



OUR LADY OF THE SNOWS CATHOLIC ACADEMY

3100A STEWART CREEK DRIVE
CANMORE, ALBERTA
T1W 3M6
TELEPHONE (403) 609 3699
WWW.REDEEMER.AB.CA

PRINCIPAL – MR. JAMIE LANDRY

VICE PRINCIPAL – MS. SARAH WATSON

VICE PRINCIPAL – MR. REMO TARGA

Student Pickup of Belongings and Supplies

Step 1 - Log in to your [PARENT PORTAL](https://powerschool.redeemer.ab.ca/public/) <https://powerschool.redeemer.ab.ca/public/> Website **(DO NOT USE THE APP)** (if you forget your username and password call/email Elaine Caissie)

Step 2 - Click the arrow on the top right side of your screen that looks like this  *(top right corner of your screen)*

Step 3 - Click the SchoolSoft Conference Manager

Step 4 - Select Our Lady of the Snows Catholic Academy

Step 5 - Then you may choose available conference sessions under Mr. Jamie Landry's name to book your time slot for student pickup of belongings and supplies. Select the date. After booking your time slot you can print off your schedule. You will also receive an email confirming your bookings. You can log into the system at any time to view your bookings, print, or cancel and re-schedule appointments.

Step 6 - Email confirmation and reminder emails
Once appointments are booked, you will receive a confirmation email from appointments@schoolsoft.com.

Adding this email address to your address book in your email application will help ensure it over-rides any spam filters. You will also receive an email reminder before you're your scheduled time to confirm your upcoming bookings.

We recommend adding
appointments@schoolsoft.com
to your address book

If you have any questions or need assistance, please feel free to contact
Elaine Caissie at ecaissie@redeemer.ab.ca or 403-609-3699 ext. 123

TO NURTURE AND ENLIGHTEN THE HEART, MIND AND SOUL.
TO SEE THE THINGS THAT ARE OF GOD.
TO CELEBRATE OUR CATHOLIC FAITH THROUGH PRAYER, THROUGH PLAY, THROUGH LEARNING