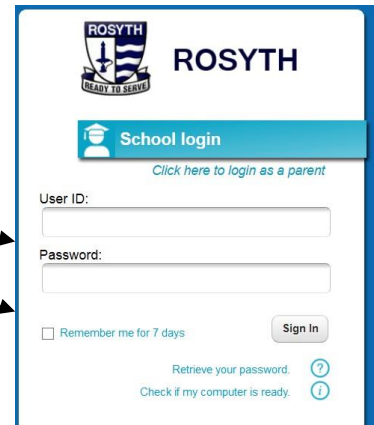


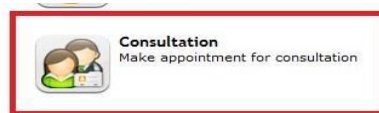
A. Login in to the School Portal (for Form teachers from 9 March 2017)

https://lms.asknlearn.com/ROSYTH_SCH

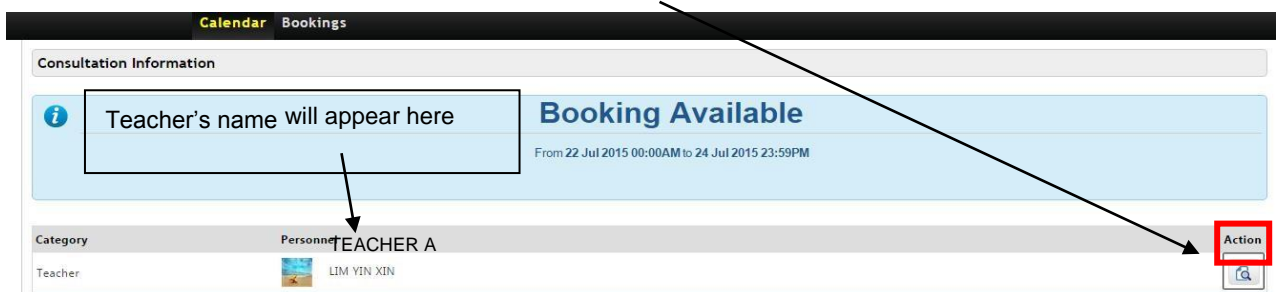
Key in your account and password details. Do remember to indicate your account profile.



B. After logging in, click on Tools → Consultation

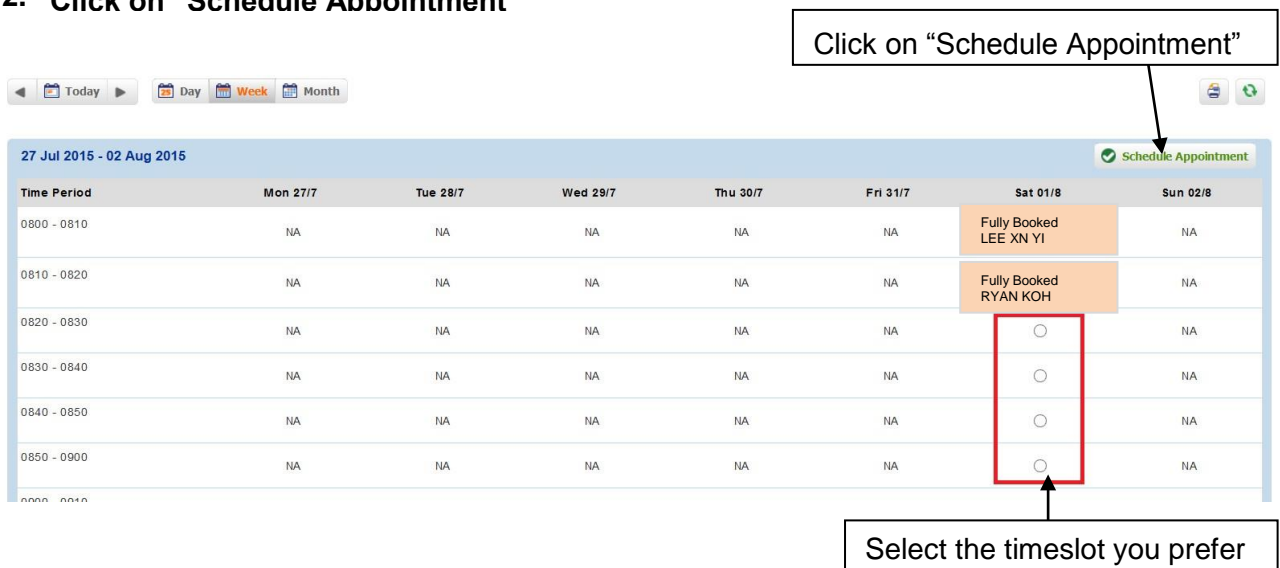


C. Click on the “Action” button on the extreme right




D. Follow the steps below:

1. Select the time slot that you prefer
2. Click on “Schedule Appointment”



E. Input any additional information (if any) and click on “Confirm Appointment”

Schedule Appointment Process

Personnel  TEACHER A

Description

Venue

Additional Info

Repeat Additional Info for All Confirm Appointment(s)

Date	Period
01-Aug-2015	0830 - 0840

Please remember to confirm appointment!

F. In the event you need to reschedule or cancel your appointment, please follow steps A to C, and click on the small cross at top right corner of your appointed timeslot to delete your appointment. You may then proceed to make another booking if necessary.

Today Day Week Month

27 Jul 2015 - 02 Aug 2015

Time Period	Mon 27/7	Tue 28/7	Wed 29/7	Thu 30/7	Fri 31/7	Sat 01/8	Sun 02/8
0800 - 0810	NA	NA	NA	NA	NA	Fully Booked LEE XN YI <input checked="" type="checkbox"/>	NA
0810 - 0820	NA	NA	NA	NA	NA	Fully Booked RYAN KOH	NA
0820 - 0830	NA	NA	NA	NA	NA	<input type="checkbox"/>	NA
0830 - 0840	NA	NA	NA	NA	NA	<input type="checkbox"/>	NA
0840 - 0850	NA	NA	NA	NA	NA	<input type="checkbox"/>	NA
0850 - 0900	NA	NA	NA	NA	NA	<input type="checkbox"/>	NA

Click on X to cancel appointment

Helplines

For help on any **technical problems**, please contact the asknlearn Support Hotline:

Day: Monday – Friday
 Time: 7.30a.m. – 6.00p.m.
 Telephone: **6777 9661**
 E-mail: lmssupport@wizlearn.com