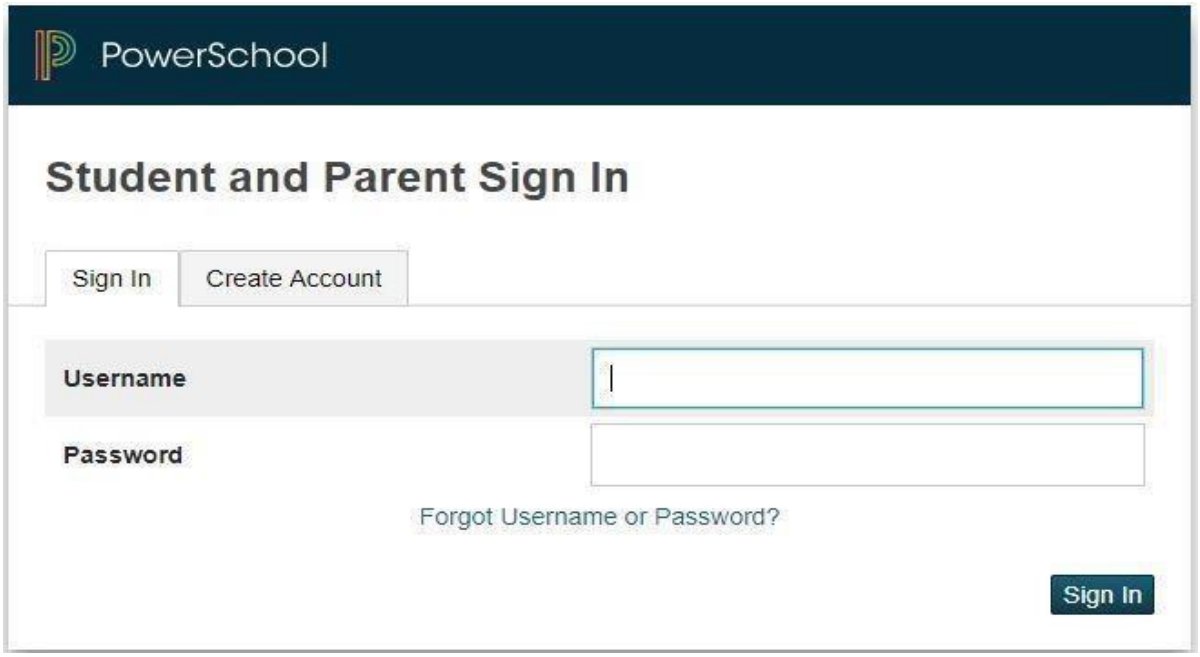
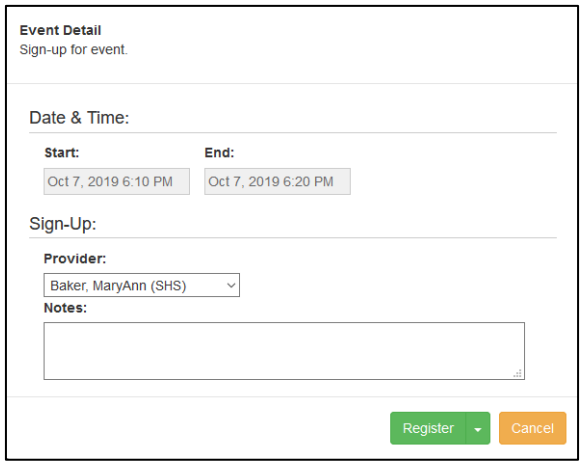
1. Login with your Parent Portal Account Username/Password.



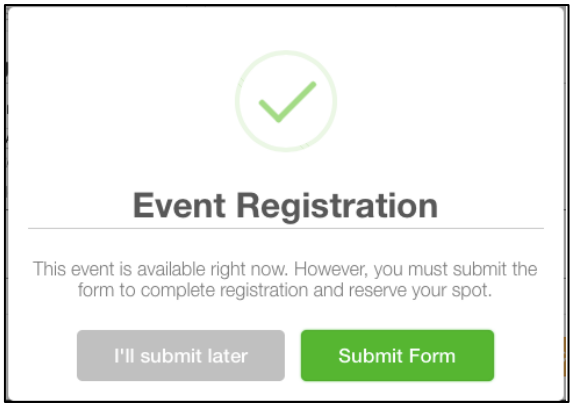
2. Once logged in, select the student from the tab along the top.
3. Then click on **Forms** on the left side of the page.
4. Click on the "**Parent Conference Sign Up**" from the forms listing.

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**.



7. To finalize your selection, click “Submit Form”.
   Using “I’ll Submit Later” will <u>not</u> guarantee your time as events are not fully registered until the form has been submitted.



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.