STEP 1: REGISTERING TO OUR WEBSITE

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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

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

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 MANAGED TERMS OF USE.

[Submit]

1E. CLICK SUBMIT WHEN COMPLETED

(Please **WRITE DOWN** your **User Name** and **Password**.)
Congratulations, you have now successfully created an account on our webpage!

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](http://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

- Walsh, Jessica
- Ward, Joseph
- Waxman, Michelle
- Wechter, Jay
- Weinraub, Jane
- Weinstock, Adam
- Wieder, Susan
  - Wiley, Ben
  - Wright, Josh

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

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

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

2H. CLICK REGISTER to proceed with registration
2. 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
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

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