



Excellence in Education

**PARENT EXTRA-HELP
INSTRUCTIONAL MANUAL
*REVISED 2018 EDITION***

STEP 1: REGISTERING TO OUR WEBSITE

&

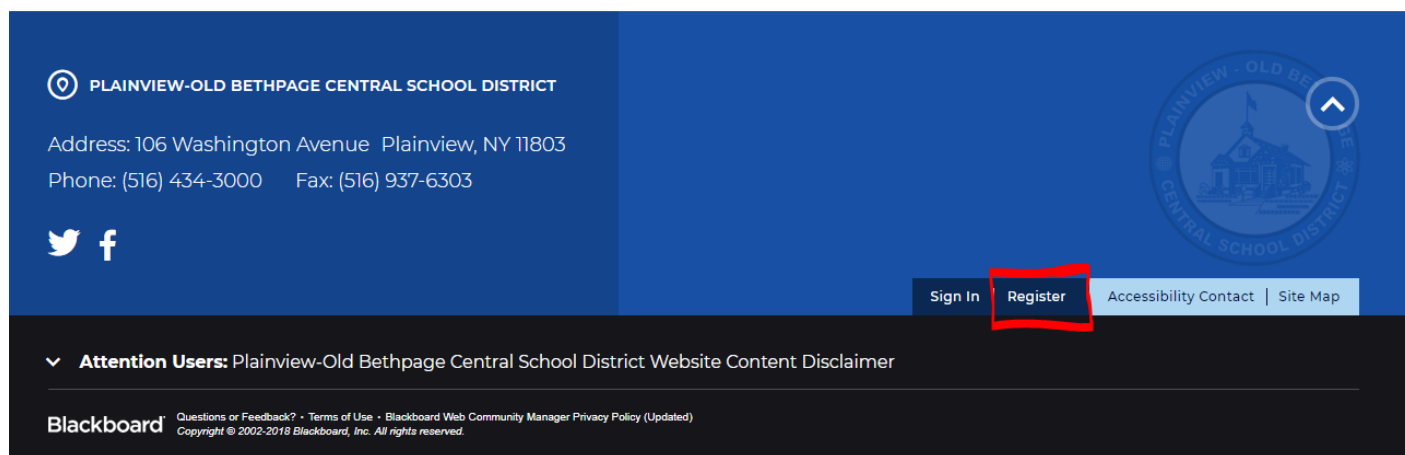
STEP 2: TEACHER EXTRA HELP REGISTRATION (GRADES 2-4 ONLY)

STEP 1:

- **REGISTER** for a SCHOOL WIRES ACCOUNT from the POB homepage

1A. Visit www.pobschools.org and **CLICK** the **REGISTER** option in the LOWER right corner

**** If you already have a POB Website account, please proceed to STEP 2 on page 5****



1B. Review COPPA laws and enter your birthday

Home

Your birth date information is collected only to validate your age and is not stored.

Enter your birth date and click submit.

/ / Example: 04/05/1975

Submit

1C. **CLICK SUBMIT**

1D. Complete ALL required text fields (*indicated by red asterisk*)

Home

Enter your first and last name, email address, user name and password. If you want, you can fill in the other items. Entering your zip code will allow the site to calculate your distance from locations listed on the site.

* First Name:

* Last Name:

Title:

Address 1:

Address 2:

City:

State:

Zip Code:

Phone:

Fax:

* Email Address:

* User Name:

* Password: ?

The strongest passwords contain a mixture of upper and lower case letters, numbers and special characters.

* Confirm Password:

☐ I HAVE READ AND AGREE TO THE [WEB COMMUNITY MANAGER TERMS OF USE](#).

1E. CLICK SUBMIT WHEN COMPLETED

(Please WRITE DOWN your User Name and Password)

Congratulations, you have now successfully created an account on our webpage!

[Home](#)

Success!

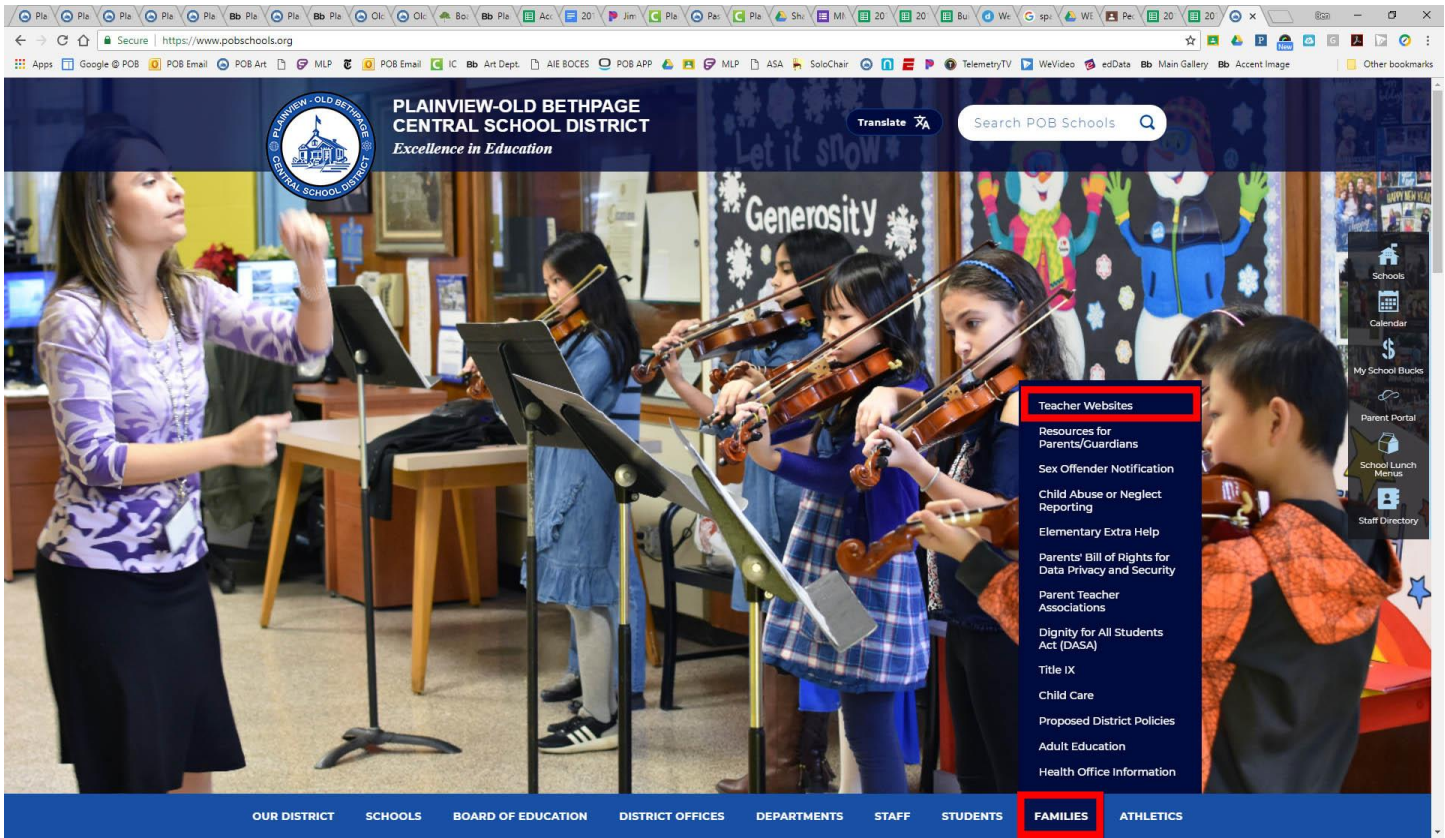
You have registered for this site. You can now [sign in](#). Click My Account to edit your account settings and subscriptions.

- Click the ***“SIGN IN”*** (using the information you just provided) prior to completing the following steps

STEP 2: REGISTER for a teacher's EXTRA HELP SESSION (TUESDAY ONLY)

2A. Visit www.pobschools.org

2B. Click on FAMILIES 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
 - Wiigard, Jodi

2E. Choose their CALENDAR page from the left navigation column located on their page

2F. Navigate to the TUESDAY Extra Help session you wish to register for

← Oct 2018 →

Month

Day

List

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1 Day 5 Board of Ed. Mt...	2 Day 6 Wiley Extra Hel...	3 Day 1	4 Day 2	5 Day 3	6
7	8 SCHOOL CLOSED	9 Day 4	10 Day 5	11 Day 6	12 Day 1	13

2G. CLICK on the event to open the registration window

**** You MAY or MAY NOT need to "Sign-In" at this step ****

Ben Wiley
Wiley Extra Help: 10/03/18
Oct. 3, 2018
8:40 AM - 9:15 AM

Description
Please sign up for extra-help here.

Location
Admin Building: MMS B21

Contact
Ben Wiley
Email: bwiley@pobschools.org

Registration
You must sign in to register for events.

Seat Availability
10 / 10 seats available

Last Day to Register
Oct. 1, 2018

SCHOOL DISTRICT
New, NY 11803
03

[Sign In](#) [Register](#) [Accessibility Contact](#)

← Back to Calendar

Ben Wiley
Wiley Extra Help: 10/03/18
Oct. 3, 2018
8:40 AM - 9:15 AM

Description
Please sign up for extra-help here.

Location
Admin Building: MMS B21

Contact
Ben Wiley
Email: bwiley@pobschools.org

Registration
You can register to this event

Seat Availability
10 / 10 seats available

Last Day to Register
Oct. 1, 2018

[Register](#)

OR

(you will see this if you are NOT signed in)

(you will see this if you are already SIGNED IN)


2H. CLICK REGISTER to proceed with registration

21. COMPLETE/CONFIRM required fields (*if prompted*) and CLICK REGISTER to complete registration

Registration

Confirm your details and register for this event

Event

 **Wiley Extra Help: 10/03/18**
Not registered
Sep. 6, 2018

Registration details

Name
Ben Wiley

Email
BWiley@pobschools.org

What do you need help with?

Reading ▼

Cancel

Register

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*

Ben Wiley
Wiley Extra Help: 10/03/18
Oct. 3, 2018
8:40 AM - 9:15 AM

Description	Location
Please sign up for extra-help here.	Admin Building: MMS B21
Contact	
Ben Wiley Email: bwiley@pobschools.org	

Registration
You are registered to this event.

Seat Availability	Last Day to Register	Review	Cancel
9 / 10 seats available	Oct. 1, 2018		

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