

Scheduling A Conference In Parent Portal

(Conferences Dec. 1-3, 2020)

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						



3. Change the date **TO THE WEEK OF DEC 1** by clicking on the calendar icon.

4. Click on the block of available times.

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

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.

7. Repeat these steps for each child for whom you need to schedule a conference by selecting that student in the main menu bar on the top right of your Portal screen.