



École John Henderson Middle School

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Student-led Conferences,

We are pleased to be using Online Conference Manager portal to schedule Student-led Conferences.

The link for the Conference Manager is: [River East Transcona \(schoolsoft.com\)](https://www.schoolsoft.com) (DO NOT include “www”)

A Parent Account is required to use the Conference Manager. 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 your children currently attending River East Transcona School Division.

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.

If you already have a Parent Account but can't remember your password? 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 that the system does not recognize.

Be sure to add 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 school, and ask them to access your Parent Account, confirm your email address and reset your password.

Step 1 - Conference Manager Opens to Parents - **Monday, October 23, 2023**. 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 student-led appointments by selecting your student's **homeroom teacher, please select only the homeroom teacher**, other subject area teachers will be available that evening on a drop-in 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 reschedule appointments.

If you do not have Internet access, you are welcome to contact the school and we will schedule your appointments on your behalf.

Important Dates:

October 23 – Start scheduling your interviews at 6:00 a.m.

November 2 – Conference Manager closes at 10:00 a.m.

November 2 – Student-led conference in person 4:30 p.m. - 8:00 p.m.

If you have any questions or need assistance, please feel free to contact the school.