Step-By-Step Parent/Guardian Instructions

1. Visit the school’s homepage:
   https://www.canyoncreeksoftware.com/scheduler/ca/buckeye/index.cfm
   and select the Online Scheduler icon/link.

2. From the Online Scheduler Home Page
   a. Choose your student’s school from the drop down list and click “GO”
   b. Enter the school password (_____See email from your teacher_____
   c. Enter your student’s “Student ID”. If you do not know their Student ID,
      use the LOOKUP STUDENT ID button to access the system.
   d. Verify the student’s birth date
   e. A list of your student’s teachers will be displayed. Check the box next to
      the name of each teacher(s) you would like to meet with.
   f. If you have more than one student in the school you can see all of your
      students’ teachers’ schedules at one time by answering YES to this
      question “Do you want to schedule conferences for another student?” then
      repeat the steps above for your other students. If you only have one
      student, answer NO to that question.
   g. You will then see the available time slots for each teacher you selected.
   h. Select the times that work best for your schedule.
   i. Enter your email address (recommended) if you would like an email
      reminder sent to you. (Your email address is kept private.)
   j. Once you have finished you can confirm your appointment details and
      print your conference schedule.
   k. Write down the Confirmation Number (you will need this number to
      cancel your appointment)

Need help? Contact the school’s Online Scheduler™ specialist:
   Name: Lindy Murray
   E-mail: lmurray@buckeyeusd.org
   Phone: 530-676-0164 x 1800