

## Flex-Time Student Information

SAVE/BOOKMARK URL: <https://app.enrichingstudents.com/>

### LOGIN

Your **username** is your **SMMK12** email address and your temporary **password** is “samohi”.



Please sign in

Sign in

Forgot Password?

### PASSWORD

- Please click on “Manage Password”
- Set your new password as “SM” then your 6-digit student ID number and confirm your password by entering it again.

The screenshot shows the Enriching Students dashboard. On the left is a sidebar with navigation options: Scheduled Courses, Schedule, Messages, Manage Password, and Logout. The 'Manage Password' option is highlighted. The main content area shows a form with two input fields: 'New Password' and 'Confirm Password', followed by a 'SAVE' button.


### DASHBOARD

When you login, your dashboard will show the current date.

The screenshot shows the Enriching Students dashboard. On the left is a sidebar with navigation options: Scheduled Courses, Schedule, Messages, Manage Password, and Logout. The main content area shows a date selection interface with a 'Selected Date' field displaying 'August 8th'. There are left and right navigation arrows. Below the date field is a blue bar with 'Flex-Time' on the left and 'Room' on the right. A blue link labeled 'Open Schedule' is centered below the bar.

## SIGNING UP FOR FLEX-TIME SESSIONS

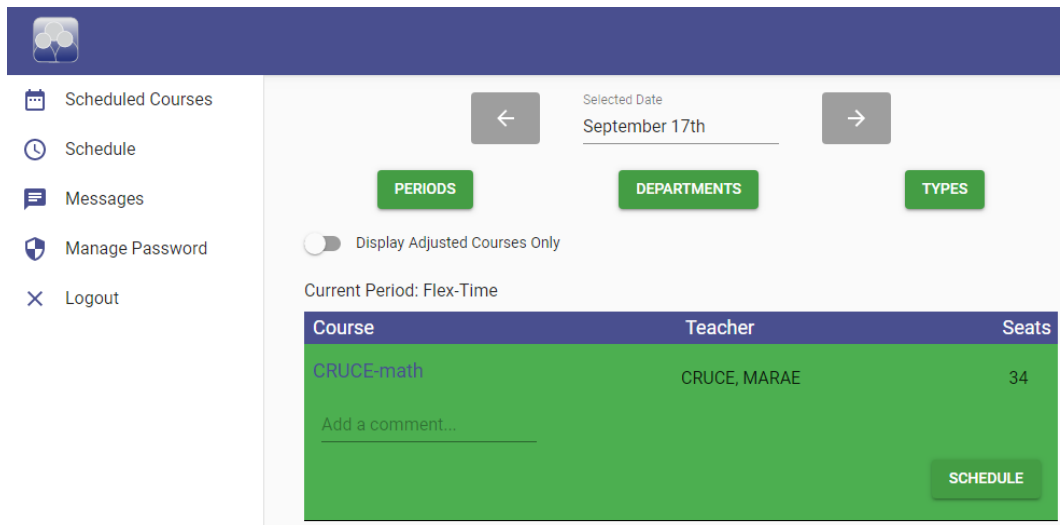
- **Flex-Time is TUESDAY and WEDNESDAY**
- Sign up for your Flex-Time sessions by **MONDAY** at lunch.
- Attendance is taken (including tardies). Don't be late.
- Click the "Schedule" icon and use the arrow keys to change to date or click on the date to bring up a calendar and select a date.
- You will see a list of teachers and their Flex-Time session information. You can also select teachers from a specific department by selecting the green "departments" button.
- Once you have selected your Flex-Time option, hit the green schedule button. You should see confirmation at the bottom of your screen.

 You have been scheduled.

- The Library will be open for students to work on research and quiet study.
- Listen to announcements for "featured Flex-Times" for assemblies and presentations!

## CHECKING YOUR SCHEDULE

- Use the Schedule icon to view your schedule for upcoming Flex-Times. If you have selected a session, it will be highlighted in green at the top of your list.

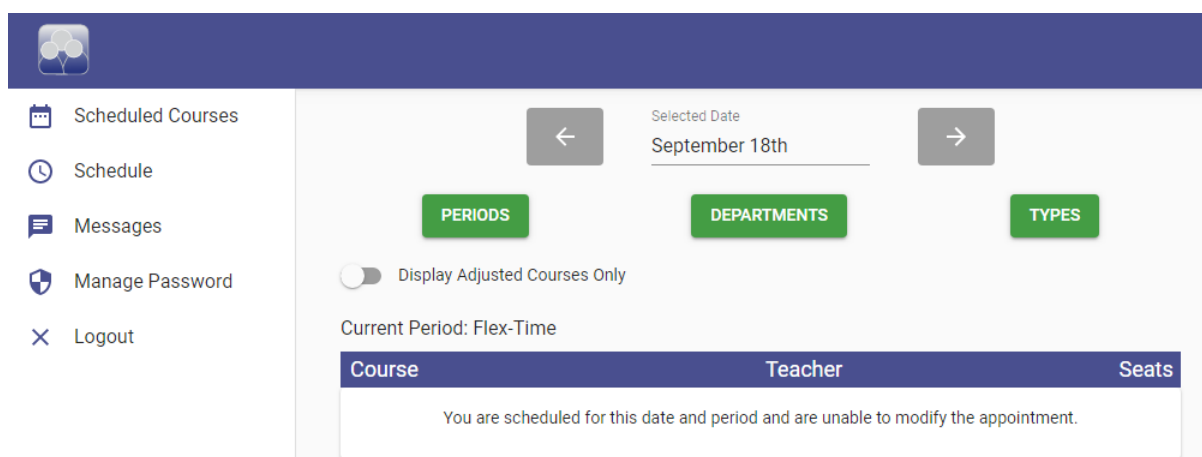


The screenshot shows the Flex-Time scheduling interface for September 17th. The selected date is September 17th. The current period is Flex-Time. The interface displays a table with the following data:

Course	Teacher	Seats
CRUCE-math	CRUCE, MARAE	34

Below the table, there is a text input field labeled "Add a comment..." and a green "SCHEDULE" button.

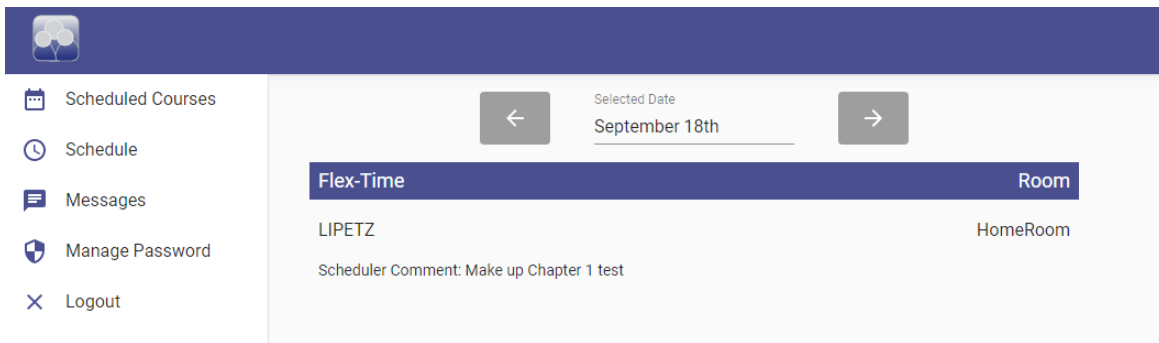
- If you need to change your selection, you can schedule a different teacher until Monday at lunch.
- If you select a date and do not see the teacher list, it means that a teacher has assigned you to their Flex-Time.



The screenshot shows the Flex-Time scheduling interface for September 18th. The selected date is September 18th. The current period is Flex-Time. The interface displays a message:

You are scheduled for this date and period and are unable to modify the appointment.

- In this case, click on the “Scheduled Courses” icon and select the date to determine where you have been assigned.



- **It is very important to check your schedule on Tuesday and Wednesday morning before Flex-Time so that if you have been scheduled by a teacher, you know where you are supposed to be!**