

Stonybrook School

Step-By-Step Parent/Guardian Instructions

1. Click on or enter the following link:
<https://www.canyoncreeksoftware.com/scheduler/nj/kinnelon/index.cfm> and select the Online Scheduler icon/link.

2. From the Online Scheduler Home Page
 - a. Click “GO”
 - b. Enter the school password (Stonybrook)
 - c. You will see “Enter Student ID”
 - d. Underneath the prompt, click “Look up”
 - e. Enter your student’s name.
 - f. Enter the student’s birth date.
 - g. Your child’s teacher(s) will be displayed. Check the box next to the name of each teacher(s) with whom you would like to meet.
 - h. If you have more than one student in the school, you can see all the teacher 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.
 - i. You will then see the available time slots for each teacher you selected.
 - j. Select the time(s) that work best for your schedule.
 - k. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
 - l. Once you have finished you can confirm your appointment details and print your conference schedule.
 - m. Write down the Confirmation Number (you will need this number to cancel your appointment).

Need help? Contact the school’s Online Scheduler™ specialist:

Name: Dawne Kenney

E-mail: KenneyD@kinnelon.org

Phone: 973-838-1881 X200