

## **Step-by-Step Parent Directions for Teacher Reacher**

\*If you created an account last year, please use that existing account.

### **Step 1: Create an Account**

- ✓ Go to [www.teacherreacher.com](http://www.teacherreacher.com) - Click on "Sign Up" (Top right corner)
- ✓ Choose your school district (Center Moriches)
- ✓ Enter your first and last name
- ✓ Enter your email address
- ✓ Enter a password
- ✓ Enter your phone number
- ✓ Click "Create Account"

### **Step 2: Activate Your Account**

- ✓ Check your email account for an activation email from TeacherReacher
- ✓ Open the email and click the link inside the email
- ✓ This will bring you back to the Parent Login. Use your email and password to log in.

### **Step 3: Add Your Children**

- ✓ Click the button that says "Click here to add child"
- ✓ Select the school
- ✓ Enter your child's name (full name, as they are registered in the school district)
- ✓ Enter your child's birth date
- ✓ Click "Find Student"
- ✓ Select the correct student from the list below
- ✓ Click "Add Student"
- ✓ Repeat as necessary if you have more than one child in grades 6-12

### **Step 4: Schedule Your Appointments**

- ✓ Click on the "Click to make an appt." link under the conference name
- ✓ Click on an Academic Department
- ✓ Click on a teacher
- ✓ Choose an available time
- ✓ Click the "Submit" button
- ✓ Repeat to sign up for additional conferences

### **Step 5: Print Your Schedule**

- ✓ Click "Retrieve your parent teacher conference schedule"
- ✓ Choose to either print your schedule or email it to yourself

*If you have any questions regarding the scheduling process,  
please call the middle school main office at 631-878-2519.*