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 **Save** button after verifying the conference information.
Making Changes to Scheduled Times

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