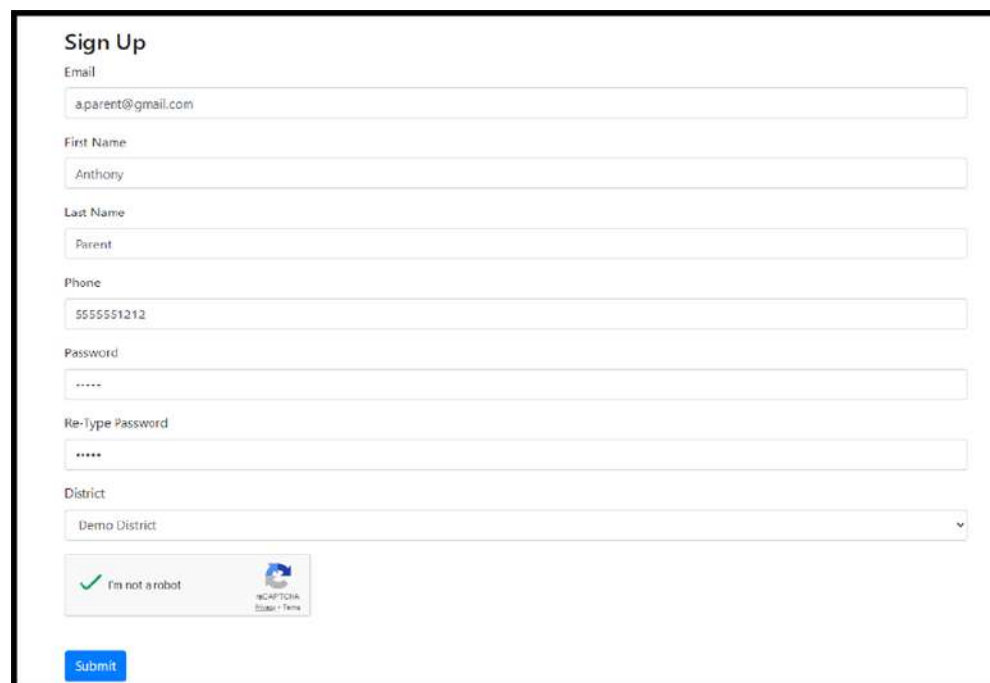


A. To sign up (Skip to Part B if you already signed up before.)

Please go to <https://teacherreacher.com/> → **SignUp** (upper right corner)

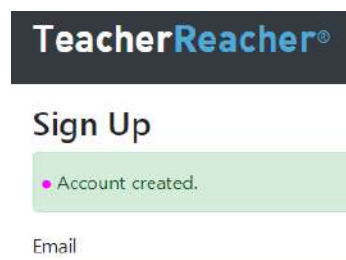
1. Enter your **Parent Gmail** address
2. Enter your **first name** and **last name**
3. Enter your **phone number**
4. Enter a **password**
5. **Confirm your password**
6. For school district, select **Holy Cross High School**
7. Check the **reCAPTCHA**



The screenshot shows the 'Sign Up' form on the TeacherReacher website. The form includes the following fields and elements:

- Sign Up** (Title)
- Email**: Input field containing 'aparent@gmail.com'
- First Name**: Input field containing 'Anthony'
- Last Name**: Input field containing 'Parent'
- Phone**: Input field containing '5555551212'
- Password**: Input field with masked characters '.....'
- Re-type Password**: Input field with masked characters '.....'
- District**: Dropdown menu with 'Demo District' selected
- reCAPTCHA**: A box containing a green checkmark and the text 'I'm not a robot' and the reCAPTCHA logo.
- Submit**: A blue button at the bottom left.

8. Upon successful sign-up, near the top it should say: "Account created." Please note that there is no activation email.



B. To add your scholar (Skip to Part C if your scholar has been linked to your account.)

1. Click **My Students** tab (blue, near the top)
2. Enter **your scholar's First Name and Last Name**
3. For School, select **Holy Cross High School**
4. Enter your scholar's **Student ID or Date of Birth**
5. Click **Submit**

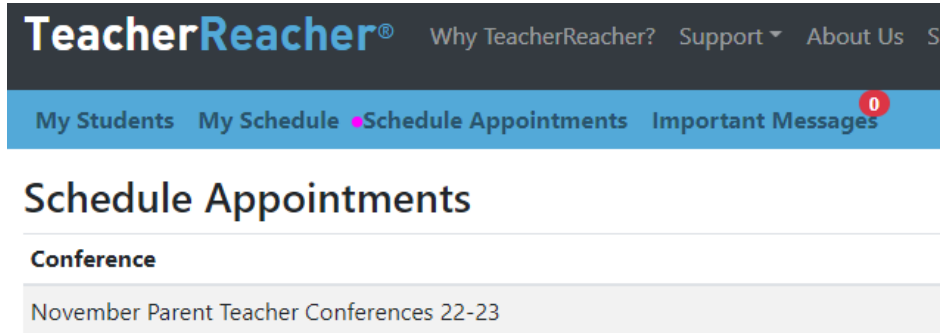
The screenshot shows the 'TeacherReacher' website interface. At the top, there is a navigation bar with the logo and links for 'Why TeacherReacher?', 'Support', and 'About Us'. Below this is a secondary navigation bar with tabs for 'My Students', 'My Schedule', and 'Schedule Appointments'. The main heading is 'Manage My Students'. Underneath, there is a section titled 'Add Student' which contains several input fields: 'First Name', 'Last Name', and a dropdown menu for 'School' with the text 'Select a School'. Below these are two options for identification: 'Student ID' with an input field, and 'DOB' with three dropdown menus for 'Month', 'Day', and 'Year'. A blue 'Submit' button is located below the input fields. At the bottom of the form, there is a section titled 'Current Students' which currently displays 'NONE'.

6. Near the top it should say: "Student assigned," to confirm that your scholar is now linked to your account.

This screenshot shows the 'TeacherReacher' website after the student has been added. The navigation bar and 'Manage My Students' heading are visible. A green notification box at the top of the main content area displays a purple dot followed by the text 'Student assigned'.

C. To make appointments:

1. Please go to <https://teacherreacher.com/> → **Login**
2. Once logged in, please go to the **Schedule Appointments** tab (blue, near the top)



3. The Appointment scheduler opens on **Tuesday, November 1st at 7 pm.**

Need help?

For further technical assistance, please contact Ms. Pirovolikos at learning@myhchs.org or (718) 886-7250 ext. 576