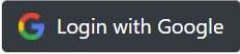


Student Walkthrough – Signing In

guidanceInterview Student Portal Staff Sign In

Student Portal

To access **guidanceInterview** with Google, please use your student school board email credentials



Please enter either your email or student number

Student Email

Please use your @parentinterview.com email address

Student Number

Password

[Retrieve your account details/password](#)

Steps

- 1) Go to <https://guidanceinterview.com/s/vpci>
- 2) Click the **Login with Google** button
- 3) Enter your TDSB Student Email Address credentials
- 4) Click **Next**

Having Trouble?

Please go to the guidance office for assistance or email support@guidanceinterview.com with a short description of your problem for assistance

Student Walkthrough – Adding a Cellphone

guidanceInterview Request Appointment My Appointments My Account Log Out

Student Information

If you need to update a field that is disabled below, please mention it to your guidance counsellor during your next appointment.

Name
Ryan Hux

Email
ryan.hux@guidanceinterview.com

Student Number
123456789

Grade
Grade 9

Cellphone Number
+1 555-555-5555

Receive Appointment Notifications by
 Email and text message
 Email only

Save Information

Steps

- 1) Click **My Account** at the top of the page
- 2) Enter your 10-digit phone number in the **Cellphone Number** box, please make sure there is a Canadian flag and a “+1” preceding your phone number in the box
- 3) Select your preferred option for receiving notifications about your appointments
- 4) Click **Save Information**

Incorrect Student Information?

If any of the information on this page is incorrect, please report the error(s) to the guidance office

Student Walkthrough – Requesting an Appointment

The screenshot shows a web interface for requesting a guidance appointment. At the top, there is a navigation bar with links for 'guidanceInterview', 'Request Appointment', 'My Appointments', 'My Account', and 'Log Out'. Below the navigation bar is a light blue alert box with the text: 'If you are experiencing a **crisis or emergency** situation during school hours, please come to the **Guidance Office or Main Office immediately**'. The main heading is 'Request Guidance Appointment'. The form contains three input fields: 'Reason for Appointment' with a dropdown menu showing 'Reason'; 'Note to Guidance Counsellor (Optional)' with a large text area; and 'Guidance Counsellor' with a dropdown menu showing 'Dr. S. Freud (Your Counsellor)'. At the bottom of the form is a blue button labeled 'View Appointments'.

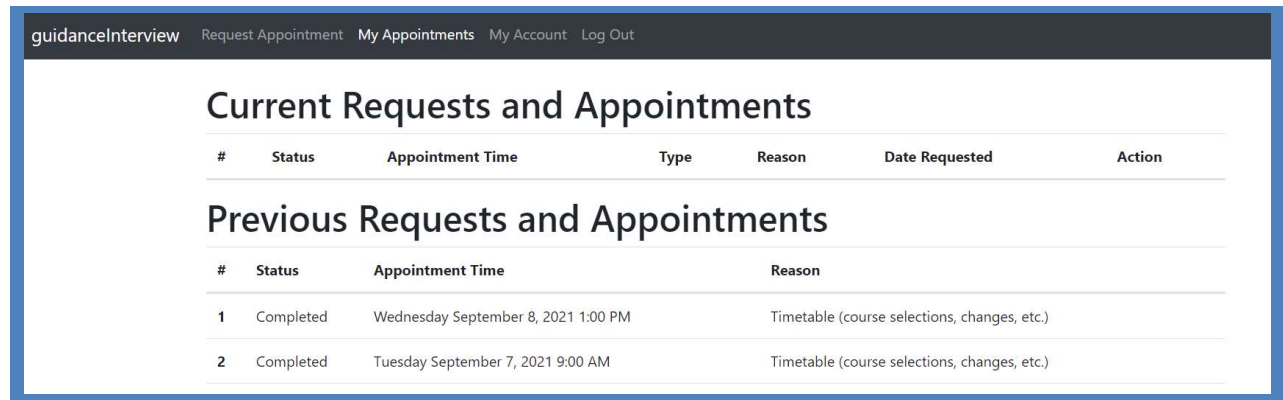
Steps

- 1) Click **Request Appointment** at the top of the page if it is not already selected
- 2) Select a reason you need a guidance appointment from the list
- 3) If you would like your guidance counsellor to have additional information about your request, enter that information in the **Note to Guidance Counsellor** box
- 4) Select a guidance counsellor, your counsellor should be selected by default
- 5) Click **View Appointments**
- 6) Click on an appointment time to schedule that appointment

Are you experiencing a crisis or emergency?

If you are experiencing a crisis or emergency during school hours, please make your way to the guidance office or the main office for immediate assistance

Student Walkthrough – Checking Appointment Times



The screenshot shows a student portal interface. At the top, there is a navigation bar with links: "guidanceInterview", "Request Appointment", "My Appointments", "My Account", and "Log Out". Below the navigation bar, there are two main sections: "Current Requests and Appointments" and "Previous Requests and Appointments".

Current Requests and Appointments

#	Status	Appointment Time	Type	Reason	Date Requested	Action
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Previous Requests and Appointments

#	Status	Appointment Time	Reason
1	Completed	Wednesday September 8, 2021 1:00 PM	Timetable (course selections, changes, etc.)
2	Completed	Tuesday September 7, 2021 9:00 AM	Timetable (course selections, changes, etc.)

Steps

- 1) Click **My Appointments** at the top of the page
- 2) Show the confirmation text message/email to your teacher to be excused from class
- 3) For **In-Person** appointments, make your way to the guidance office a few minutes *before* your **Appointment Time**

Pending vs. Scheduled Appointments

If the **Status** of your request is **Pending**, your guidance counsellor has not yet scheduled a time for your appointment

You will receive an email and/or text message notification when your counsellor has scheduled a time for your appointment and the **Status** of your request will change from **Pending** to **Scheduled**

If you want to cancel a **Pending** request, click the **Cancel Action** next to that request

Please Remember to...

Click **Log Out** at the top of the page when you are finished accessing your account