

# Scheduling A Conference In Parent Portal

*(Conferences Begin Nov. 13, 2017)*

1. Log into your Portal account and click on the “Conferences” tab at the top.



2. Click on the “Request A Conference” link.

STATUS	STUDENT	CONFERENCE DATE	TIME	SUBJECT	STAFF	LOCATION
No conferences have been scheduled						



← Click Here


3. Change the date **TO THE WEEK OF 11/13/17** by clicking on the calendar icon.



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4. Click on the block of available times.

Available Conferences

Week of  

11/09/2015 MONDAY	11/10/2015 TUESDAY	11/11/2015 WEDNESDAY	11/12/2015 THURSDAY
2:00PM-2:15PM 2:20PM-2:35PM 2:40PM-2:55PM 3:00PM-3:15PM 3:20PM-3:35PM 3:40PM-3:55PM 4:00PM-4:15PM 4:20PM-4:35PM 4:40PM-4:55PM 5:00PM-5:15PM			

Click Time Block



5. Click the reserve button for the time(s) you would like.

Mon 11/09

Start: 2:00PM  
End: 2:15PM

Start: 2:20PM  
End: 2:35PM

Start: 2:40PM  
End: 2:55PM

Start: 3:00PM  
End: 3:15PM

Start: 3:20PM  
End: 3:35PM

Start: 3:40PM  
End: 3:55PM



6. Once complete, you will see your reserved conference on the main page of the conference tab. You may cancel or change your conference by clicking on the update link next to the reserved conference.