



*Excellence in Education*

## **PARENT EXTRA-HELP INSTRUCTIONAL MANUAL**

**STEP 1: REGISTERING TO OUR WEBSITE**

**&**

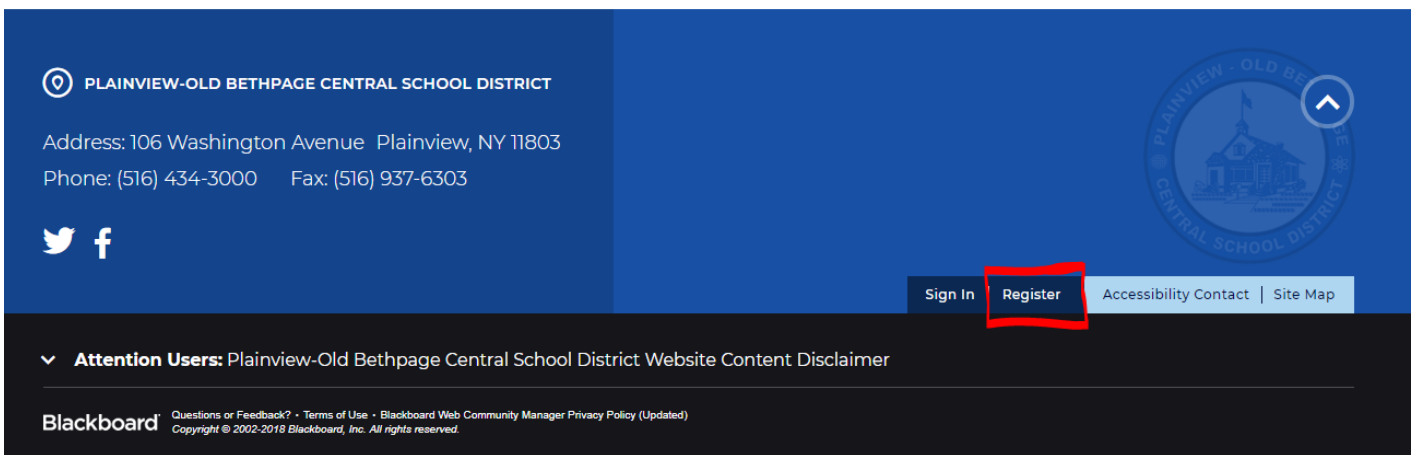
**STEP 2: TEACHER EXTRA HELP REGISTRATION (GRADES 2-4 ONLY)**

## **STEP 1:**

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

1A. Visit [www.pobschools.org](http://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\*\***



PLAINVIEW-OLD BETHPAGE CENTRAL SCHOOL DISTRICT

Address: 106 Washington Avenue Plainview, NY 11803  
Phone: (516) 434-3000 Fax: (516) 937-6303

Sign In Register Accessibility Contact | Site Map

Attention Users: Plainview-Old Bethpage Central School District Website Content Disclaimer

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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!**

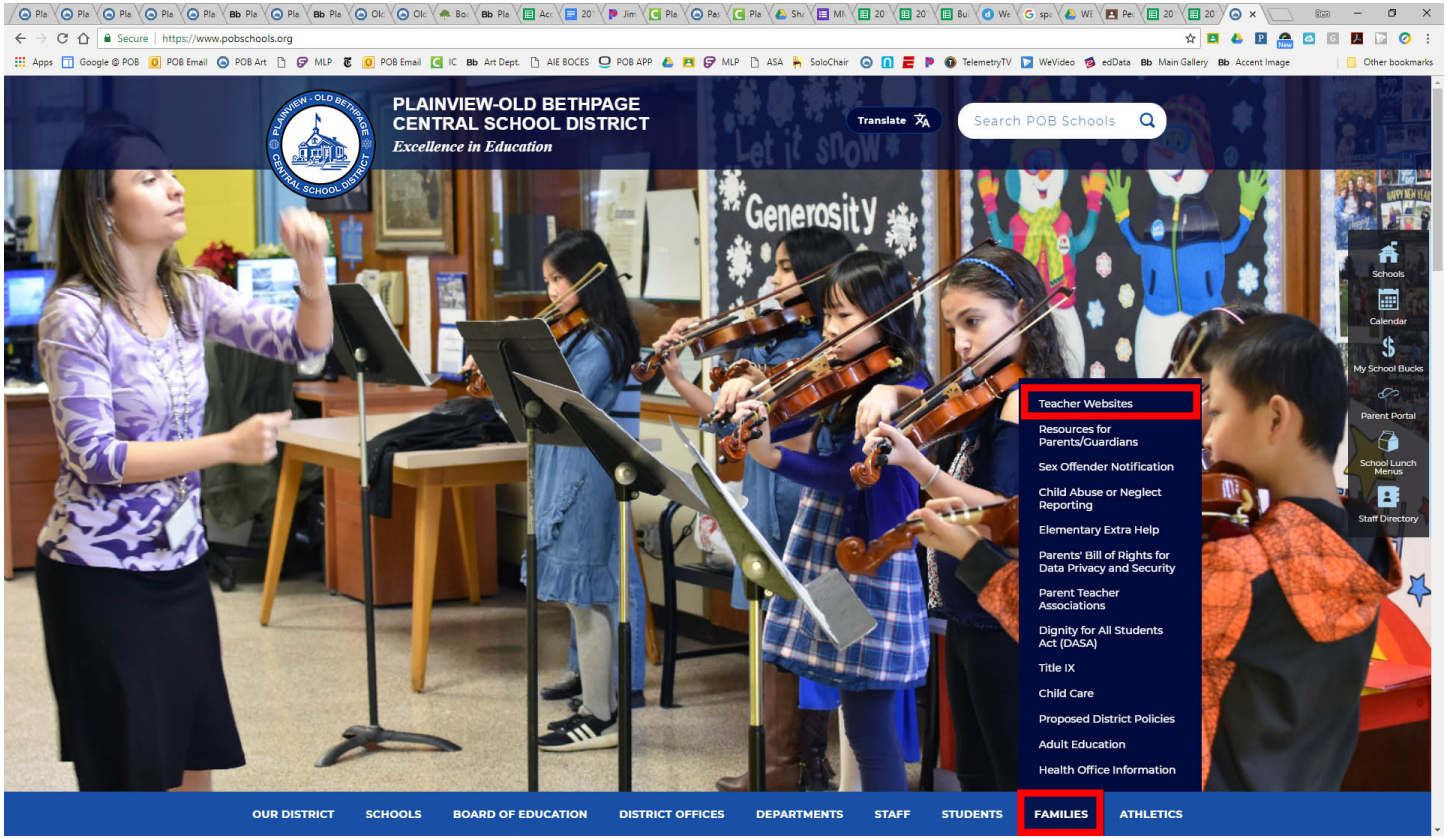
You have registered for this site. You can now [sign in](#). Click My Account to edit your account settings and subscriptions.

- **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](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

- 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

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**Description**  
 Please sign up for extra-help here.

**Location**  
 Admin Building: MMS B21

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**Contact**  
 Ben Wiley  
 Email: [bwiley@pobschools.org](mailto:bwiley@pobschools.org)

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**Registration**  
 You must sign in to register for events.

**Seat Availability**      **Last Day to Register**  
 10 / 10 seats available      Oct. 1, 2018

← Back to Calendar

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Ben Wiley  
**Wiley Extra Help: 10/03/18**  
 Oct. 3, 2018  
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**Description**  
 Please sign up for extra-help here.

**Location**  
 Admin Building: MMS B21

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**Contact**  
 Ben Wiley  
 Email: [bwiley@pobschools.org](mailto:bwiley@pobschools.org)

---

**Registration**  
 You can register to this event

**Seat Availability**      **Last Day to Register**  
 10 / 10 seats available      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

---

<b>Description</b>	<b>Location</b>
Please sign up for extra-help here.	Admin Building: MMS B21
<b>Contact</b>	
Ben Wiley Email: <a href="mailto:bwiley@pobschools.org">bwiley@pobschools.org</a>	

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**Registration**  
You are registered to this event.

<b>Seat Availability</b>	<b>Last Day to Register</b>	<input type="button" value="Review"/>	<input type="button" value="Cancel"/>
9 / 10 seats available	Oct. 1, 2018		

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