



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.

All Upcoming Flex Time bookings

Q Search this view

Title	Start Time	End Time	Enrollment Start	Enrollment Deadline	Location
Art A (108)	9/9/2025 9:47 AM	9/9/2025 10:19 AM	9/10/2025 9:00 AM	9/9/2025 10:02 AM	108
Band B (118)	9/9/2025 9:47 AM	9/9/2025 10:19 AM	9/10/2025 9:00 AM	9/9/2025 10:02 AM	118
Biology C (148)	9/9/2025 9:47 AM	9/9/2025 10:19 AM	9/10/2025 9:00 AM	9/9/2025 10:02 AM	148
Business C (148)	9/9/2025 9:47 AM	9/9/2025 10:19 AM	9/10/2025 9:00 AM	9/9/2025 10:02 AM	148
Chem H (111)	9/9/2025 9:47 AM	9/9/2025 10:19 AM	9/10/2025 9:00 AM	9/9/2025 10:02 AM	111
Comp M (105)	9/9/2025 9:47 AM	9/9/2025 10:19 AM	9/10/2025 9:00 AM	9/9/2025 10:02 AM	105
Cyber N (101)	9/9/2025 9:47 AM	9/9/2025 10:19 AM	9/10/2025 9:00 AM	9/9/2025 10:02 AM	101

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**.

My upcoming Flex Time Sessions

Q Search this view

Title	Start Time	End Time	Location
McLellan, C. (105) - Ian Felgar	9/9/2025 9:47 AM	9/9/2025 10:19 AM	105

5. Unenroll if needed

- Click on the session you want to cancel, then select **Unenroll**

6. Important reminder

- Students may only register for **one class per Flex Time session**.
- 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.