

SchoolSoft Registration Steps for Lower School Families

To begin the scheduling process, log onto [PowerSchool](#). We recommend using a laptop as it can be difficult to navigate SchoolSoft's web interface on a small mobile device.

Once you are logged onto PowerSchool, follow these steps:

1. Select the Applications icon in the top right corner of the page; this is the box with the arrow pointing out.



2. Select SchoolSoft Conference Manager.

Applications

Applications	Description
Alert Solutions Portal	Alert Solutions Portal
CampusLink	CampusLink Login
DocumentLOK	DocumentLOK
SchoolSoft Conference Manager	SchoolSoft Conference Manager

3. Select the child for whom you are scheduling. If you have more than one child in a division you need to sign up for each individually.

Select a School

To book a conference, please select a school from the list below. Please note the booking status as you will be unable to book a closed.

Select a school from the list below:

[Taipei American Lower School](#)

Student Name

Conference Booking OPENS: Tuesday, August 12 2025 at 03:30 PM

Conference Booking CLOSES: Friday, August 29 2025 at 12:00 PM

4. Select your preferred conference date and then the teacher(s) you wish to book a conference with. All available time slots will then be displayed and you can coordinate the best schedule possible.

Welcome

Available conference sessions

SELECT A SESSION

SELECT A SESSION

Friday, November 1, 11:00 AM to 1:00 PM

Monday, November 4, 8:00 AM to 4:00 PM

Conference Manager will: CLO

When the system closes you the most convenient time to login to view, print, or cancel any of your bookings.

Available teachers for the selected session

Choose the teacher(s) you would like to meet with

SELECT	NAME	TEACHING AS
☒	Mr. Jimmy Campbell	Grade 3 Hon

NEXT

5. If you have more than 1 child in the same division, make sure you select the correct student name from the dropdown menu so the teacher knows which student the conference is for. You will also be asked to provide a phone number that you can be reached at during your conference time. This provides teachers with a back-up way of reaching you, should there be any technical issues.

CONFERENCE DETAILS

Teacher: D. Albert
Date: Friday Oct 28, 2022
Start Time: 2:10 PM

Student Info

Name: **Student 1** ▼
Parent: **Student 2**

Parent Name
Parent Email
Phone Number *

Please enter a phone number that the parent can be contacted by the teacher

Comments or Questions (Optional)
Comments or questions for the teacher regarding this conference.

SUBMIT **CLOSE WINDOW**

6. Please schedule only one meeting per family with each teacher.

7. After you make a booking, you will receive a confirmation email that contains the meeting link that will be used to conduct the conference. You will also receive a reminder email the day before your conference is scheduled.

Other Important Information:

1. You will be able to change your times after submitting and before closing by deleting the first meeting before scheduling a different one. After the deadline, you will need to contact the teacher directly.
2. If you encounter an issue while trying to sign up, please email Alfredo Papaseit (papaseita@tas.edu.tw)