



How to set up your CCR **Step by Step Scheduling Instructions**

1. Visit the school's homepage at **mhs.murrayschools.org**
2. Select: **Online Scheduler link**
3. Once you are at the: **Online Scheduler Home Page:**
 - a. Choose your school (Murray High School) from the drop-down list.
 - b. click "GO."
 - c. Enter the school password for Murray High--
The password is: SPARTANS (all caps)
This is the most important step!
 - d. Enter your Murray High School "Student ID". This is your student (lunch) number.
 - e. Verify your student's date of birth.
 - f. **You will see box that says "SENIOR CCR". Please click that and you will then see the days/times available for you and your student to choose from.**
 - g. You will then see available time slots to schedule your appointment.
 - h. Select the day and time that works best for your schedule.
 - i. Enter your e-mail address (highly recommended) if you would like an e-mail reminder sent to you. (Your e-mail address is kept private.)
 - j. Once you have finished, you can confirm your appointment details and print your conference schedule.

Have Questions or need help?

Contact the school's Online Scheduler™ specialist

Name: Dana Adams

E-mail: dadams@murrayschools.org

Phone: 801-264-7464

Monday-Friday: 7:30 a.m. - 2:30 p.m.