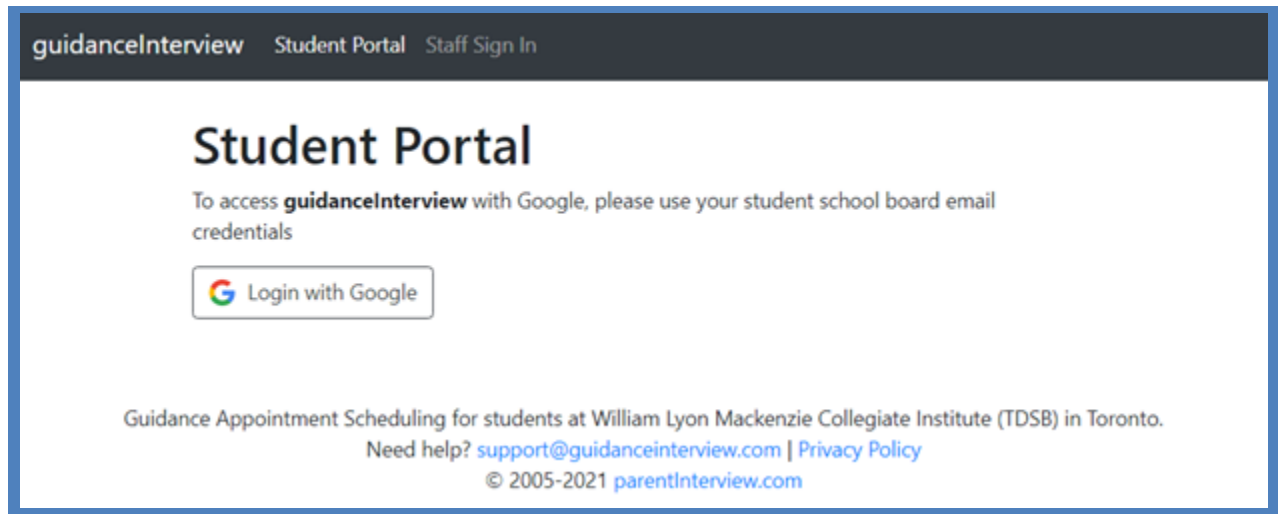


# Student Walkthrough – Signing In



## Steps

- 1) Go to <https://guidanceinterview.com/s/cedarbrae>
- 2) Click the **Login with Google** button
- 3) Enter your TDSB Student Email Address credentials
- 4) Click **Next**

## Having Trouble?

Please go to the guidance office for assistance or email [support@guidanceinterview.com](mailto:support@guidanceinterview.com) with a short description of your problem for assistance

# Student Walkthrough – Adding a Cellphone #

guidanceInterview Request Appointment My Appointments My Account Log Out

## Student Information

If you need to update a field that is disabled below, please mention it to your guidance counsellor during your next appointment.

Name  
Ryan Hux

Email  
ryan.hux@guidanceinterview.com

Student Number  
123456789

Grade  
Grade 9

Cellphone Number  
+1 555-555-5555

Receive Appointment Notifications by  
 Email and text message  
 Email only

Save Information

## 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
- 4) Click **Save Information**

## Incorrect Student Information?

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

# Student Walkthrough – Requesting an Appointment

guidanceInterview Request Appointment My Appointments My Account Log Out

If you are experiencing a **crisis or emergency** situation during school hours, please come to the **Guidance Office or Main Office immediately**

## Request Guidance Appointment

Reason for Appointment

Note to Guidance Counsellor (Optional)

Guidance Counsellor

[View Appointments](#)

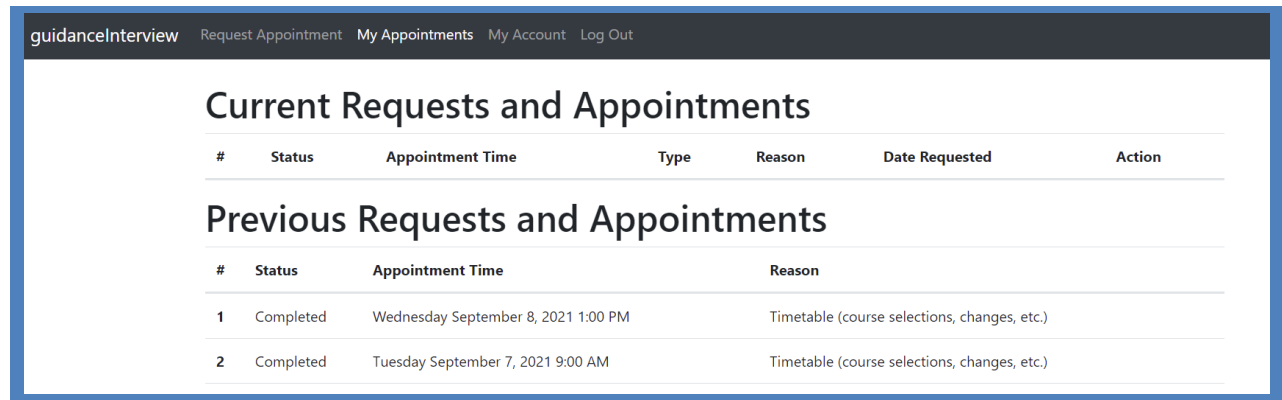
## Steps

- 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) If you would like your guidance counsellor to have additional information about your request, enter that information in the **Note to Guidance Counsellor** box
- 4) Select a guidance counsellor, your counsellor should be selected by default
- 5) Click **View Appointments**
- 6) Click on an appointment time to schedule that 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

# Student Walkthrough – Checking Appointment Times



The screenshot shows a web interface for managing appointments. At the top, there is a navigation bar with links: 'guidanceInterview', 'Request Appointment', 'My Appointments', 'My Account', and 'Log Out'. Below the navigation bar, the page is divided into two sections: 'Current Requests and Appointments' and 'Previous Requests and Appointments'. The 'Current Requests and Appointments' section is currently empty. The 'Previous Requests and Appointments' section contains a table with two rows of data.

#	Status	Appointment Time	Type	Reason	Date Requested	Action
<b>Current Requests and Appointments</b>						
#	Status	Appointment Time	Type	Reason	Date Requested	Action
1	Completed	Wednesday September 8, 2021 1:00 PM		Timetable (course selections, changes, etc.)		
2	Completed	Tuesday September 7, 2021 9:00 AM		Timetable (course selections, changes, etc.)		

## 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 **In-Person** appointments, make your way to the guidance office a few minutes *before* your **Appointment Time**

## Pending vs. Scheduled Appointments

If the **Status** of your request is **Pending**, your guidance counsellor has not yet scheduled a time for your appointment

You will receive an email and/or text message notification when your counsellor has scheduled a time for your appointment and the **Status** of your request will change from **Pending** to **Scheduled**

If you want to cancel a **Pending** request, click the **Cancel Action** next to that request

## Please Remember to...

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