



Foundations for the Future High School Learning Conferences – Log-in Information

The learning conferences will be using the web-based scheduling application that we call the *Foundations for the Future High School Conference Manager*. This application makes booking and checking appointments on-line quick and easy.

Steps to registering and booking conferences:

- **Enter the following Internet Address in your browser:** <https://ffcahigh.schoolsoft.ca>
Note: there is no “www” in front of the address. When you first log into the system it will check to confirm that your internet browser meets the following requirements: Internet Explorer version 7+ or Firefox 3+ or Safari 4+. If you are using an older version of an Internet browser you should receive an alert when you access the system. Included in this alert is a link to the free download required to update your browser.
- **Register for a parent account.** To register click the **REGISTER NOW** button and complete the registration page. Once registered you will be able to log in to the Conference Manager right away. An email will also be sent to the address you specified that restates your user name and password. This is a good email to retain, as you will be able to use this when booking future rounds of Parent-Teacher Conferences.
- **Log in to the *Foundations for the Future High School Conference Manager* any time using the Internet address above.**
- **Select the date and time slot you wish to book your appointment for each teacher you want to see.** If you want to book appointments for more than one child during this time slot, please repeat the steps to add the second child. A confirmation email is sent for each booking you make or subsequently cancel. You will also receive a full conference itinerary in the morning on the day of your scheduled conference.
- **Confirm your appointments have been booked by clicking on the MY CONFERENCES tab.** Only appointments that appear on the MY CONFERENCES page are confirmed bookings.
- **When finished booking, click the log off button located at the top right of the browser window.** You will have the opportunity to provide feedback through a user survey before completely exiting. We appreciate you completing the survey as this helps guide our decision-making regarding how conferences are booked in the future.