User Guide - Student

PLT - v1.0

PLT Bookings

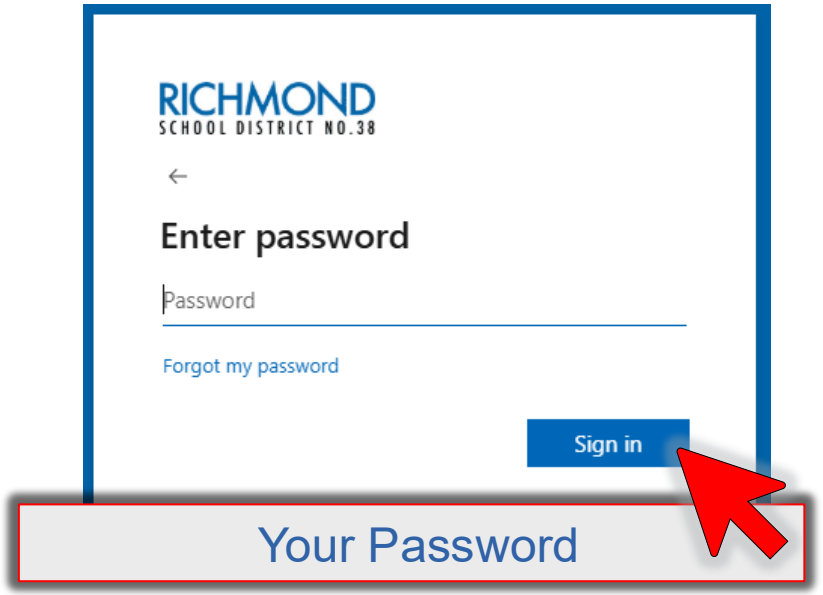
How to Access PLT Bookings

SCAN QR

https://pltbookings.sd38.bc.ca/



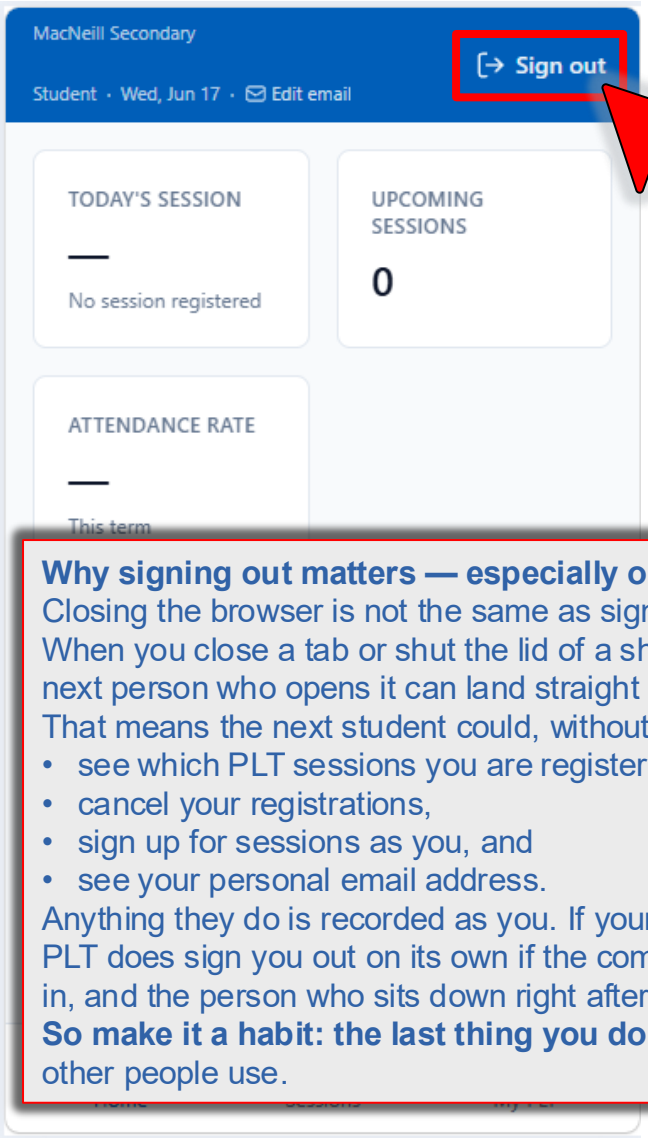
Your ID: ********@sd38.bc.ca

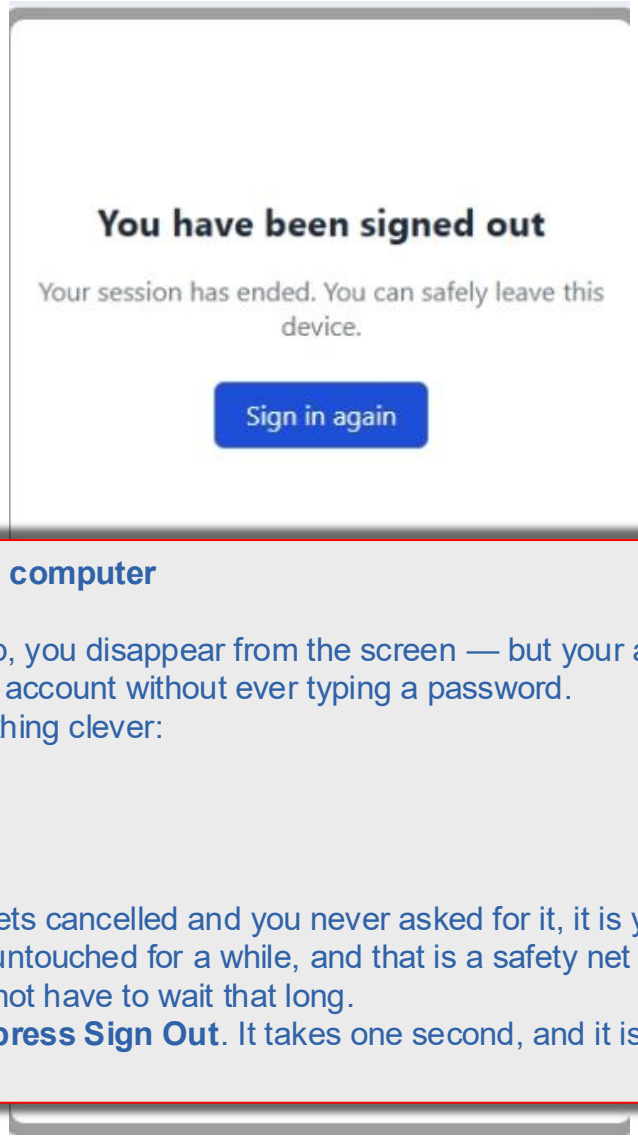


Your Password

Sign out

How to Sign out System





Why signing out matters — especially on a shared computer

Closing the browser is not the same as signing out.

When you close a tab or shut the lid of a shared laptop, you disappear from the screen — but your account does not. PLT is still signed in on that computer. The next person who opens it can land straight inside your account without ever typing a password.

That means the next student could, without doing anything clever:

- see which PLT sessions you are registered for,
- cancel your registrations,
- sign up for sessions as you, and
- see your personal email address.

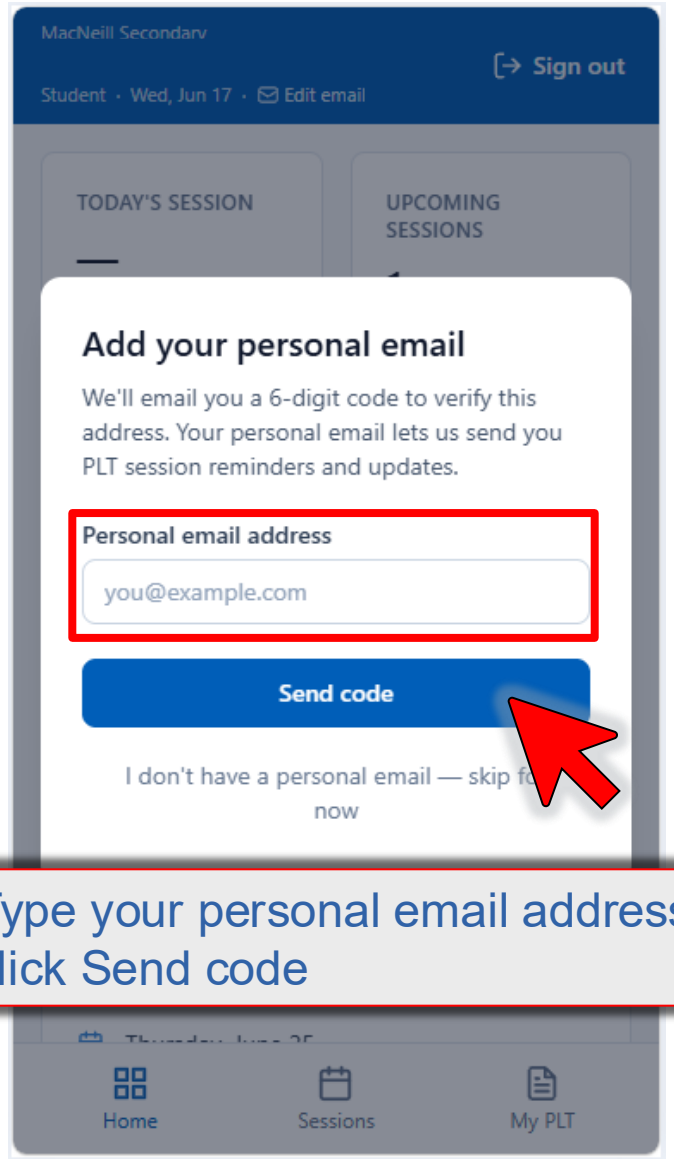
Anything they do is recorded as you. If your session gets cancelled and you never asked for it, it is your name on the record.

PLT does sign you out on its own if the computer sits untouched for a while, and that is a safety net worth having. But it is only a safety net — it takes time to kick in, and the person who sits down right after you does not have to wait that long.

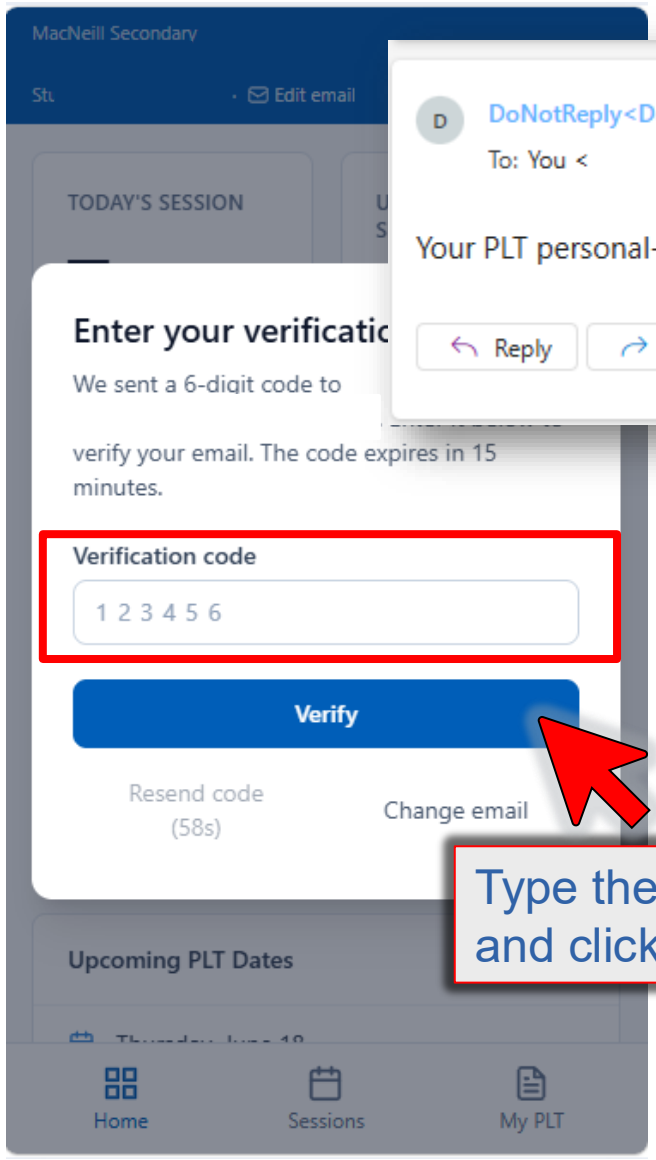
So make it a habit: the last thing you do in PLT is press Sign Out. It takes one second, and it is the only thing that reliably closes your account on a computer other people use.

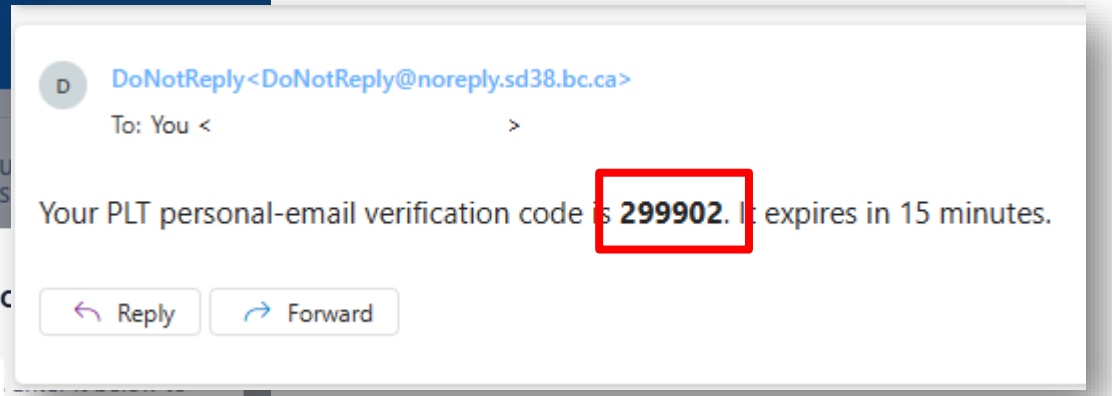
Personal Email

How to Confirm my Personal Email Address



Type your personal email address and click Send code

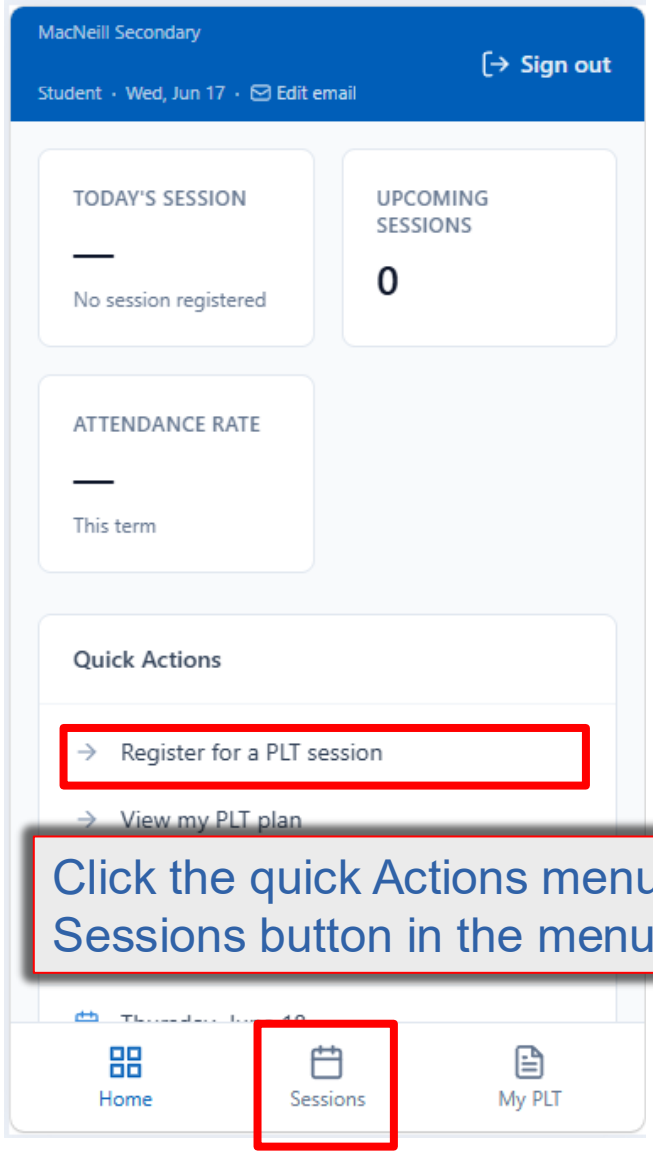




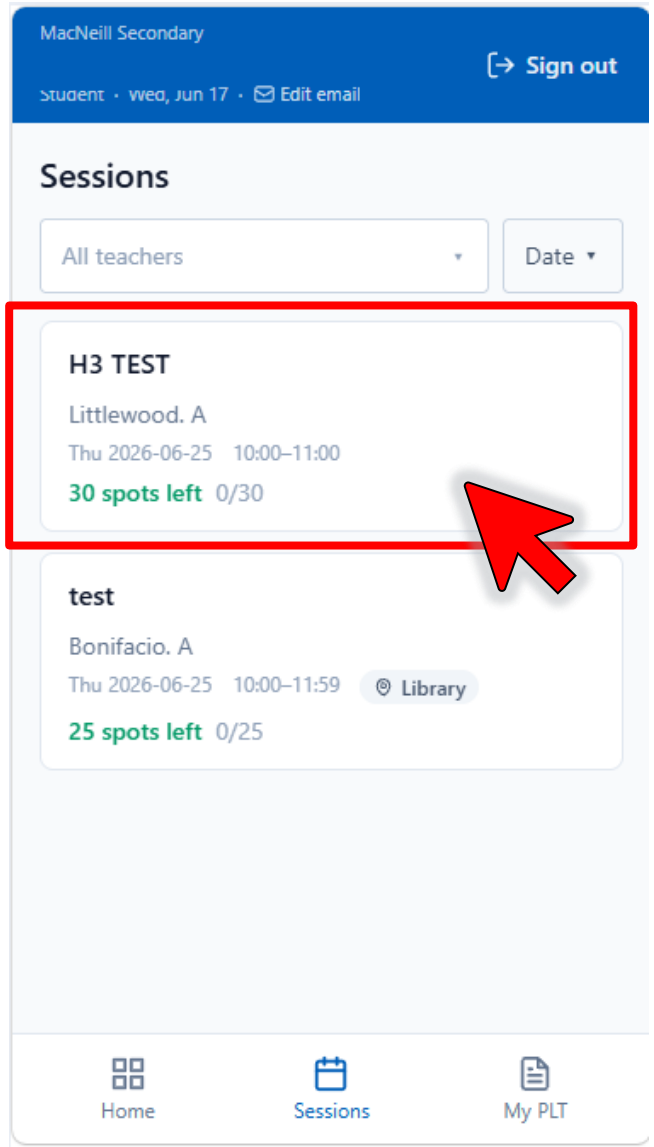
Type the verification code you receive and click Verify

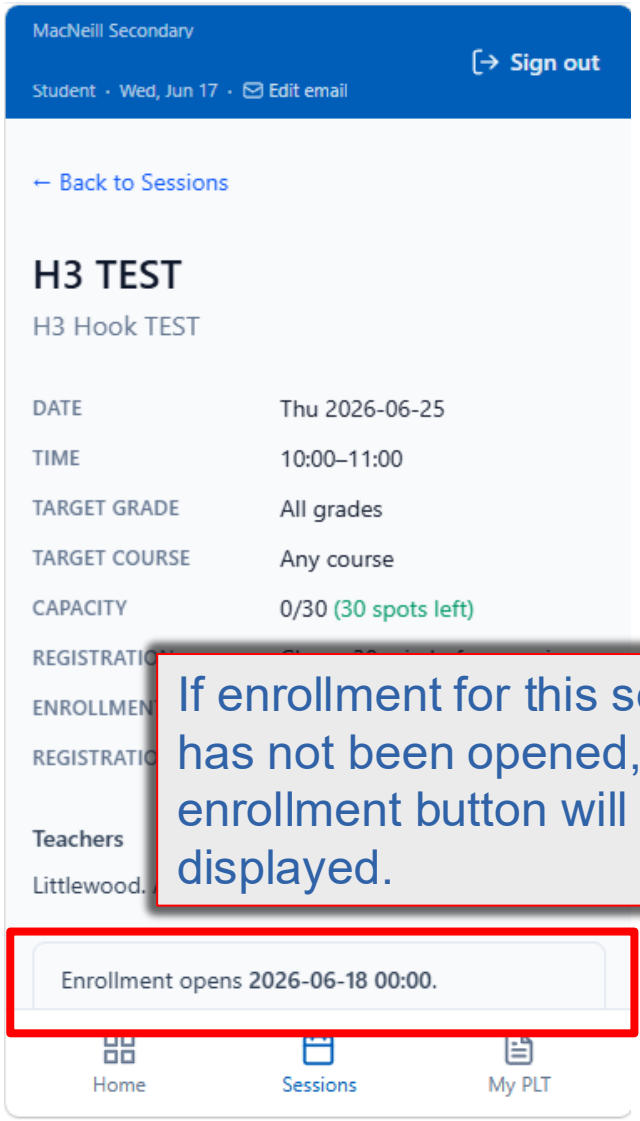
Sessions

How to Register for a sessions(1/3)



Click the quick Actions menu or Sessions button in the menu

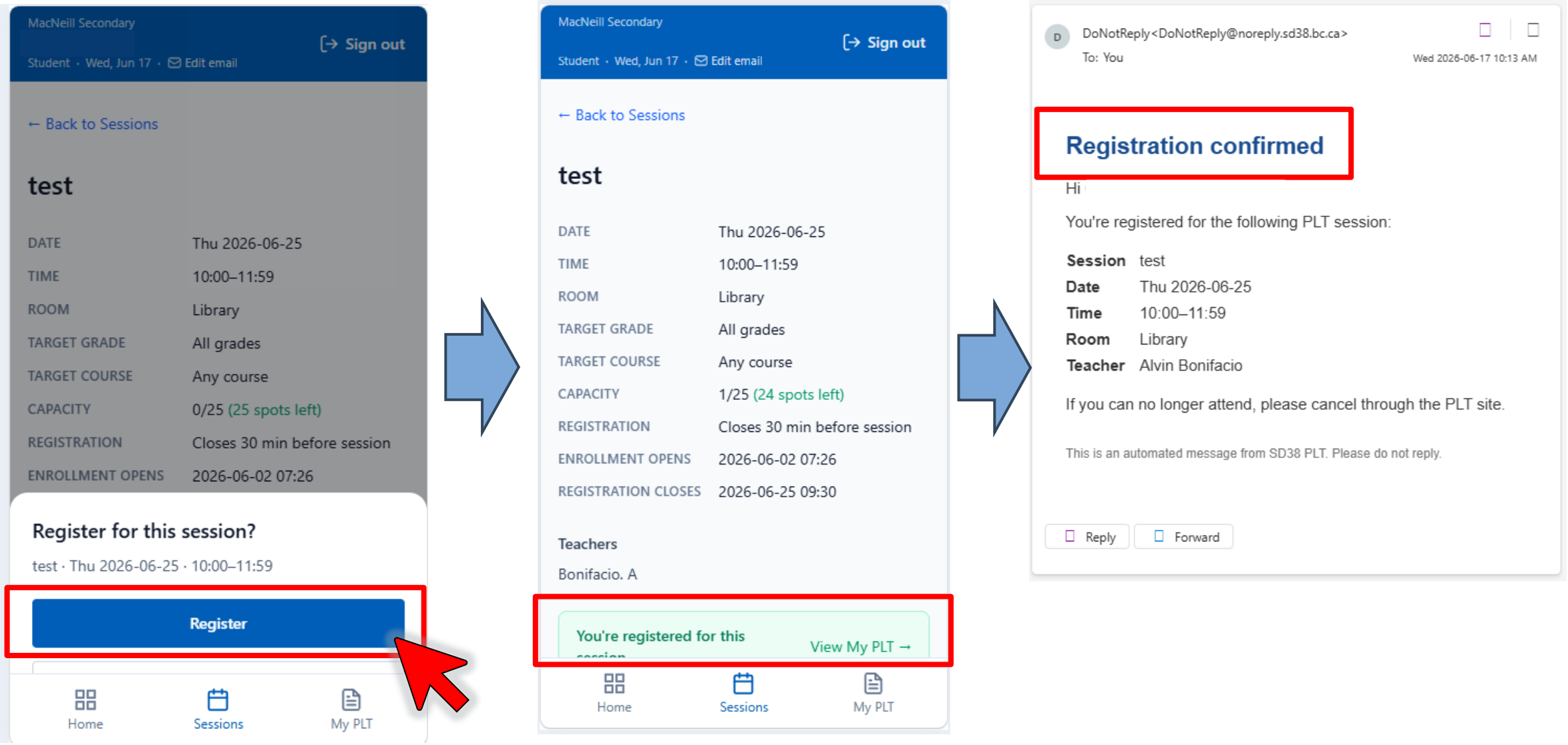




If enrollment for this session has not been opened, the enrollment button will not be displayed.

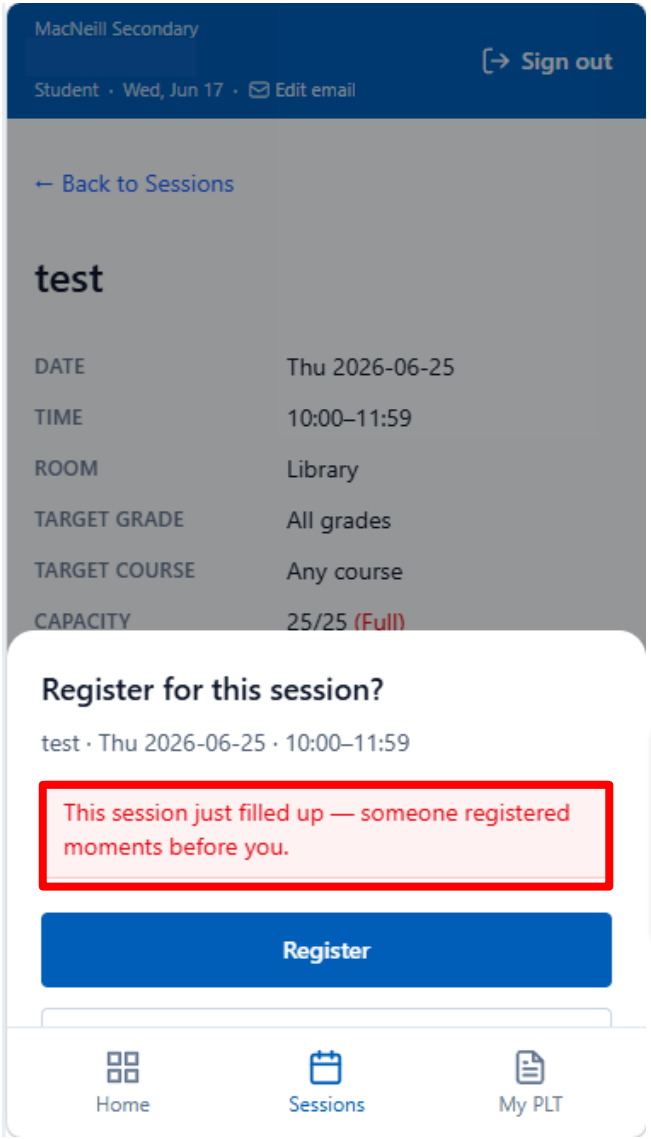
Sessions

How to Register for a sessions(2/3)



Sessions

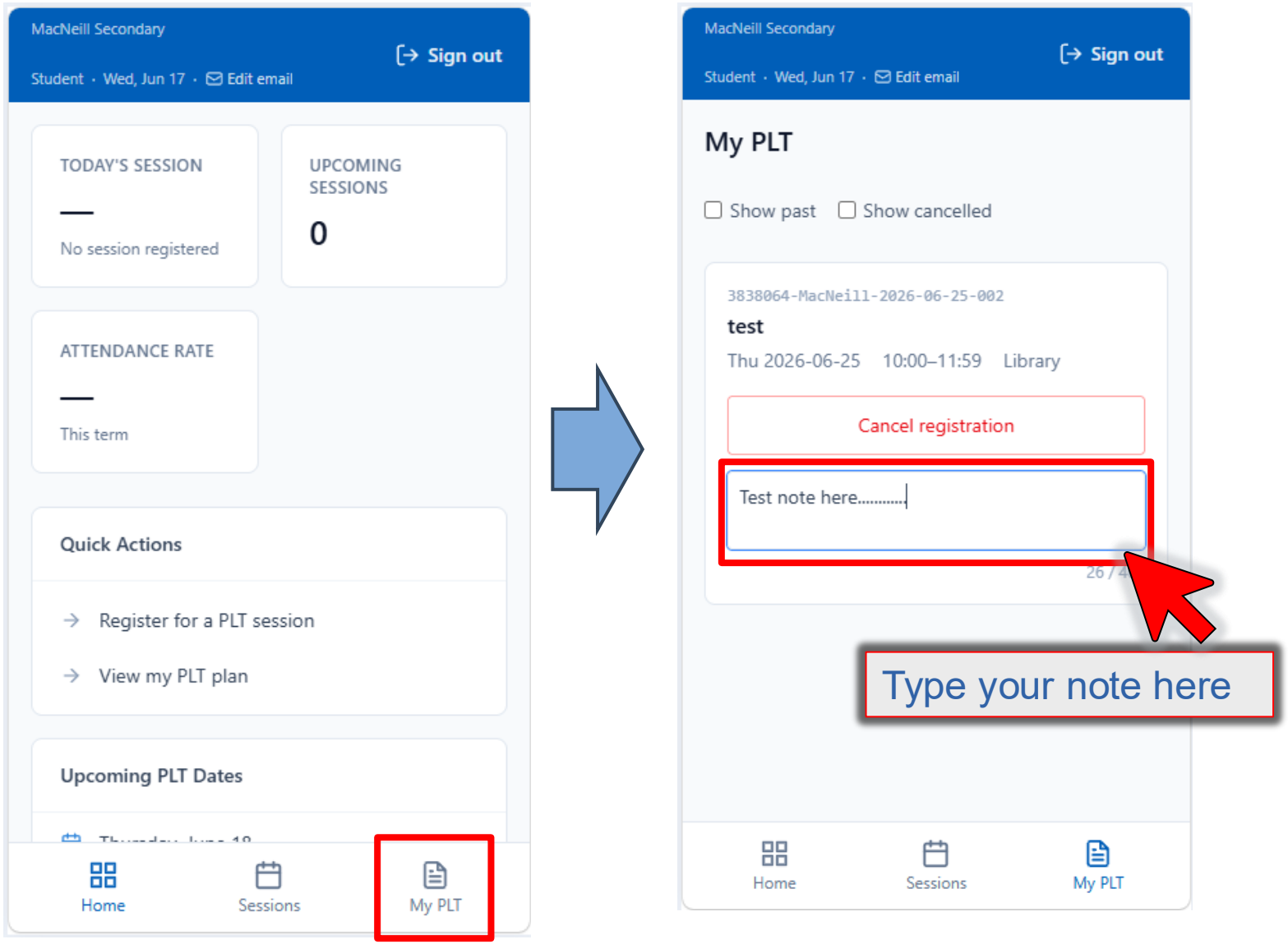
How to Register for a sessions(3/3)



Session registration fails - If someone succeeds earlier, session registration may fail.

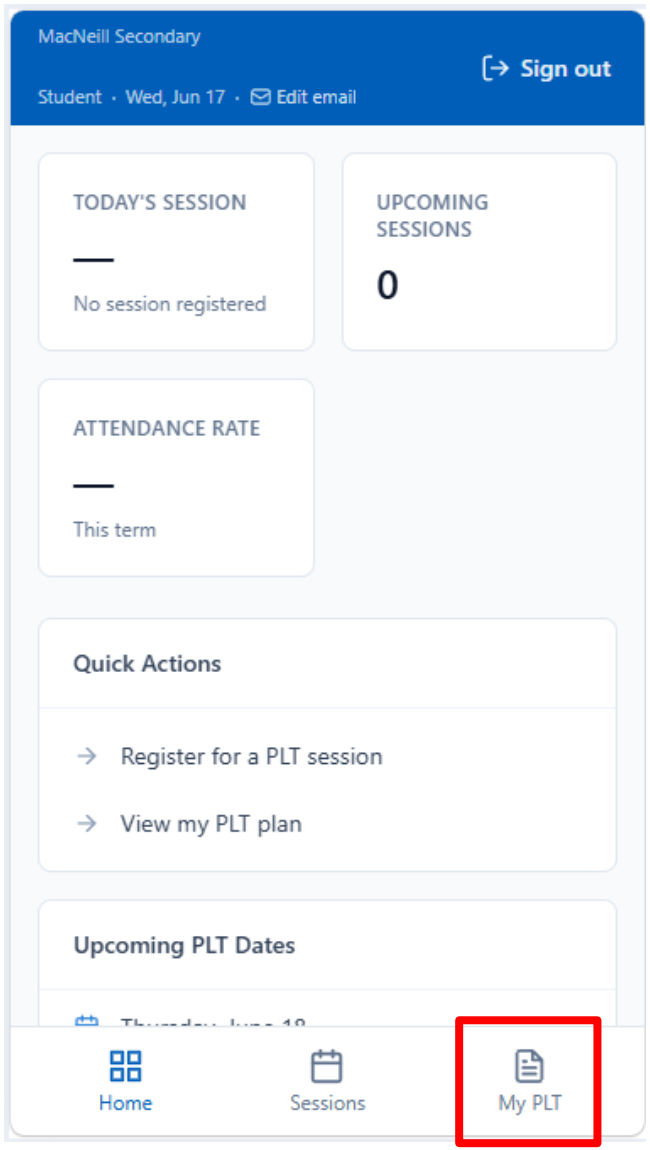
Sessions

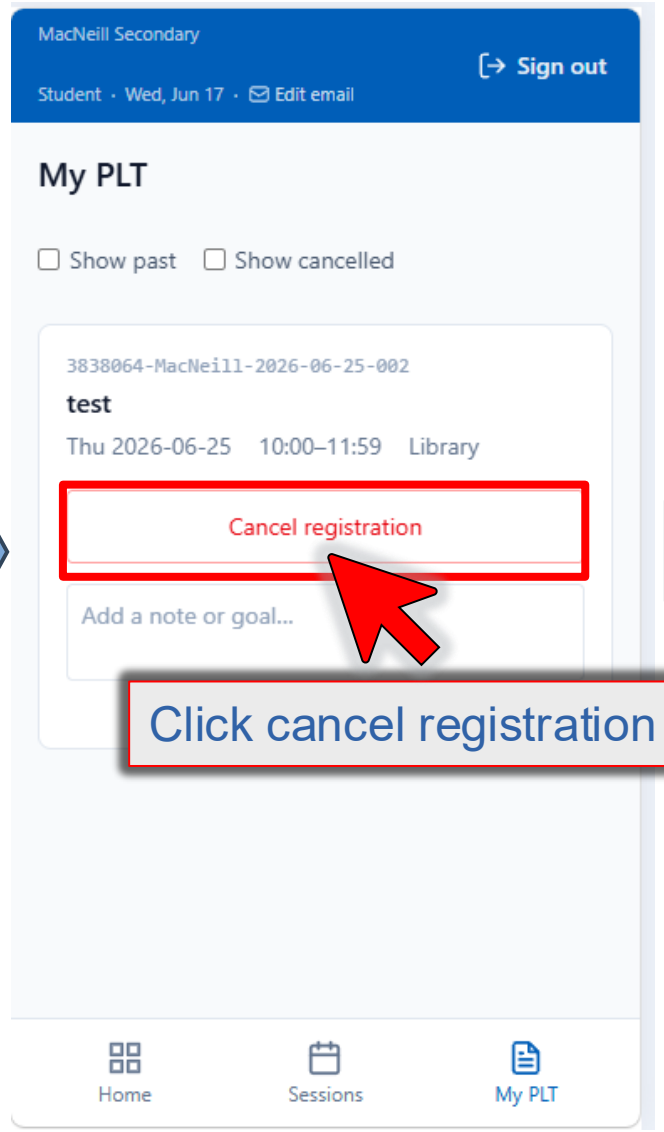
How to Add a note in a session

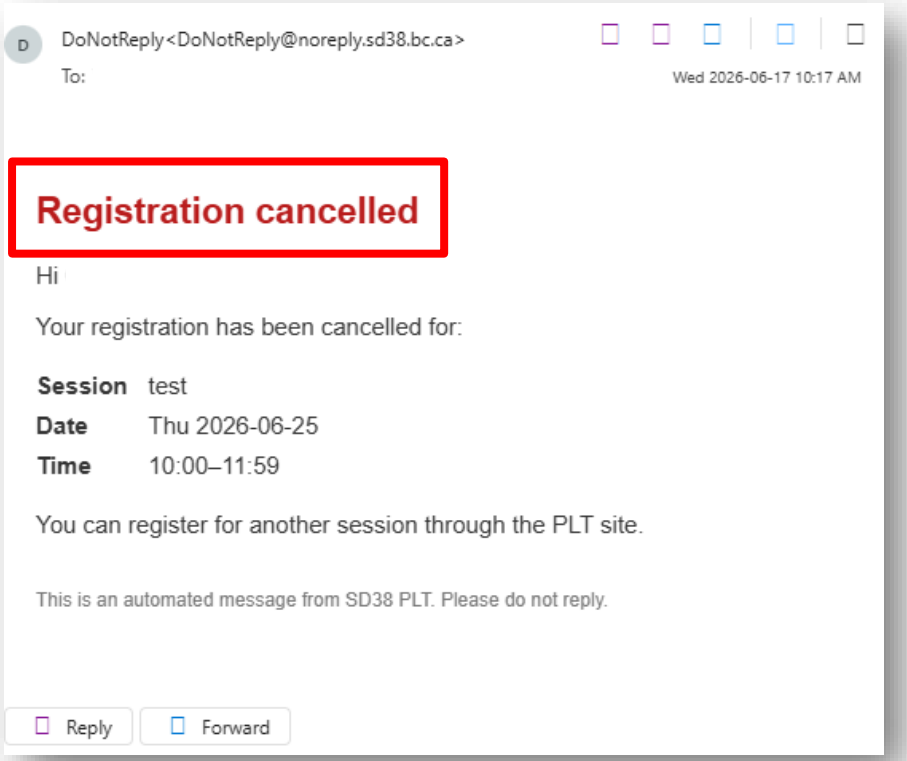


Sessions

How to Cancel registration







RICHMOND
SCHOOL DISTRICT NO.38

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