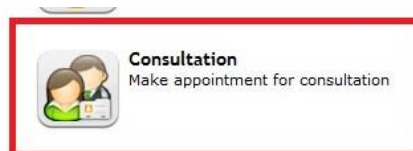


User Guide: Consultation Booking

- A. Login in to the Student Portal →
<https://lms.asknlearn.com/BUKITTIMAHPS>
- B. User ID : btps and the child’s last 5 digits and Alphabet of his/her Birth certificate number.
- C. Password : By default it is your child’s User ID but all pupils are instructed to change the AsknLearn password. Please check with your child regarding the new password.



- D. Tools → Consultation



E. Follow the steps below: (*Refer to the picture below)

1. Select the time slot that you prefer
2. Click on “Schedule Appointment”

October 2014

Group: Form Teacher Personnel: Alexander Choy

20 Oct 2014 - 26 Oct 2014

Time Period	Mon 20/10	Tue 21/10	Wed 22/10	Thu 23/10	Fri 24/10	Sat 25/10	Sun 26/10
1200 - 1215	NA	NA	NA	NA	<input type="radio"/>	NA	NA
1215 - 1230	NA	NA	NA	NA	<input type="radio"/>	NA	NA
1230 - 1245	NA	NA	NA	NA	<input type="radio"/>	NA	NA
1245 - 1300	NA	NA	NA	NA	<input type="radio"/>	NA	NA
1300 - 1315	NA	NA	NA	NA	<input type="radio"/>	NA	NA
1315 - 1330	NA	NA	NA	NA	<input type="radio"/>	NA	NA

Schedule Appointment

F. Input any additional information (if any) and click on “Confirm Appointment”

Schedule Appointment Process

Personnel: Alexander Choy

Description: [Empty]

Venue: [Empty]

Additional Info: [Empty]

Repeat Additional Info for All Confirm Appointment(s) Cancel

Date	Period	Additional Info:
24-Oct-2014	1215 - 1230	[Empty]