

Online Guidance Appointments Signing In

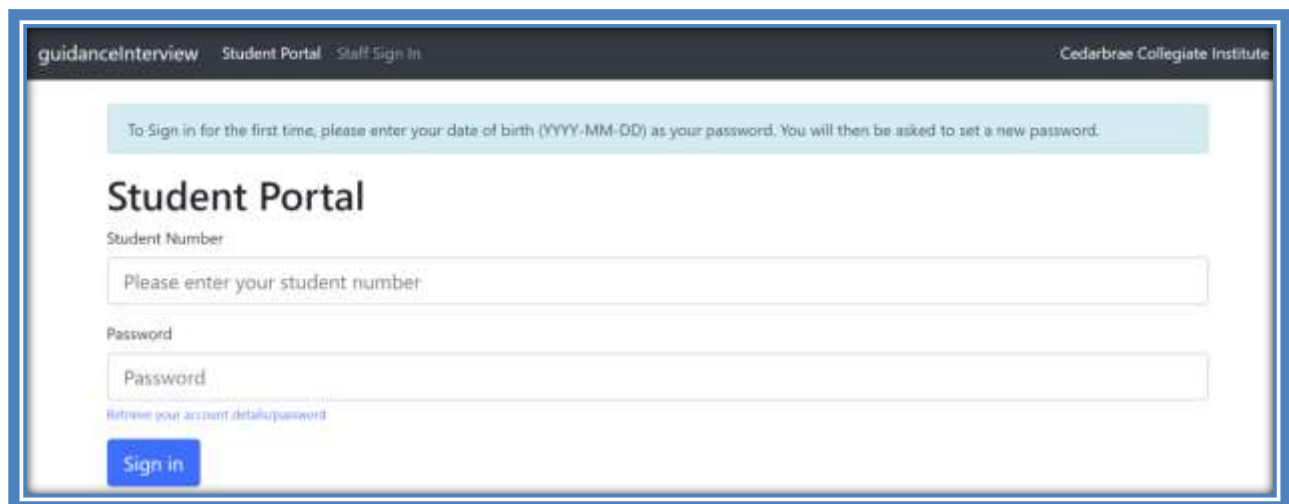
Steps

- 1) Go to the Cedarbrae Collegiate Institute **guidanceInterview** website
<https://cedarbrae-guidance.parentinterview.com>
- 2) Fill in your **TDSB Student Number** and your Date of Birth (YYYY-MM-DD) for the **Password - Make sure to include the "-" in your Date of Birth eg. 2020-08-25**
- 3) Click **Sign in**

You will be asked to set a new password on the next screen

Having Trouble?

Please contact your guidance counsellor



guidanceInterview Student Portal Staff Sign In Cedarbrae Collegiate Institute

To Sign in for the first time, please enter your date of birth (YYYY-MM-DD) as your password. You will then be asked to set a new password.

Student Portal

Student Number

Password

[Retrieve your account details/password](#)

Sign in

Set Your Preferences – Add your Cellphone

Steps

- 1) Click **My Account** at the top of the page
- 2) Enter your 10-digit phone number in the **Cellphone Number** box, please make sure there is a Canadian flag and a “+1” preceding your phone number in the box
- 3) Select your preferred option for receiving notifications about your appointments. **Preferred Method should be email and text message in order to receive notifications about your appointment in a timely and efficient way.**
- 4) Click **Save Information**

Incorrect Student Information?

If any of the information on this page is incorrect, please report the error(s) to your guidance counsellor.

The screenshot shows a web application interface with a dark navigation bar at the top containing links: [Guidance Interview](#), [Request Appointment](#), [My Appointments](#), [My Account](#), and [Log Out](#). Below the navigation bar is the 'Student Information' section. It contains the following fields and options:

- Name:** Jimmy Morton
- Student Number:** 649025319
- Grade:** Grade 11
- Email:** 649025319@example.org
- Cellphone Number:** +1 555-555-5555 (with a Canadian flag icon)
- Receive Appointment Notifications by:** Radio buttons for:
 - Email and text message
 - Email only
 - Text message only
- Save Information:** A blue button at the bottom of the form.

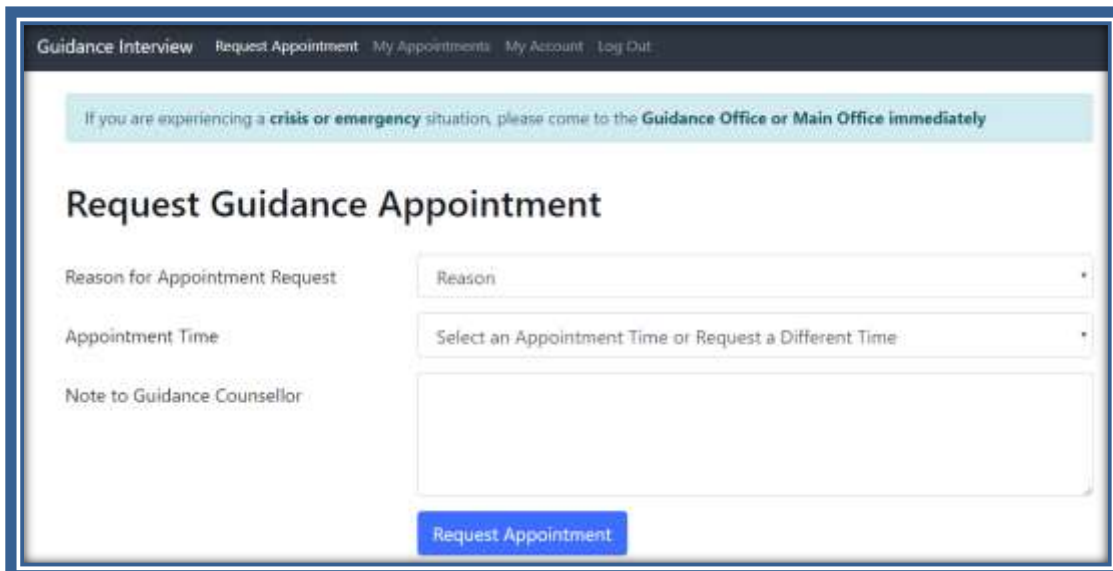
How to Request an Appointment

Steps

- 1) Click **Request Appointment** at the top of the page if it is not already selected
- 2) Select a reason you need a guidance appointment from the list
- 3) Select an appointment time from the list. Make sure to check the counsellor name when choosing your appointment time. If you can't attend any of the available appointment times or there are no appointment times available, check again the following day for an open appointment slot.
- 4) If you are making an appointment for post-secondary discussions (research, applications, financing...) please choose **2** appointment slots.
- 5) If you would like your guidance counsellor to have additional information about your request, enter that information in the **Note to Guidance Counsellor box.**
- 6) Click Request Appointment

Are you experiencing a crisis or emergency?

If you are experiencing a crisis or emergency during school hours, please make your way to the guidance office or the main office for immediate assistance.



The screenshot shows a web interface for requesting a guidance appointment. At the top, there is a navigation bar with links: "Guidance Interview", "Request Appointment", "My Appointments", "My Account", and "Log Out". Below the navigation bar is a light blue banner with the text: "If you are experiencing a crisis or emergency situation, please come to the Guidance Office or Main Office immediately". The main heading is "Request Guidance Appointment". The form contains three input fields: "Reason for Appointment Request" with a dropdown menu showing "Reason"; "Appointment Time" with a dropdown menu showing "Select an Appointment Time or Request a Different Time"; and "Note to Guidance Counsellor" with a large text area. At the bottom of the form is a blue button labeled "Request Appointment".

Checking Your Appointment Times

Steps

- 1) Click **My Appointments** at the top of the page
- 2) Show the confirmation text message/email to your teacher to be excused from class
- 3) For **Scheduled** appointments, make your way to the guidance office a few minutes *before* your **Appointment Time**

Please Remember to...

Click **Log Out** at the top of the page when you are finished accessing your account



The screenshot shows a web interface with a navigation bar at the top containing links: [Guidance Interview](#), [Request Appointment](#), [My Appointments](#), [My Account](#), and [Log Out](#). Below the navigation bar is a section titled "Current Requests and Appointments" which contains a table with the following data:

#	Status	Date Requested	Reason	Appointment Time	Guidance Office Note	Action
1	Scheduled	Saturday August 25, 2018 2:13 PM	Experiential Learning (Co-op, Apprenticeship, etc)	Tuesday October 9, 2018 9:30 AM	Please be on time for your appointment Jimmy!	
2	Pending	Saturday August 25, 2018 2:28 PM	Graduation Requirements	Pending		Cancel

Below this table is a section titled "Previous Requests and Appointments" which has a table with the following headers:

#	Status	Date Requested	Reason	Appointment Time	Guidance Office Note
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