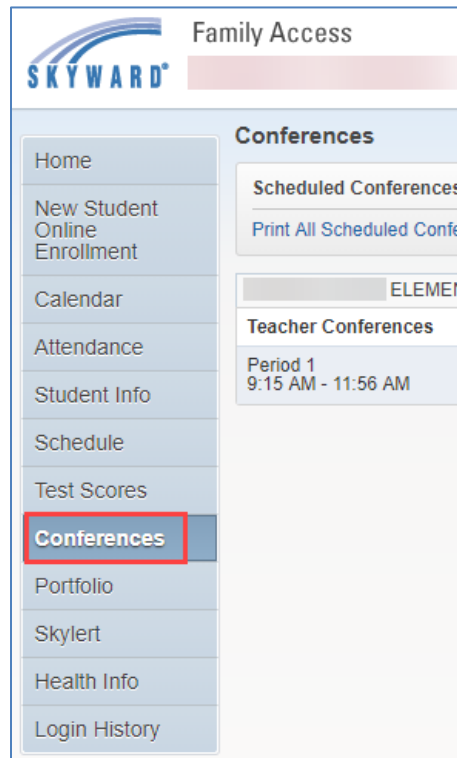


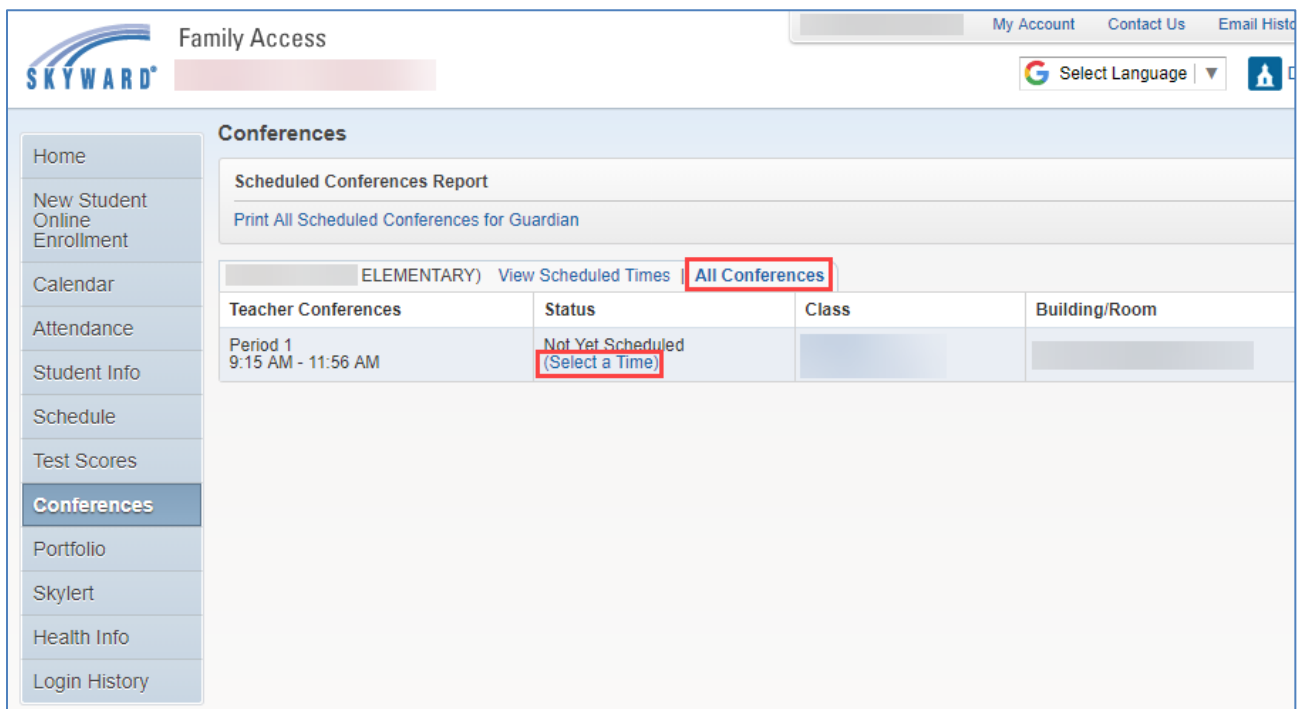
Teacher Conferences – Family Access

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 **Conferences** tab on the left
2. Click on **All conferences**.




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

Conference Time Slots	Status	Building/Room	
Wed Dec 7, 2016 9:00 am - 9:25 am	Open		Select
Wed Dec 7, 2016 9:25 am - 9:50 am	Open		Select
Wed Dec 7, 2016 9:50 am - 10:15 am	Open		Select
Wed Dec 7, 2016 10:15 am - 10:40 am	Open		Select
Wed Dec 7, 2016 11:05 am - 11:30 am	Open		Select
Wed Dec 7, 2016 11:30 am - 11:55 am	Open		Select
Wed Dec 7, 2016 1:10 pm - 1:35 pm	Closed		
Wed Dec 7, 2016 1:35 pm - 2:00 pm	Open		Select

- 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.*

- Click the  button after verifying the conference information.

Select Time Slot

Teacher: [Redacted]

Date: **Wed Dec 7, 2016**

Time: **9:00 AM - 9:25 AM**



Student: [Redacted]

Course: [Redacted]


Building: [Redacted]


Room: [Redacted]

A confirmation e-mail will be sent to [Redacted]@gmail.com

Making Changes to Scheduled Times

ELEMENTARY) View Scheduled Times All Conferences				
Scheduled Conference Times	Status	Class	Building/Room	Notes
Wed Dec 7, 2016 from 9:00 AM - 9:25 AM	Scheduled (Unschedule)	[Redacted]	[Redacted]	

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