

Annex A: User Guide on using Online Booking System for Parents-Teacher Conference (PTC) on 28 May 2015

Please refer to the following instructions to book a timeslot to meet your daughter's/ward's Form teachers. The booking system shall be open from 18 May to 25 May 2015.

Step 1: Login to Wizlearn LMS

You may login to the LMS via 2 ways:

- Student Portal (Please obtain the login account id and password from your child/ward)
Website Address: https://lms.asknlearn.com/CHIJUSTCS/logon_new.aspx
- Parents Portal (If this is your first login, the user id is your child's/ward's BC no. and the default password is "parents" and you will be prompted to change your password)
Website Address: https://lms.asknlearn.com/CHIJUSTCS/logon_new.aspx?type=parents

Should you encounter problems with your account, please contact Wizlearn Helpdesk at 6777 9661 or email lmssupport@wizlearn.com (Monday - Friday: 7.30am - 6.00pm)

Student Portal: https://lms.asknlearn.com/CHIJUSTCS/logon_new.aspx

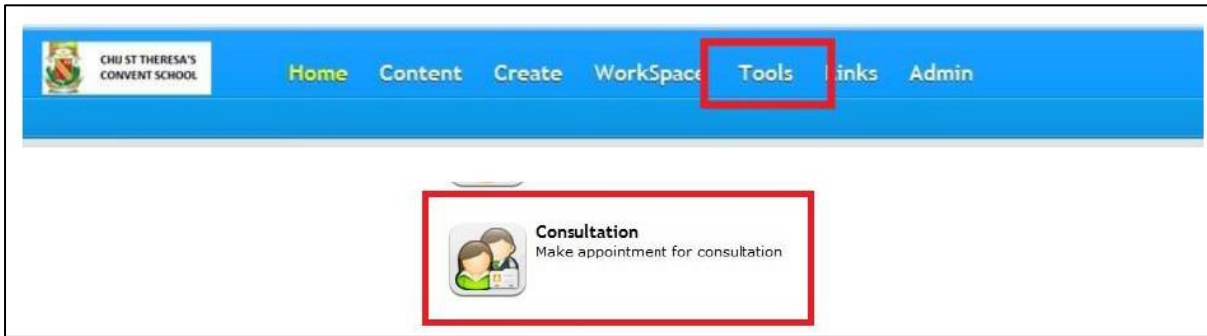


Parents' Portal: https://lms.asknlearn.com/CHIJUSTCS/logon_new.aspx?type=parents



Step 2: Upon login, go to Tools>Consultation

Click on Consultation icon



If you login through Parents' Portal, the icon name is called "Consultation Booking".

Step 3: Book your PTC timeslot

Follow the steps below:

- a. **Select "Booking by Date"**
- b. **Select "28 May 2015" on the Calendar**
- c. **Select your child's/ward's Form Class**
- d. **Select the timeslot that you prefer**
- e. **Click on "Schedule Appointment" to confirm your booking.**