



*Excellence in Education*

# **PARENT INSTRUCTIONAL MANUAL**

***REGISTERING TO OUR WEBSITE***

***&***

***TEACHER EXTRA HELP REGISTRATION (GRADES 2-4 ONLY)***

## STEP 1: REGISTER for a SCHOOL WIRES ACCOUNT from the POB homepage

1A. Visit [www.pobschools.org](http://www.pobschools.org) and **CLICK** the **REGISTER** option in the upper right corner of window

*\*\* If you already have a POB School Wires account, please proceed to STEP 2 on page 4\*\**

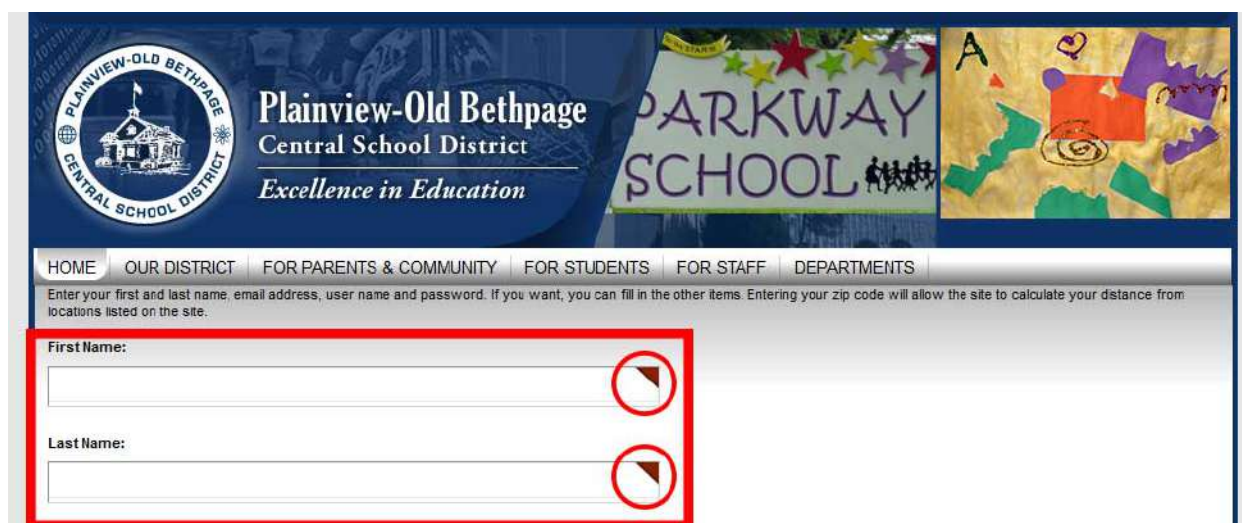


1B. Review COPPA laws and enter your birthday

1B.

1C. **CLICK SUBMIT**

1D. Complete ALL required text fields (*indicated by a colored triangle*)



The screenshot shows the website for Plainview-Old Bethpage Central School District. The header includes the district logo, name, and tagline "Excellence in Education". Below the header is a navigation bar with links: HOME, OUR DISTRICT, FOR PARENTS & COMMUNITY, FOR STUDENTS, FOR STAFF, and DEPARTMENTS. A message below the navigation bar asks users to enter their first and last name, email address, user name, and password. Below this message is a registration form with two text input fields: "First Name:" and "Last Name:". Both fields are highlighted with a red border and contain a small red triangle icon in the bottom right corner, indicating they are required fields.

1E. CLICK AGREE

1F. CLICK SUBMIT

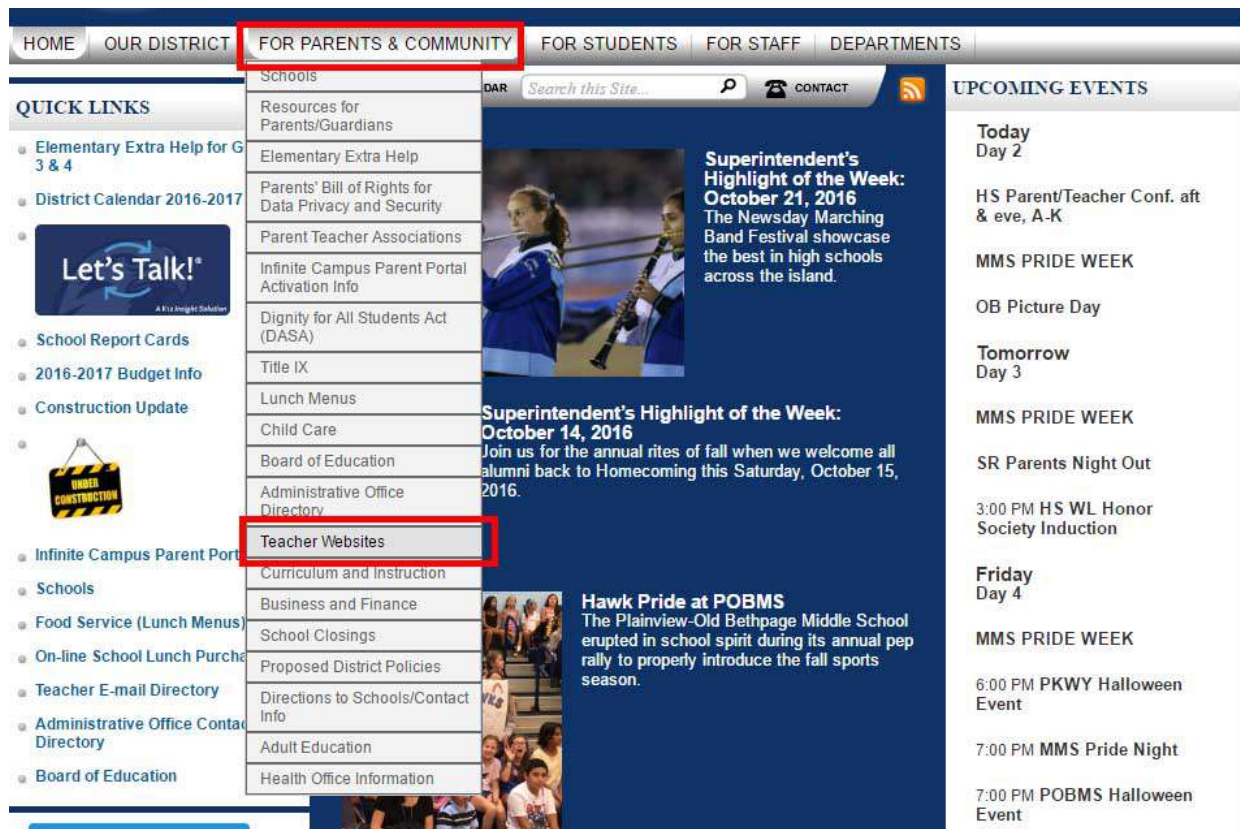
**You have now successfully created an account on our webpage.**

**You may be prompted to “SIGN IN” (*using the information you just provided*)  
prior to completing the following steps**

## STEP 2: REGISTER for a teacher's EXTRA HELP SESSION

2A. Visit [www.pobschools.org](http://www.pobschools.org)

2B. Click on **PARENTS & COMMUNITY** located on the main menu bar



2C. Click on **Teacher Websites** located within the menu bar

2D. Choose your child's teacher from the webpage

- W
- Walsh, Jessica
  - Ward, Joseph
  - Waxman, Michele
  - Wechter, Jay
  - Weinkrantz, Jane
  - Weinstock, Adam
  - Wetzler, Susan
  - Wiley, Ben
  - Wilgarr, Jodi

## 2E. Choose their CALENDAR located on their page

The screenshot shows the 'WILEY, BEN' user profile page. In the left sidebar, 'Mr. Wiley Calendar' is highlighted with a red box. The main content area displays the 'October 2016' calendar. The calendar grid shows dates from Sunday to Saturday. On October 3rd and 4th, there are red boxes labeled 'School C...'. The top navigation bar includes links for HOME, OUR DISTRICT, FOR PARENTS & COMMUNITY, FOR STUDENTS, FOR STAFF, and DEPARTMENTS. Below the navigation bar, there is a 'CALENDAR' section with a search bar and a 'CONTACT' button. The calendar view is set to 'Month' and shows the month of October 2016. A 'Customize Calendar View' link is visible above the calendar grid. The calendar grid itself has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The dates 1 through 15 are visible, with the 1st being a Saturday. The 3rd and 4th are marked with red boxes labeled 'School C...'. The 1st is a Saturday, and the 2nd is a Sunday. The 3rd is a Monday, and the 4th is a Tuesday. The 5th is a Wednesday, the 6th is a Thursday, the 7th is a Friday, and the 8th is a Saturday. The 9th is a Sunday, the 10th is a Monday, the 11th is a Tuesday, the 12th is a Wednesday, the 13th is a Thursday, the 14th is a Friday, and the 15th is a Saturday.

## 2F. Navigate to the Extra Help date you wish to register for

The screenshot shows the 'WILEY, BEN' user profile page. In the left sidebar, 'Mr. Wiley Calendar' is highlighted with a red box. The main content area displays the 'November 2016' calendar. The calendar grid shows dates from Sunday to Saturday. On November 2nd, there is a red box labeled '8:40am 11/02/...'. A tooltip is visible over this date, showing the event details: '11/02/16 Extra Help' and '11/2/2016 08:40 am to 09:15 am'. The top navigation bar includes links for HOME, OUR DISTRICT, FOR PARENTS & COMMUNITY, FOR STUDENTS, FOR STAFF, and DEPARTMENTS. Below the navigation bar, there is a 'CALENDAR' section with a search bar and a 'CONTACT' button. The calendar view is set to 'Month' and shows the month of November 2016. A 'Customize Calendar View' link is visible above the calendar grid. The calendar grid itself has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The dates 1 through 15 are visible, with the 1st being a Sunday. The 2nd is a Monday, and the 3rd is a Tuesday. The 4th is a Wednesday, the 5th is a Thursday, the 6th is a Friday, and the 7th is a Saturday. The 8th is a Sunday, the 9th is a Monday, the 10th is a Tuesday, the 11th is a Wednesday, the 12th is a Thursday, the 13th is a Friday, the 14th is a Saturday, the 15th is a Sunday, the 16th is a Monday, the 17th is a Tuesday, the 18th is a Wednesday, the 19th is a Thursday, the 20th is a Friday, the 21st is a Saturday, the 22nd is a Sunday, the 23rd is a Monday, the 24th is a Tuesday, the 25th is a Wednesday, the 26th is a Thursday, the 27th is a Friday, the 28th is a Saturday, the 29th is a Sunday, the 30th is a Monday, and the 31st is a Tuesday. On November 2nd, there is a red box labeled '8:40am 11/02/...'. A tooltip is visible over this date, showing the event details: '11/02/16 Extra Help' and '11/2/2016 08:40 am to 09:15 am'. On November 8th, there is a red box labeled 'School C...' and a blue box labeled 'SUPERL...'. On November 12th, there is a red box labeled '11/02/16 Extra Help'.



2G. Double-click on event to open registration window

**\*\* You MAY or MAY NOT need to “Sign-In” at this step \*\***

**11/02/16 Extra Help**  
11/2/2016 8:40 AM  
Go To Calendar

**Contact**  
Ben Wiley  
Email: [bwiley@pobschools.org](mailto:bwiley@pobschools.org)

**Location**  
Pasadena, Room ABC

**Registration**  
Seat Availability: 10 of 10 available  
Last day to register: 10/26/2016  
You must [sign in](#) to register for events.

NOT REGISTERED

**OR**

**11/02/16 Extra Help**  
11/2/2016 8:40 AM  
Go To Calendar

**Contact**  
Ben Wiley  
Email: [bwiley@pobschools.org](mailto:bwiley@pobschools.org)

**Location**  
Pasadena, Room ABC

**Registration**  
Seat Availability: 10 of 10 available  
Last day to register: 10/26/2016  
[Register](#)

NOT REGISTERED

2H. CLICK REGISTER to proceed with registration

2I. COMPLETE required fields (*if prompted*) and CLICK Register Now

**11/02/16 EXTRA HELP**  
11/2/2016 8:40 AM

**Your Registration Details:**

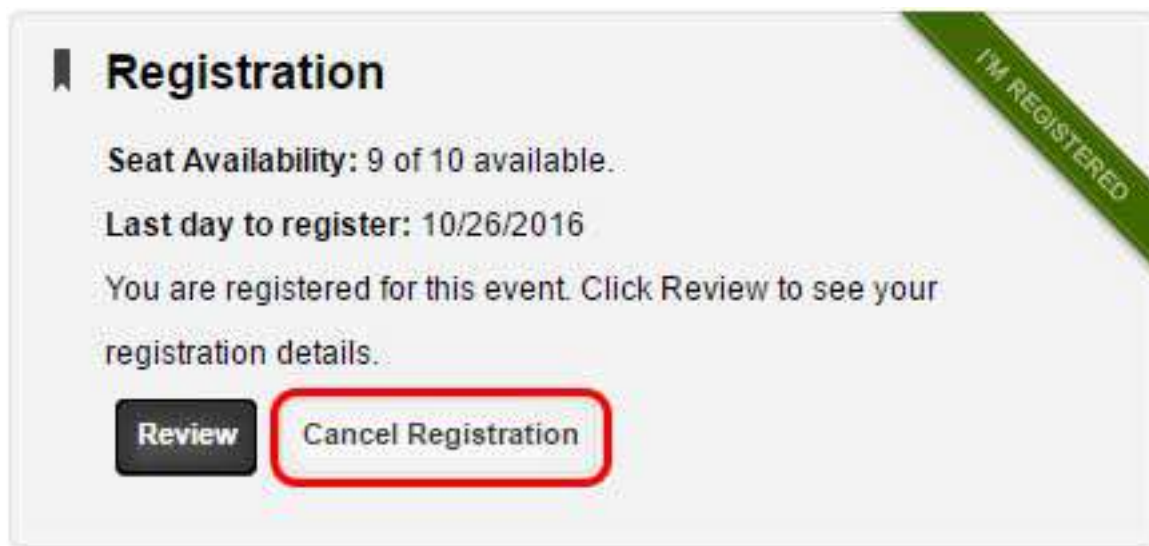
Name: Ben Wiley  
Phone:  
Email: [BWiley@pobschools.org](mailto:BWiley@pobschools.org)

**Topic of Interest:**  
Reading ▼  
Reading  
Writing  
Math

**Register Now** Cancel

## ***Congratulations...***

- You have now successfully REGISTERED for Extra-Help
- You will receive an email CONFIRMING your appointment
- The teacher will receive an email CONFIRMING your appointment
- If you wish to CANCEL YOUR REGISTRATION, simply navigate back to the extra-help session and choose **CLICK** on the “Cancel Registration” button
  - You will receive an email notification confirming your cancellation



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***If you have additional questions or concerns,  
please contact your building's Main Office***