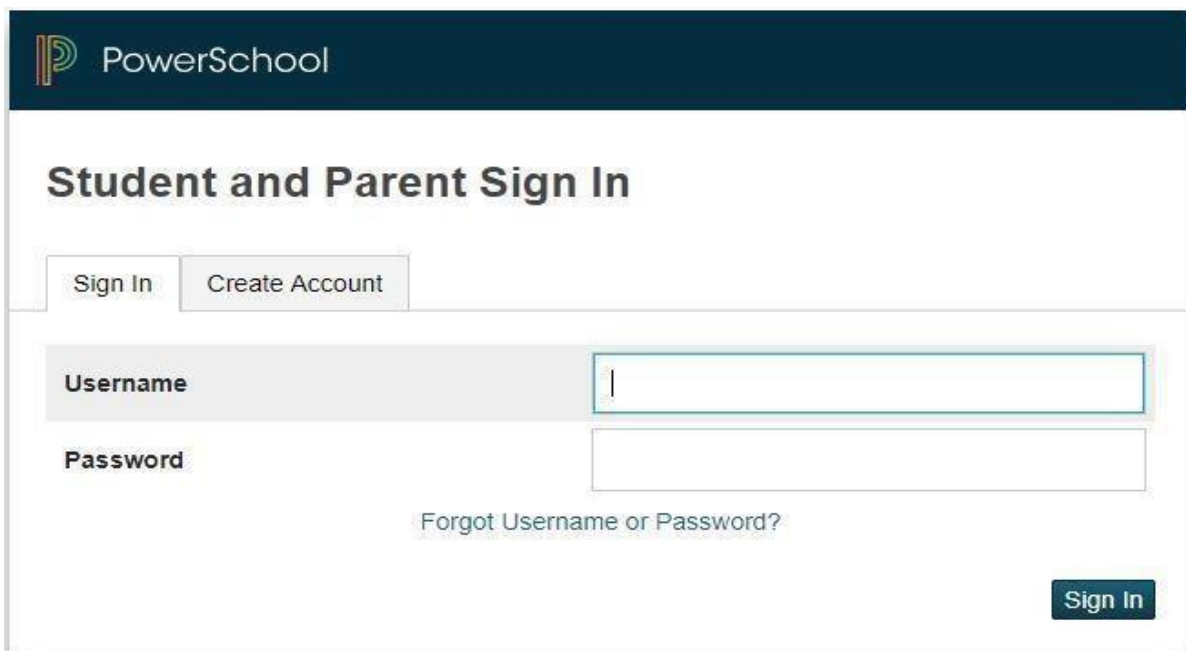


1. Login with your Parent Portal Account Username/Password.



The image shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is in the bottom right corner.

2. Once logged in, select the student from the tab along the top.
3. Then click on **Forms** on the left side of the page.
4. Click on the “**Parent Conference Sign Up**” from the forms listing.

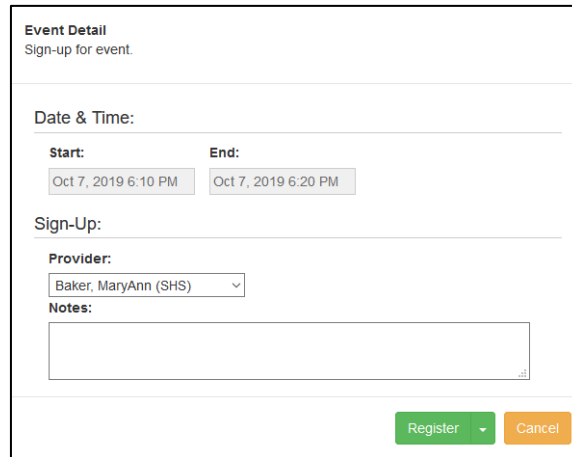


The image shows the PowerSchool Forms page. On the left is a sidebar with icons and labels: History, Attendance History, Email Notification, Teacher Comments, **FORMS** (highlighted with a red box), Student Support, and School. The main content area has a heading "Ecollect Forms" and a sub-heading "Conferences". Below this is a table with three columns: Status, Form Name, and Form Description.

Status	Form Name	Form Description
Submitted	Parent Teacher Conferences (highlighted with a red box)	Sign up for conferences teacher

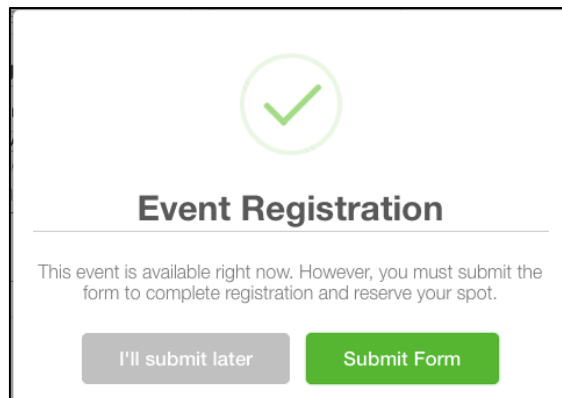
5. To register for an event click on the event/time slot that you would like to sign up for. The Event Detail window will open.

6. Choose a provider (teacher) that you would like to conference with at that time, and click **Register**.



The form is titled "Event Detail" with the subtitle "Sign-up for event." It contains a "Date & Time:" section with "Start:" and "End:" labels. The start time is "Oct 7, 2019 6:10 PM" and the end time is "Oct 7, 2019 6:20 PM". Below this is a "Sign-Up:" section with a "Provider:" dropdown menu showing "Baker, MaryAnn (SHS)" and a "Notes:" text area. At the bottom right are "Register" and "Cancel" buttons.

7. To finalize your selection, click "Submit Form".
Using "I'll Submit Later" will not guarantee your time as events are not fully registered until the form has been submitted.



The screen features a large green checkmark icon at the top. Below it is the heading "Event Registration". A message states: "This event is available right now. However, you must submit the form to complete registration and reserve your spot." At the bottom are two buttons: "I'll submit later" and "Submit Form".

8. After clicking 'Submit Form', you will be returned to the Conference Sign-Up page to register for additional teachers.
9. If you need to change a registration, click on the event time slot and then click 'Drop'. You will need to submit the page to finalize.
10. To view all of your sign ups, click 'Expand' at the top of the screen. This will allow you to see you selected time slot and the teacher you are scheduled with.