

Once a parent/guardian has logged in their skyward account they have to click on the Conferences then click on the Select a Time



Click on Select for the time slot you would like to schedule, and click Save.

Conference Time Slots	Status	Method & Location	Other Methods
Mon Feb 27, 2023 3:15 pm - 3:45 pm	Open	In-Persnn Bld: 145	Select
Mon Feb 27, 2023 3:45 pm - 4:00 pm	Open	In-Person Bld: 145	Select
Mon Feb 27, 2023 4:00 pm - 4:15 pm	Open	In-Person Bld: 145	Select
Mon Feb 27, 2023 4:15 pm - 4:30 pm	Open	In-Person Bld: 145	Select
Mon Feb 27, 2023 4:30 pm - 4:45 pm	Open	In-Person Bld: 145	Select
Mon Feb 27, 2023 4:45 pm - 5:00 pm	Open	In-Person Bld: 145	Select
Mon Feb 27, 2023 5:00 pm - 5:15 pm	Open	In-Person Bld: 145	Select
Mon Feb 27, 2023 5:15 pm - 5:30 pm	Open	In-Person Bld: 145	Select
Mon Feb 27, 2023 5:30 pm - 5:45 pm	Open	In-Person Bld: 145	Select
Mon Feb 27, 2023 5:45 pm - 6:00 pm	Open	In-Person Bld: 145	Select
Mon Feb 27, 2023 6:00 pm - 6:15 pm	Open	In-Person Bld: 145	Select
Mon Feb 27, 2023 6:15 pm - 6:30 pm	Open	In-Person Bld: 145	Select

Once you have selected a time slot your portal account will now show the Scheduled Conference. You can click on View Scheduled Times to see you appointment and if you have to reschedule your appointment click on Unschedule.

