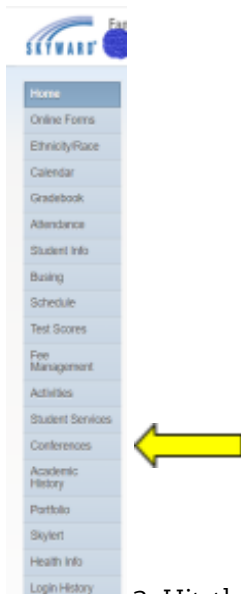


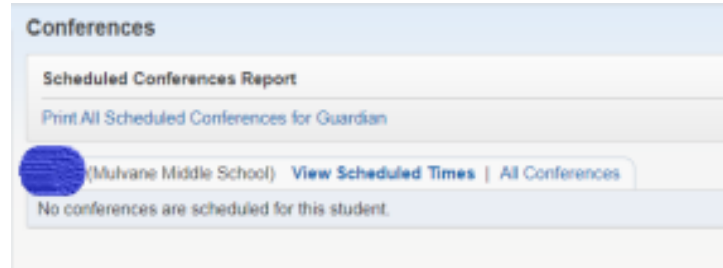
Conference Scheduler - Parent How - To

1. Log into Skyward Family Access. You must log in with the Parents credentials, not the students.
2. Choose the Conferences Tab on the left side of the screen.

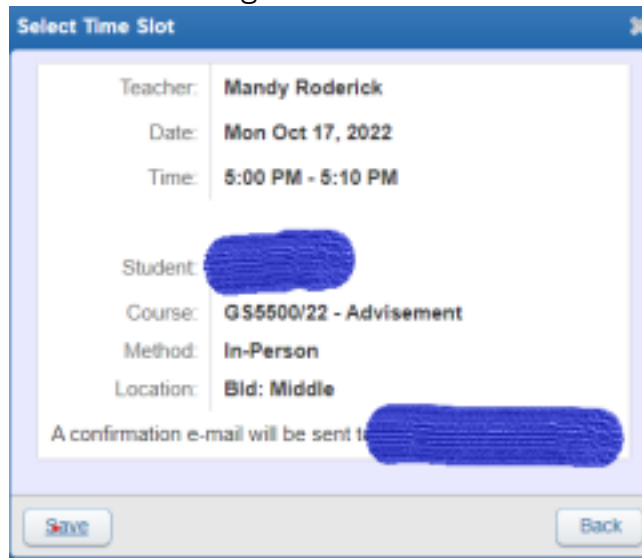


3. Hit the All Conferences Tab to see available time slots.

Teacher Conferences		Status
Period 0 7:55 AM - 8:20 AM	Not Yet Scheduled (Select a Time)	
Period 1 8:24 AM - 9:11 AM	Not Yet Scheduled (Select a Time)	
Period 2 9:15 AM - 10:02 AM	Not Yet Scheduled (Select a Time)	
Period 3 10:06 AM - 10:53 AM	Not Yet Scheduled (Select a Time)	
Period 4 10:56 AM - 11:28 AM	Not Yet Scheduled (Select a Time)	
Period 5 11:31 AM - 12:03 PM	Not Yet Scheduled (Select a Time)	
Period 7 12:41 PM - 1:28 PM	Not Yet Scheduled (Select a Time)	
Period 8 1:32 PM - 2:19 PM	Not Yet Scheduled (Select a Time)	
Period 9 2:23 PM - 3:10 PM	Not Yet Scheduled (Select a Time)	

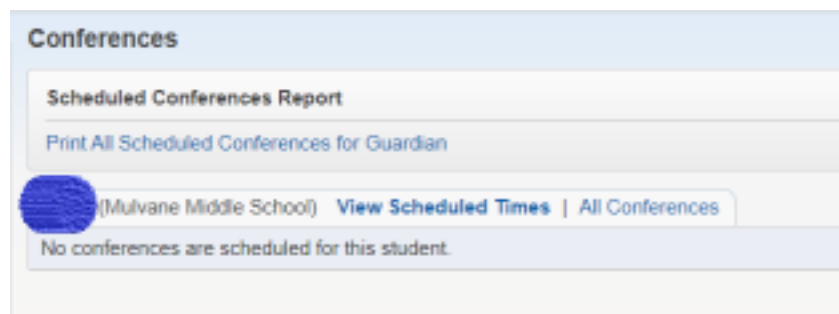


4. Chose Select a Time next to your Students Advisement Teacher (Period 0) and then any other teacher you would like to visit with during conferences.



5. You will now hit Save.

6. If you hit View Scheduled Times, you will be able to see all of your scheduled Conferences.



7. You can use the same steps to change a conference time online.

8. You will receive a confirmation email from the district regarding the time you have selected for Parent Teacher Conferences. It will send to the email you have on file on Skyward.

If you have any questions or need assistance signing up for conferences, please contact Mandy Kasperek, MKasperek@usd263.org or Melissa Schanz, MSchanz@usd263.org.