McNair Secondary School Flex Time
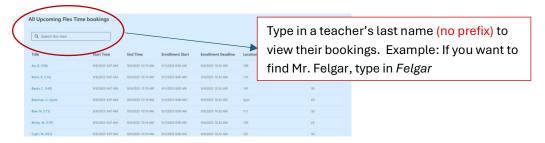## *Student Sign Up Instructions*

https://bcsd38.sharepoint.com/sites/McNairPLT

1. **Go to the website above by clicking the link or scanning the QR code. Log in with your school account.**
   - Your email is your initials and six digits, followed by **@sd38.bc.ca**
     - Example: **if123456@sd38.bc.ca**
   - Enter your school password.
   - If you don't remember your ID or password, please ask your teacher for help.

2. **Find your teacher's session**
   - Scroll to the bottom blue section to view all available bookings.
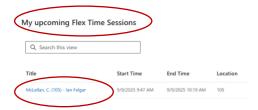   - For quicker results, type your teacher's name in the search box.

Type in a teacher's last name (no prefix) to view their bookings. Example: If you want to find Mr. Felgar, type in *Felgar*

3. **Select and enroll**
   - Make sure you are choosing the correct date.
   - Click the booking, then click **Enroll**

4. **Confirm your enrollment**
   - Return to the main screen.
   - Your booked session will appear in the white section for **Upcoming Flex Time Sessions**.

5. **Unenroll if needed**
   - Click on the session you want to cancel, then select **Unenroll**

6. **Important reminder**
   a. Students may only register for **one class per Flex Time session**.
   b. If you sign up for more than one class on the same date, the system will automatically remove you from the **earlier registration** after a short delay.