

Step by Step Instructions for Scheduling a Class Change

1. Go to the TMS home page at **timberline.alpineschools.org** and click the Online Scheduler icon.
2. From the drop down list select **Timberline Middle School**
3. Enter **timberline** as the password
4. Select your student's Counselor.
A-F Dianne Brown
H-O Shaun Noyce
P-Z Colleen Roundy
5. *Important: Select **NO** when you are asked if you have additional students even if you want to schedule for another student. Additional students must be scheduled separately.*
6. Select a time slot
7. Enter your student's ID#- Use the LOOKUP STUDENT ID button to find the ID if you do not know it.
8. Verify the student's birth date
9. Confirm your appointment details
10. Enter your email address
11. Record the confirmation number. You will need this number to make changes to the appointment.
12. Repeat the steps if you have additional students at Timberline.