



# Chief Peguis Middle School

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## CONFERENCE MANAGER

THE LINK FOR THE PARENT LOGIN SITE IS:

[HTTPS://RETSD.SCHOOLSOFT.COM/LOGIN.JSF](https://retsd.schoolsoft.com/login.jsf)

A **Parent Account** is required to use the Conference Manager. However, you only need to go through the registration process the first time you use the system. **To register** in the Conference Manager use the link above and click the “Register Now” button and complete the registration form. Your login credentials (email and password) will remain in the system to make it easy to access the Conference Manager in the future. Please ensure you input all of your children currently attending Chief Peguis Middle School. Choose the appropriate school from the drop down menu for each child.

**Note:** You can update your Parent Account at any time by logging in and updating your profile.

### Can't remember your password?

If you already have a Parent Account, click on the link above, select “Forgot your password” and enter the email address you used to register in the system. You will then receive an email containing instructions for resetting your password. If you do not receive an email, you might have entered an email address the system does not recognize. Be sure to add [appointments@schoolsoft.com](mailto:appointments@schoolsoft.com) to your Address Book. This will over-ride any spam filters that might be blocking the email. If the problem persists, please contact the office and ask them to access your Parent Account, confirm your email address and reset your password.



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## **Step 1 - Conference Manager Opens – Thursday, November 9<sup>th</sup>, 6:00 am.**

If you used the Conference Manager in the past, your email and password are still in the system. You can simply access the Conference Manager using the link above.

## **Step 2 – Book your Conference start time.**

Select the teacher with whom you want to book an appointment start time. You will see each teacher's schedule, the amount of meeting times are limited and are booked on a first come first served basis. After booking your appointments you can print off your schedule. You will also receive an email confirming your bookings. You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments.

### **Important Dates:**

Thursday, November 9 <sup>th</sup>	Conference Manager <b>OPENS</b> at 6:00 am
Thursday, November 22 <sup>nd</sup>	Report Cards posted to the Parent Portal by noon
Thursday, November 23 <sup>rd</sup>	Conference Manager <b>CLOSES</b> at 12:00 pm
Thursday, November 23 <sup>rd</sup>	Student-Led Conferences from 3:45 – 8:00 pm
Friday, November 24 <sup>th</sup>	Student-Led Conferences from 8:30 – 10:00 am

If you have any questions or need assistance, please feel free to contact the school office at 204-668-9442.



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## REPORT CARDS



**Portal Mobile Application**  
Installing the RETSD



For iOS and Android Devices

1. Store (iOS) or Google Play (Android) on your mobile device.




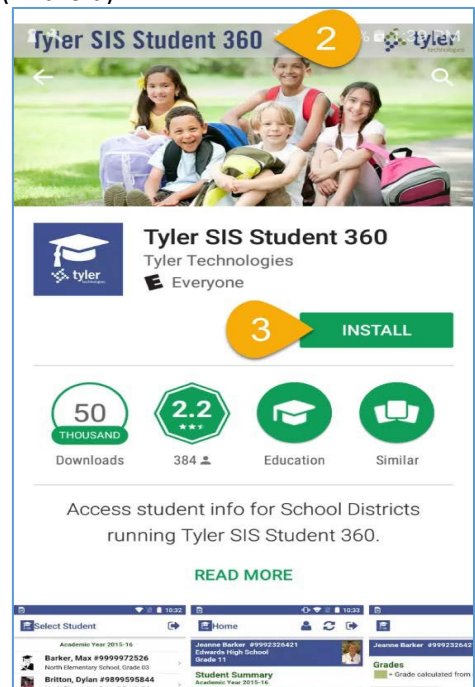
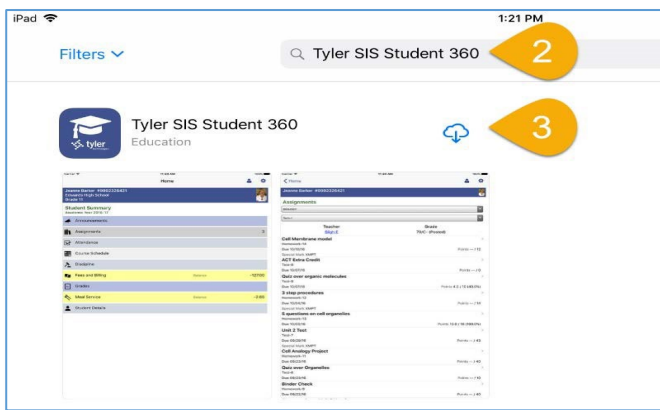
App Store



Google Play

2. In the Search field, enter: **Tyler SIS Student 360**. More information about the application will be displayed.

3. Tap on the download link  (iOS) or the **Install** button (Android).

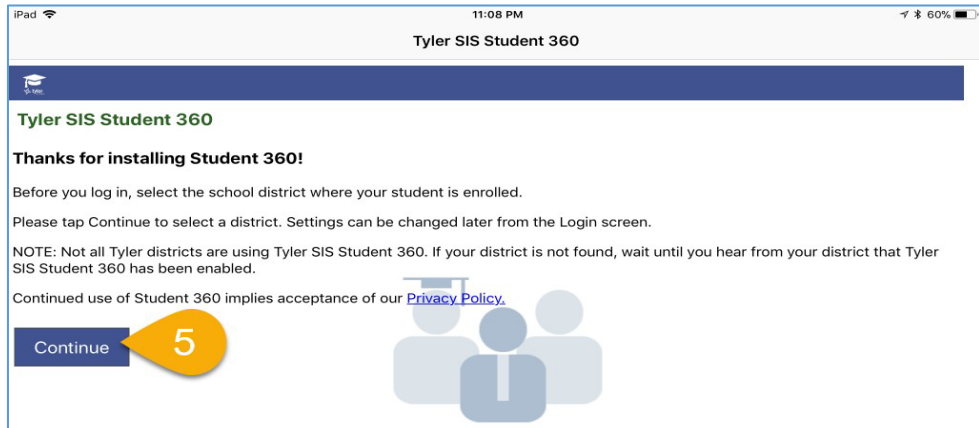


4. Close the App Store or Google Play. Locate the **Student 360** icon and open it.

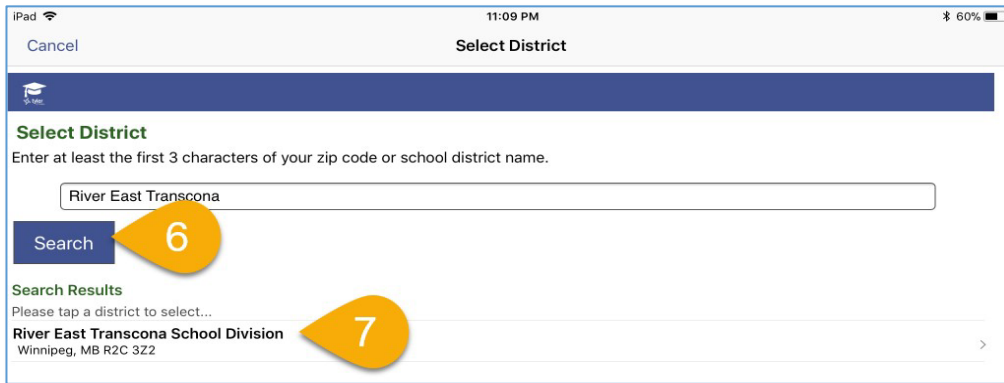


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5. Once the Tyler Student 360 application is open, click on the **Continue** button.



6. Type the first part of the name of our school division (**River East Transcona**) in the search field and click the **Search** button. The search should result in only one hit.
7. Tap on the **River East Transcona School Division** name in the search results.



8. Enter your **User Name (email address)** and **Password**, and then tap on the **Login** button.

