

## PCCR Scheduling Instructions

1. Go to <https://riverview.murrayschools.org/counseling-office/> and select the Online Scheduler icon/link.
2. From the Online Scheduler Home Page
  - a. Choose your student's school from the drop down list and click "GO"
  - b. Enter the school password which is riverview
  - c. Enter your student's "Student ID". If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.
  - d. Verify the student's birth date
  - e. Your counselors name will be displayed. Check the box next to the name.
  - f. If you have more than one student in the school you can see all of your students' counselors' schedules at one time by answering YES to this question "**Do you want to schedule conferences for another student?**" then repeat the steps above for your other students. If you only have one student, answer NO to that question.
  - g. You will then see the available time slots for your counselor.
  - h. Select the day/time that works best for your schedule.
  - i. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
  - j. Once you have finished you can confirm your appointment details and print your conference schedule.
  - k. Write down the Confirmation Number (you will need this number to cancel your appointment)

Need help? Contact the school's Online Scheduler™ specialists:

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