

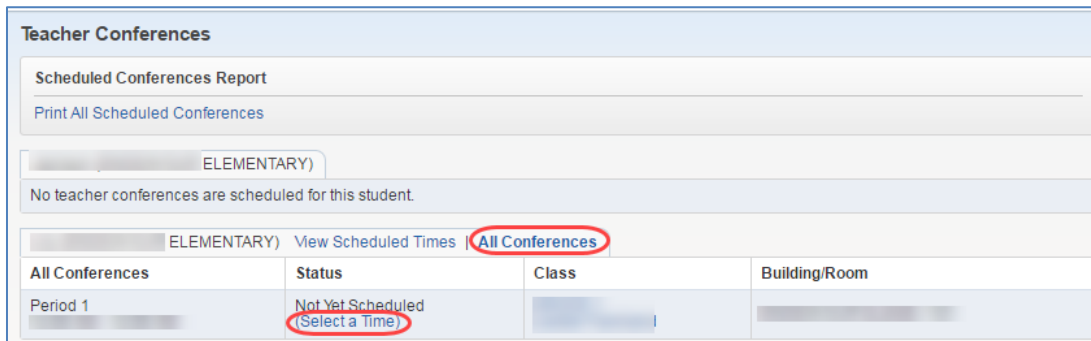
Teacher Conferences – Family Access

Path: Family Access\Teacher Conferences

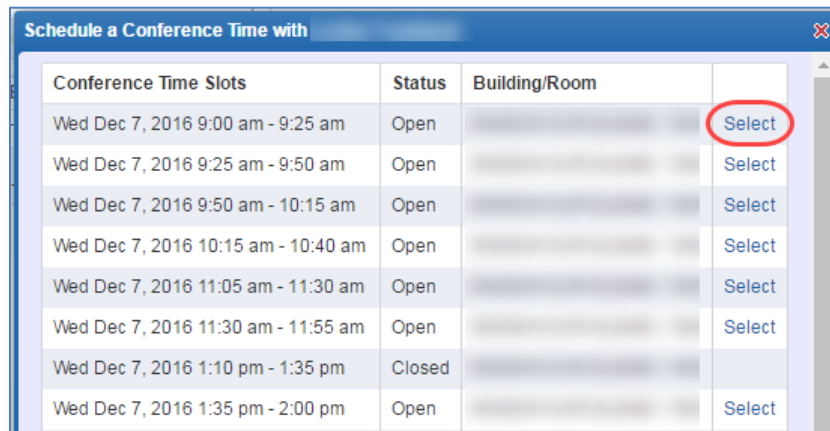
Note: Each school opens access to Teacher Conferences at a different time. Contact your school if you have questions about when you are able to sign up.



1. Select **Teacher Conferences** tab on the left
2. If the teacher has setup conference times, Click on **All conferences**.




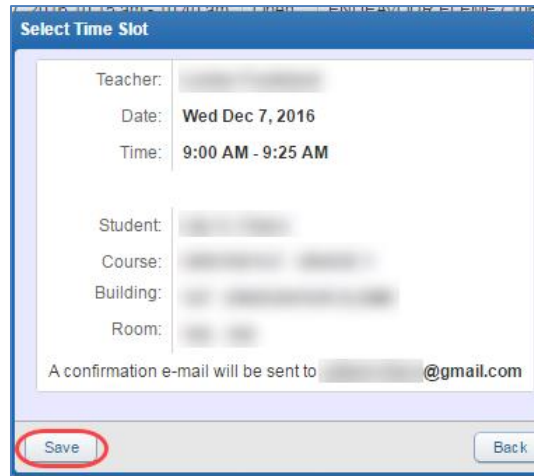
3. Click on **Select a Time** to see the available time slots.



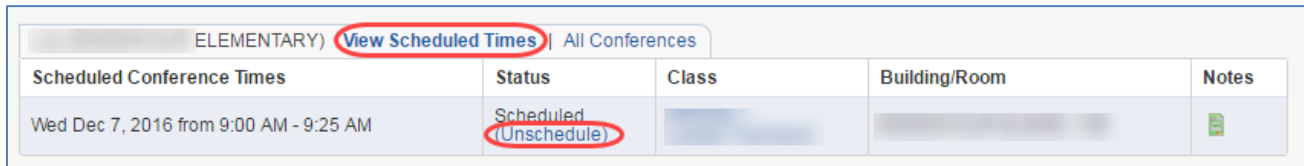
4. Click the **Select** option on the time that works for the family member currently logged in.

Note: If all guardians are attending the same time slot, only one guardian needs to sign up for a conference time. In the event a guardian needs a different time slot, they need to login to Family Access and select a different time.


5. Click the  button after verifying the conference information.



Making Changes to Scheduled Times



Scheduled Conference Times	Status	Class	Building/Room	Notes
Wed Dec 7, 2016 from 9:00 AM - 9:25 AM	Scheduled (Unschedule)			

1. To make a change to a previously scheduled Conference time. Click on **View scheduled Time**
2. Click on **Unschedule**.
3. Click the  button after verifying the cancellation information.
4. To select a different time, begin from Step 2 on Page 1.

