

Parents Evening Booking

Go to <https://parentsevening.derby-college.ac.uk>

You will be asked to Sign in. Your username will be the student's person code (which can be found printed on their ID badge) followed by p@student.derby-college.ac.uk

Your password is the date of birth of the student in the form DDMMYYYY

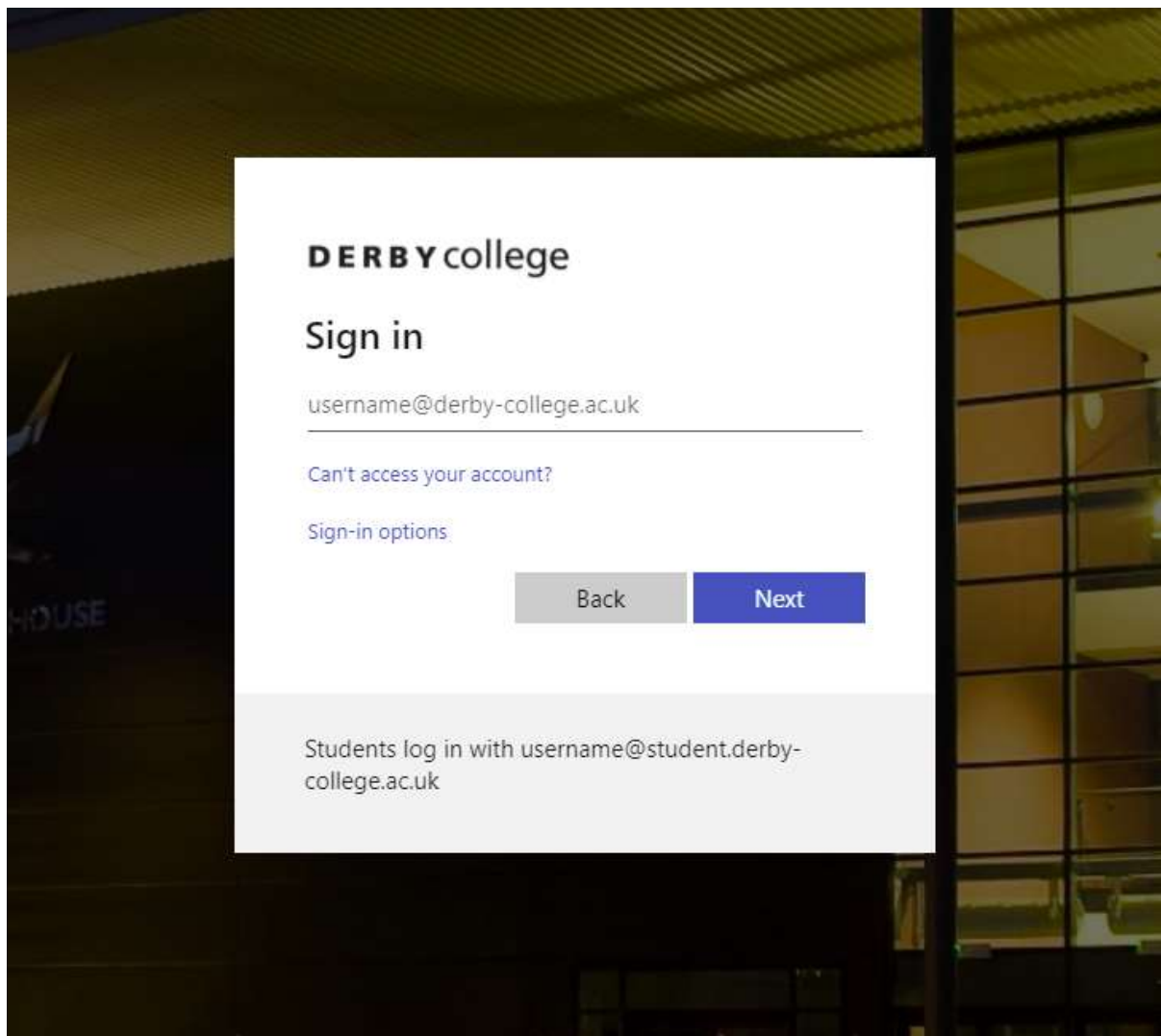
i.e. for a person code of 123456 you would enter the below as a username

123456p@student.derby-college.ac.uk

For a date of birth of 24 July 2000 you would enter the below as a password

24072000

Enter your username and click Next



DERBY college

Sign in

username@derby-college.ac.uk

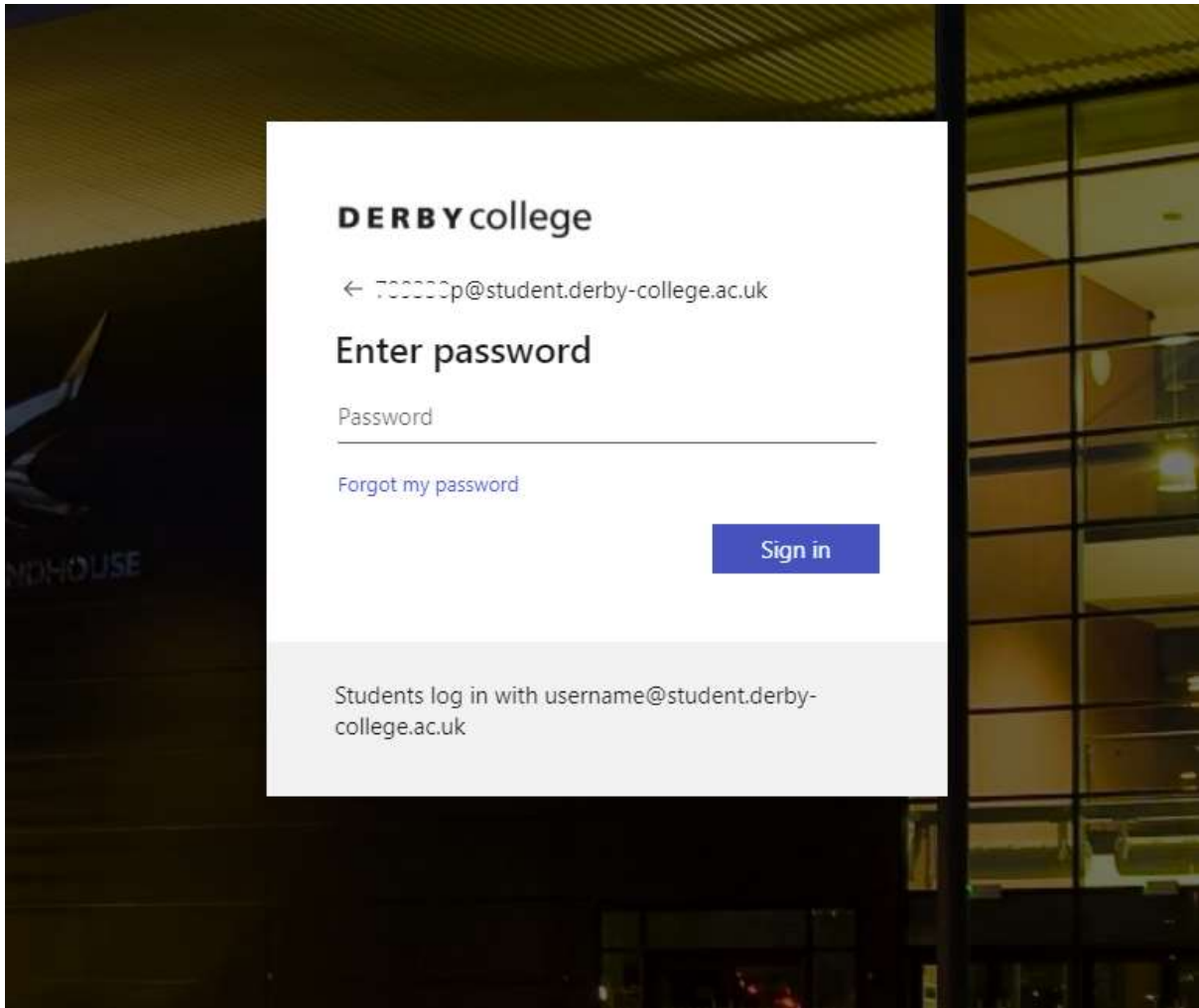
[Can't access your account?](#)

[Sign-in options](#)

[Back](#) [Next](#)

Students log in with username@student.derby-college.ac.uk

Enter your password and click Sign In



Click Yes

DERBY college

username@student.derby-college.ac.uk

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

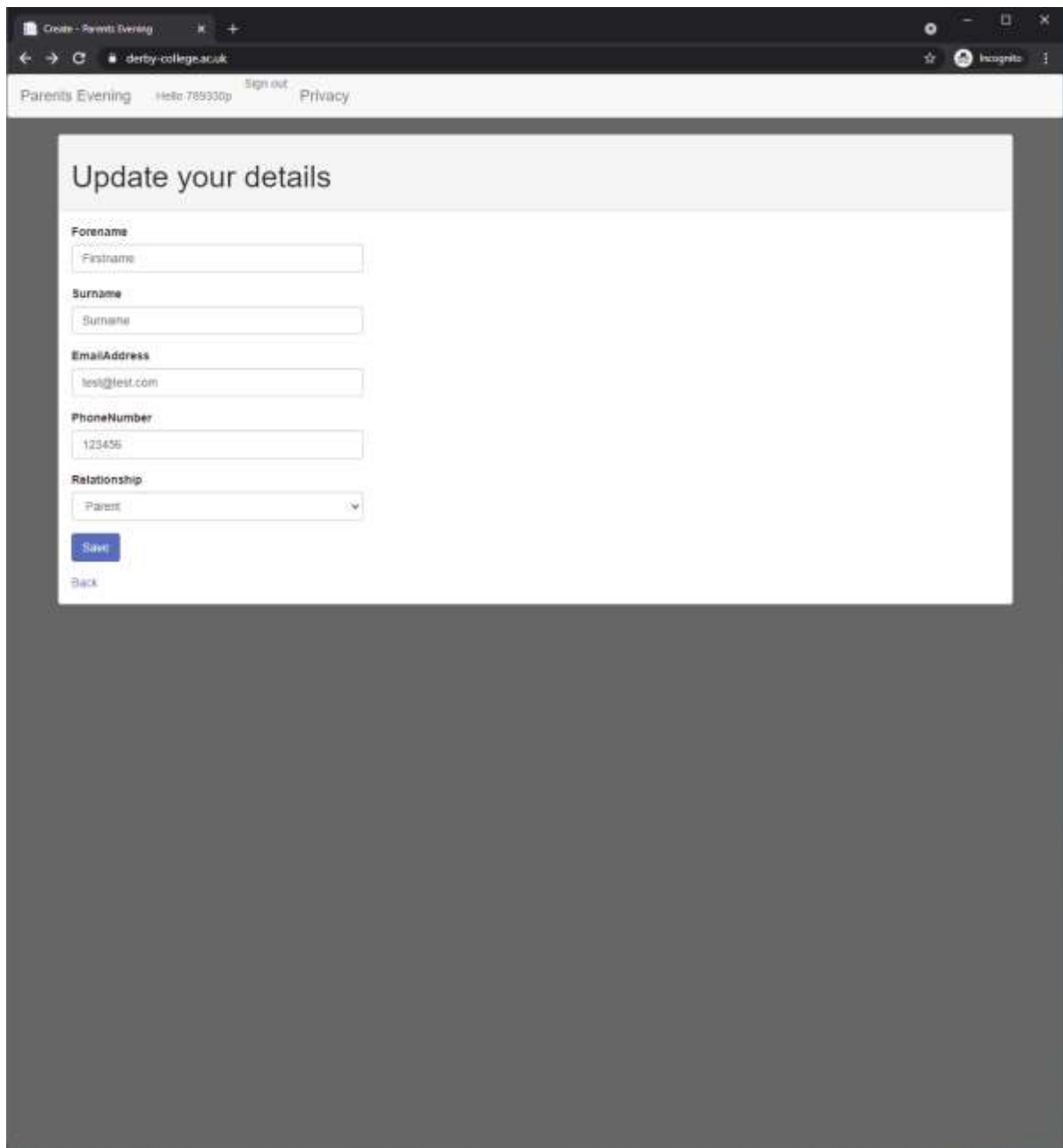
Don't show this again

No

Yes

Students log in with username@student.derby-college.ac.uk

If this is the first time that you have logged in you will be prompted to add your contact details. This information will be used to contact you for your appointment



The screenshot shows a web browser window with the URL `derby-college.ac.uk`. The page title is "Parents Evening" and it includes a "Sign out" link and a "Privacy" link. The main content area is titled "Update your details" and contains the following form fields:

- Forename:** A text input field with the placeholder text "Firstname".
- Surname:** A text input field with the placeholder text "Surname".
- EmailAddress:** A text input field with the placeholder text "test@test.com".
- PhoneNumber:** A text input field with the placeholder text "123456".
- Relationship:** A dropdown menu with "Parent" selected.

Below the form fields are two buttons: a blue "Save" button and a "Back" link.

Once you have entered your details you will be presented with a list of the student's Teachers broken down by subject. Where the student has multiple teachers for a subject you will be able to book an appointment with one or multiple teachers.

Parents Evening is being held between 30 November 2020 and 03 December 2020 which will be held via Telephone

Parent Information

Forename	Firstname
Surname	Surname
EmailAddress	tes@test.com
PhoneNumber	123456
Relationship	parent

[Edit](#)

Existing Appointments

Select Teacher from the list below.

Technical Or Vocational

Teacher of Health & Social Care

[Sonia Akhtar](#) [Loube Neale](#) [Lynsey Meakin](#) [Deborah McGinty](#) [Lisa Bell](#)

Teacher of Functional English

[Loube Plummer](#)

[Start Booking](#)

Click on the relevant Teacher's name and then click **Start Booking**

The screenshot shows a web browser window with the URL `derby-college.ac.uk`. The page header includes "Parents Evening", "Hello 789330p", "Sign out", and "Privacy". A central message states: "Parents Evening is being held between 30 November 2020 and 03 December 2020 which will be held via Telephone".

The "Parent Information" section contains two columns of fields. The left column includes "Forename", "Surname", "EmailAddress", "PhoneNumber", and "Relationship". The right column includes "Firstname", "Surname", "ies@fctst.com", "123456", and "parent". An "Edit" link is located below these fields.

The "Existing Appointments" section is currently empty.

The "Select Teacher from the list below." section features a blue header "Technical Or Vocational" and a sub-header "Teacher of Health & Social Care". Below this, five buttons are displayed: "Sonia Akhtar", "Loube Neale", "Lynsey Meakin", "Deborah McStray", and "Lisa Bott".

Below the first set of buttons is the sub-header "Teacher of Functional English" with a single button "Loube Plummer".

At the bottom of the selection area, a blue "Start Booking" button is circled in red.

You will be presented with a list of available dates, select a date and the available appointment slots will be displayed. Choose one and click **Book**

Select TimeSlot

✕

Please Select a Date below

◀ **November 2020** ▶

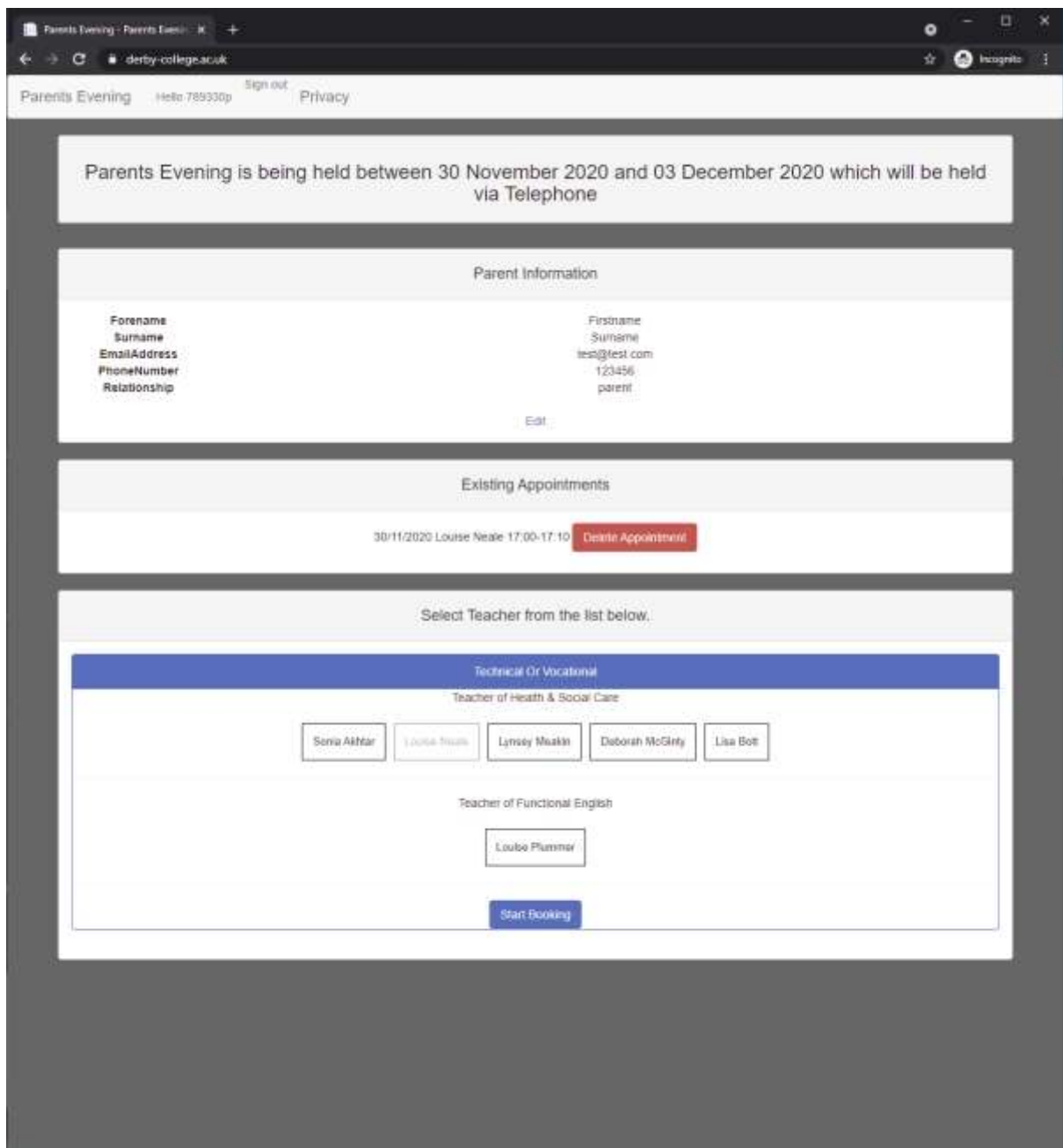
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Please Select a TimeSlot

16:00	16:15	16:30	16:45	17:00	17:15	17:30	17:45
	18:30	18:45	19:00	19:15	19:30	19:45	

CloseBook

After a few moments you will then see your booking under **Existing Appointments**. You can also delete and appointment here by clicking **Delete Appointment**.



You will receive a calendar invitation with details of your booked appointment to the email address you provided. The relevant member of staff will call the mobile phone number provided at the time specified.