



Excellence in Education

**PARENT
INSTRUCTIONAL MANUAL**

REGISTERING TO OUR WEBSITE

&

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 upper right corner of window

**** If you already have a POB School Wires account, please proceed to STEP 2 on page 4****



1B. Review COPPA laws and enter your birthday

The image shows a section of the website's registration process. At the top, there is a horizontal menu with the following items: 'HOME', 'OUR DISTRICT', 'FOR PARENTS & COMMUNITY', 'FOR STUDENTS', 'FOR STAFF', and 'DEPARTMENTS'. Below the menu, there is a text block that reads: 'We want this site to be compliant with federal law under the Children's Online Privacy Protection Act (COPPA). Please enter your birth date so we can confirm that you are at least 13 years old. Your birth date information is collected only to validate your age and is not stored.' Below this text is a form with the instruction 'Enter your birth date and click submit.' The form consists of three input fields for the month, day, and year, followed by an 'Example: 04/05/1975'. Below the input fields is a 'Submit' button. The entire form area is highlighted with a red rectangular box.

1B.

1C. CLICK SUBMIT

1D. Complete ALL required text fields (*indicated by a colored triangle*)

1E. CLICK AGREE

1F. CLICK SUBMIT

You have now successfully created an account on our webpage.

**You may be prompted to “SIGN IN” (using the information you just provided)
prior to completing the following steps**

STEP 2: REGISTER for a teacher's EXTRA HELP SESSION

2A. Visit www.pobschools.org

2B. Click on PARENTS & COMMUNITY located on the main menu bar

The screenshot shows the website's navigation menu with 'FOR PARENTS & COMMUNITY' highlighted in red. A dropdown menu is open, listing various categories. 'Teacher Websites' is highlighted in red within this dropdown. The main content area features two 'Superintendent's Highlight of the Week' articles: one for October 21, 2016, about a marching band festival, and another for October 14, 2016, about homecoming. An 'UPCOMING EVENTS' sidebar on the right lists events for Today, Tomorrow, and Friday.

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**
- Wilgaru, Jodi

2E. Choose their CALENDAR located on their page

The screenshot shows a web page for 'WILEY, BEN'. In the left sidebar, the link 'Mr. Wiley Calendar' is highlighted with a red rectangular box. The main content area displays a calendar for October 2016. The calendar grid shows dates from 1 to 15. Two dates, the 3rd and 4th, have red boxes labeled 'School C...'. Navigation options include 'Today', 'Day', 'Week', 'Month', and 'List'. The current view is set to 'October 2016'. There are also buttons for 'My Events', 'Export', and 'ICAL'.

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

The screenshot shows the same web page for 'WILEY, BEN', but now displaying a calendar for November 2016. The date '2' on Wednesday is highlighted with a red rectangular box. A pop-up window is open over this date, displaying the following information: '8:40am', '11/02/...', '11/02/16 Extra Help', and '11/2/2016 08:40 am to 09:15 am'. The calendar grid shows dates from 1 to 19. Other events are visible on the 8th ('School C...', 'SUPERI...') and 12th. Navigation options include 'Today', 'Day', 'Week', 'Month', and 'List'. The current view is set to 'November 2016'. There are also buttons for 'Export' and 'ICAL'.

2G. Double-click on event to open registration window

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

This screenshot shows the registration page for the event "11/02/16 Extra Help" on 11/2/2016 at 8:40 AM. It includes contact information for Ben Wiley (Email: bwiley@pobschools.org) and the location Pasadena, Room ABC. The registration section shows "Seat Availability: 10 of 10 available" and "Last day to register: 10/26/2016". A red box highlights the "sign in" link in the text "You must sign in to register for events." A blue diagonal banner in the top right corner of the registration box says "NOT REGISTERED".

OR

This screenshot shows the same registration page as the left one, but with a red box highlighting the "Register" button in the registration section. The text "You must sign in to register for events." is not present in this version.

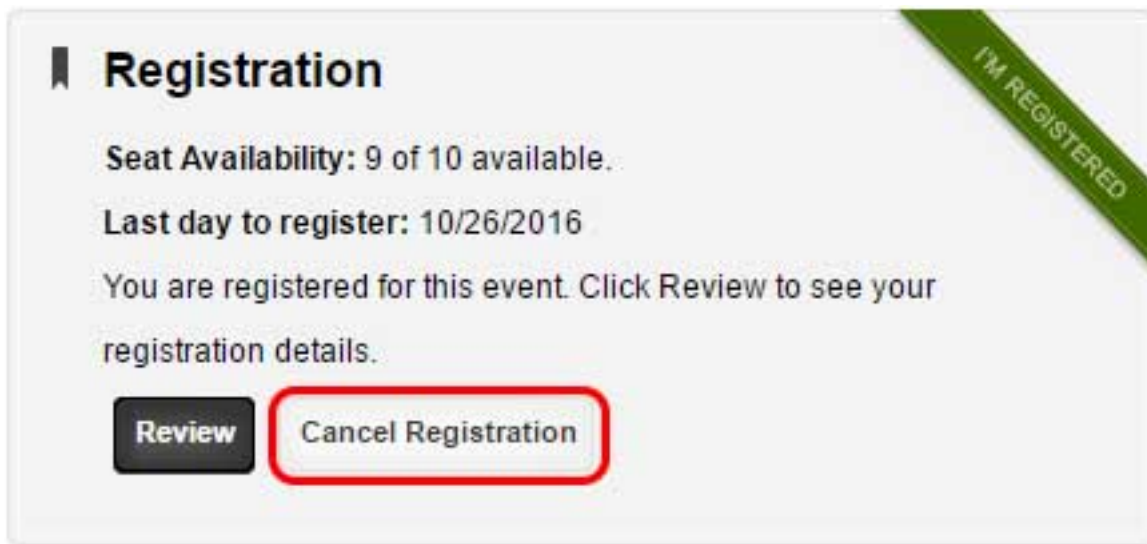
2H. CLICK REGISTER to proceed with registration

2I. COMPLETE required fields (*if prompted*) and CLICK Register Now

This screenshot shows a registration details form for the event "11/02/16 EXTRA HELP" on 11/2/2016 at 8:40 AM. The form includes fields for Name (Ben Wiley), Phone, and Email (BWiley@pobschools.org). A "Topic of Interest" dropdown menu is open, showing options: Reading (selected), Writing, and Math. A red box highlights the dropdown menu. At the bottom, there are two buttons: "Register Now" (highlighted with a red box) and "Cancel".

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***