



CELEBRATE YOUR
Roots
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Wings

PTC Appointment booking guide

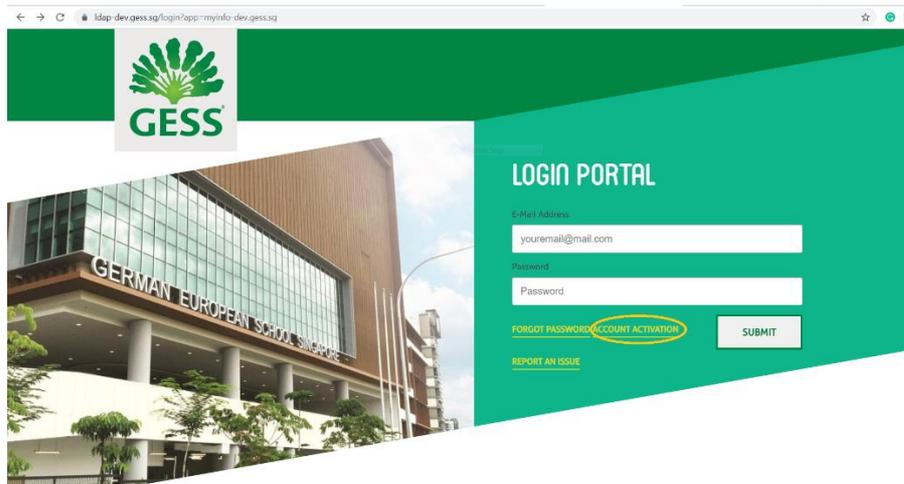
Introduction

The bookings will be made using our myinfo.gess.sg site which we are also using for student ID card top-ups. Please access the site via this link:

<https://myinfo.gess.sg/>

If you are using the portal already for topping up your child's student ID card, please proceed to log in using your usual login details.

If you do not have an account yet, please click on 'Account activation'.

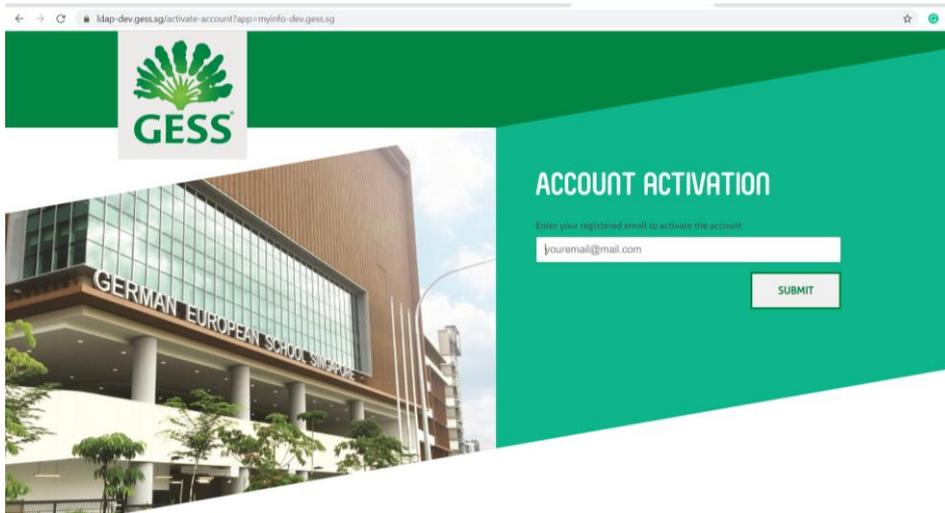


Account activation

Please type in your email address and click 'Submit' to receive an activation link.

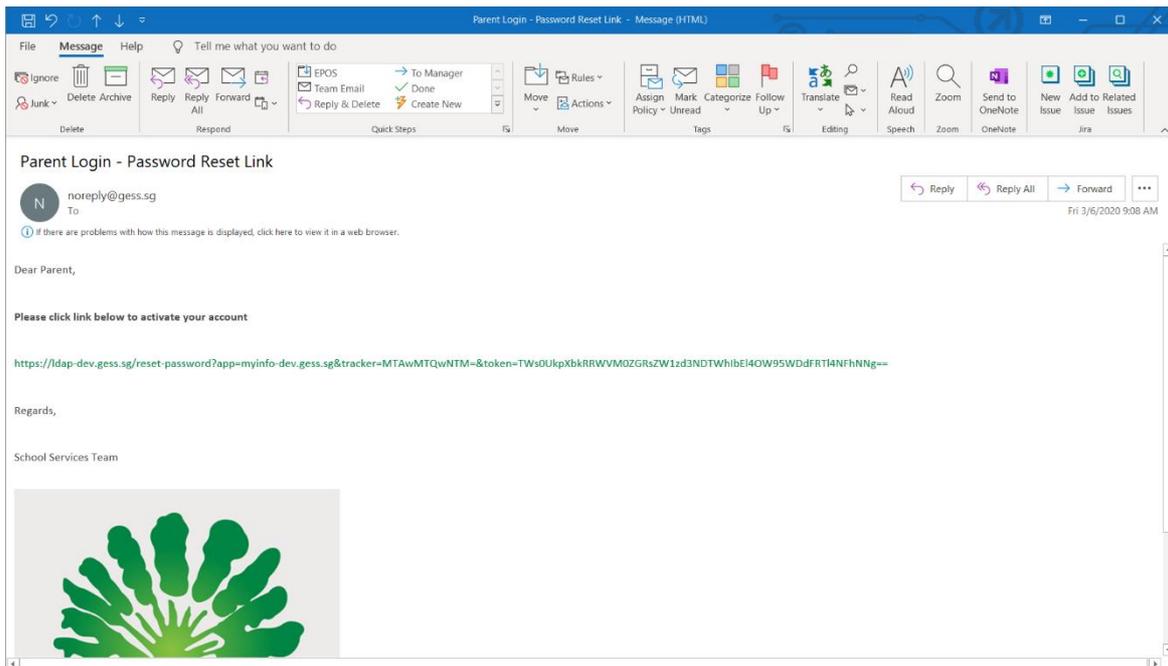


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The activation links

Please check your email inbox for the activation link. It will look like shown below. Click on the link.

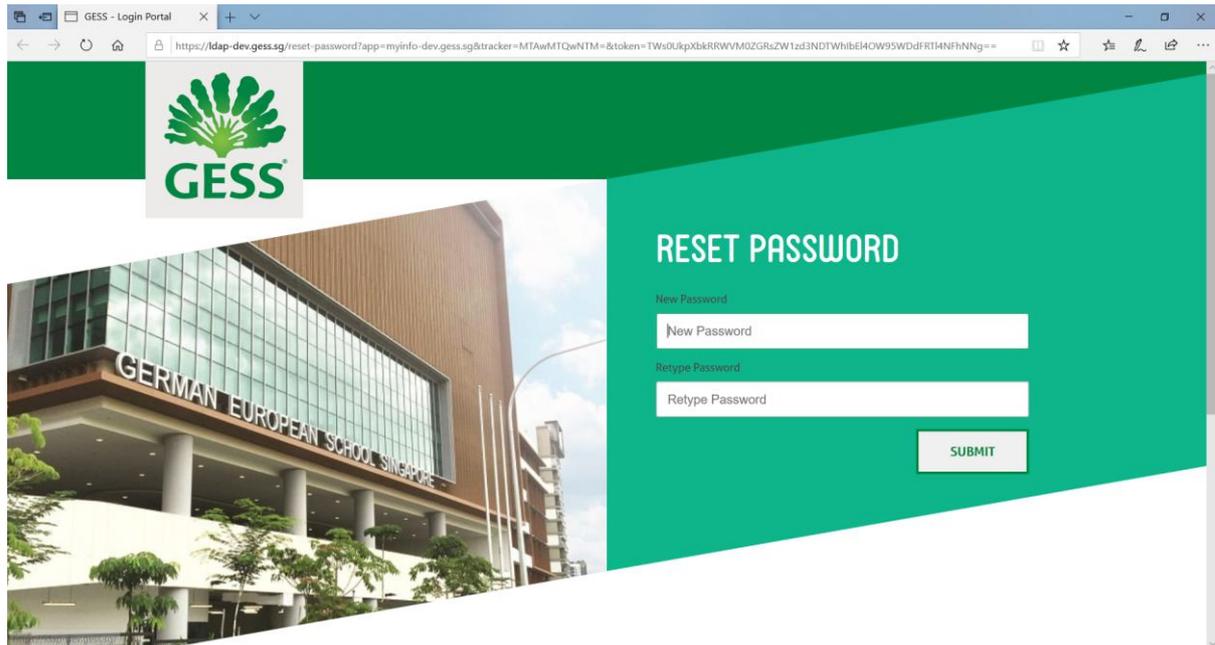




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Set your password

You can now set your password.



Welcome page

After setting up your account and logging in, you can now proceed to book appointments. To make PTC appointments, please click on 'PTC' to get to the appointment booking page.

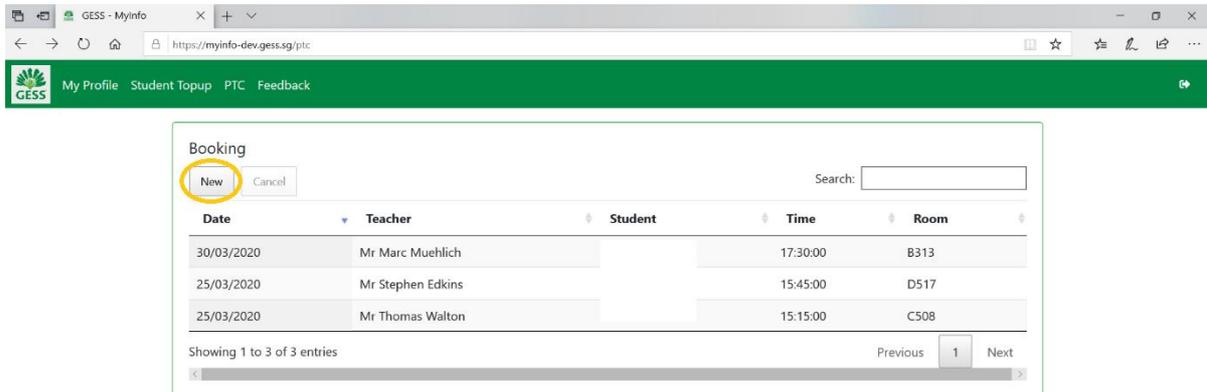


Welcome to GESS - MyInfo

Dear Parent, we need your help in getting the most latest and accurate data of you and your family so we can serve you better. This is a platform where you can update your information. You may start with my profile which can be found on the navigation menu. Dont hesitate to [contact us](#) if you have any issues using this platform. Thank you.

PTC appointment booking page

To book a new appointment, please click on 'New'.



Booking

[New](#) [Cancel](#) Search:

Date	Teacher	Student	Time	Room
30/03/2020	Mr Marc Muehlich		17:30:00	B313
25/03/2020	Mr Stephen Edkins		15:45:00	D517
25/03/2020	Mr Thomas Walton		15:15:00	C508

Showing 1 to 3 of 3 entries Previous **1** Next

Making a booking

To make a new booking, please follow the four steps below:

1. Choose your child from the drop-down menu 'My Children'. If you have several children in our Secondary School, they will all show up there.
2. Choose the teacher you would like to meet from the drop-down menu 'Teachers'. The list shows only those teachers who teach your child.
3. Under 'Sessions' please choose on which of the two dates of our PTCs you would like to meet the respective teacher.
4. Under 'Time Slots' you can then choose the timing.
5. Once you have filled all four fields, please click 'Submit'.

Please plan carefully to make sure to not accidentally double-book any appointments at the same time.



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Conference Booking

1. My Children*

2. Teachers*

3. Sessions* 4. Time Slots*

5.

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Feedback form

Please use the 'Feedback' page to report any issues e.g. if the system does not display your child or you encounter an error when booking an appointment.



You can send feedback or report an issue here

Tell us more about your issue for better assistance. *

Title

Description

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