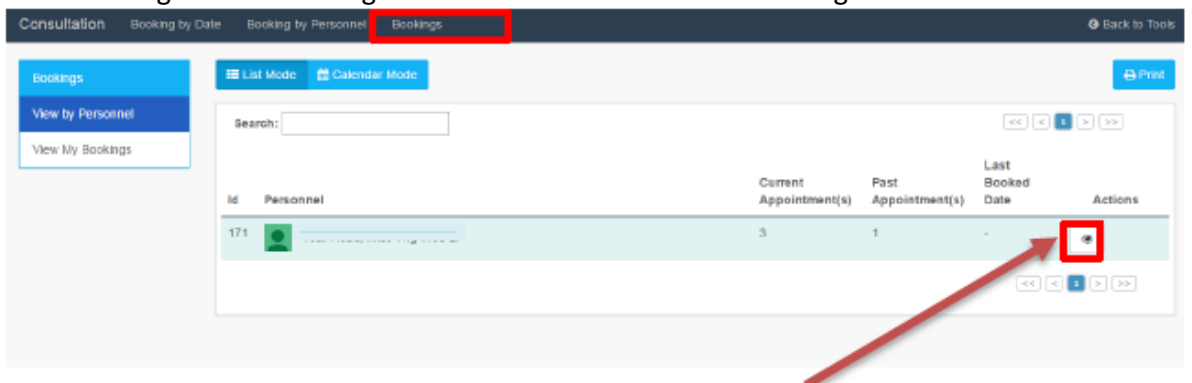


Date, period

13) When done you can proceed to print a copy of this information as per screenshot below:



14) You can also go to the booking tab to view the details of the booking:

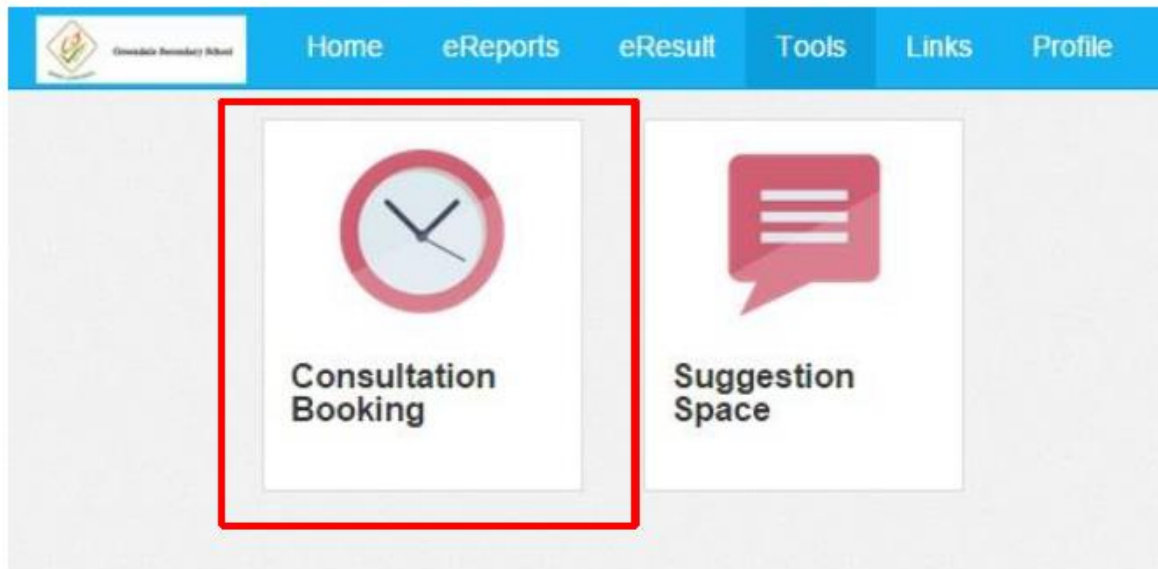


e-Appointment user guide to reschedule your timing on MTP day

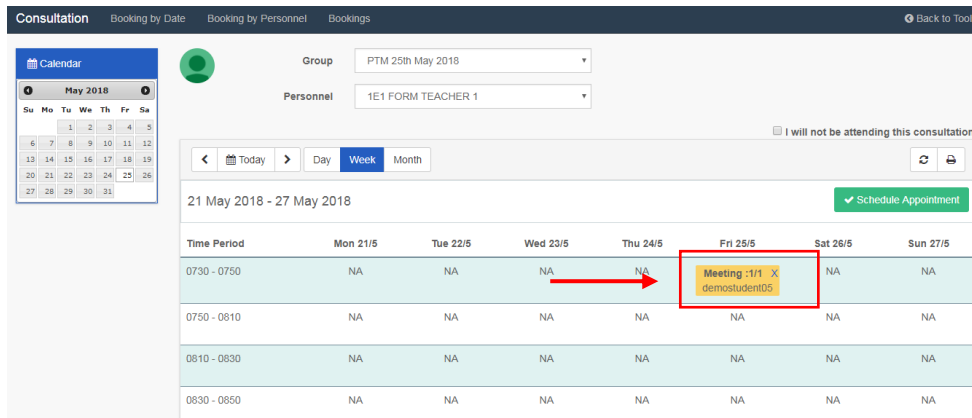
1) Go to the menu bar and click on **Tools** as shown below:



2) Then click on the **Consultation Booking** tool as shown below:



3) Go to the selected date for consultation followed by the period that you have booked previously. Click on **the cross x inside the orange box** to delete the original booking



4) The screen will refresh and will show available slots for you to rebook as shown below:



5) Follow-up with the remaining steps as you have done in the initial booking.

Parent's Support Helpline Available during the Booking Period

1) At any time if you should encounter problems doing the booking for teachers on MTP day, feel free to call LMS helpdesk for support assistance.

2) We are available from Monday to Friday – 8:30am to 6:00pm – Please call us at 67779661.

3) Alternatively, you can reached the helpdesk via email: lmssupport@wizlearn.com

4) The above information is available on your schools learning management system log in page.

---Thank You---