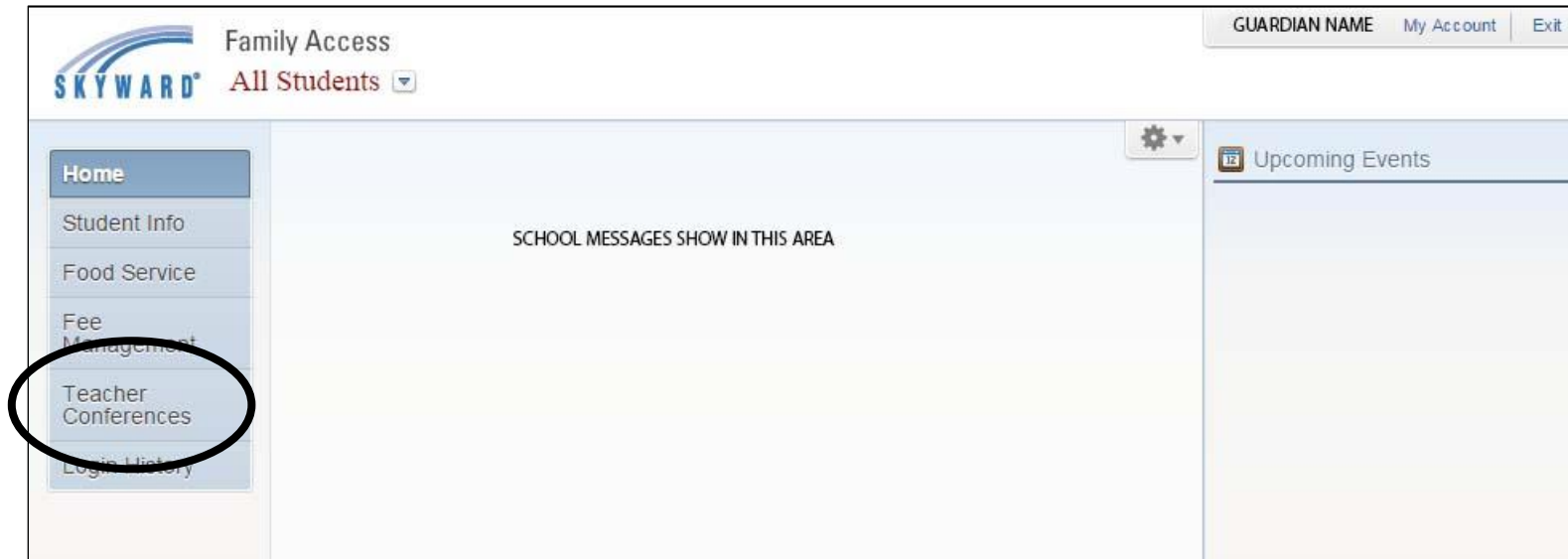# Parent/Teacher Conference Process using Skyward Family Access

1. Parents/Guardians login to Skyward Family Access.

If you do not remember your login information, on the main login screen for Skyward Family Access you can click the *Forgot your Login/Password?* link. It will ask you to enter in your email or login and a security word or number. It will then send you an email which will contain a link to reset your password.

The parent/guardian account must be used to setup parent/teacher conferences as student accounts do not have access to the area.

2. Click on the *Teacher Conferences* button which is located along the left side towards the bottom of the column

The parent/teacher conference process must be completed for each child separately as the selection of a date and time is specific to each student.

3. A new screen will appear with a message of 'No teacher conferences are scheduled for this student'. Once you have scheduled your conference the scheduled time will be displayed.

Click on the *All Conferences* link to view your child's scheduled homeroom class to select your conference time slot

Click on the *Select a Time* link below the words *Not Yet Scheduled* for your child's homeroom class

4. Click the *Select* link for the conference date and time.

5. A window will appear to confirm the date and time you selected. If the information that appears in the screen is the time and date you requested then click the *Save* button. If the information that appears on the screen is not the date and/or time you requested, then click the *Back* button.

If an email address is listed in Skyward a confirmation e-mail will be sent to that address.

6. Click on the *View Scheduled Times* link to view the time and date of your scheduled parent/teacher conference

7. If you find that the time you selected will not work, you can click the *Unschedule* link which will remove your appointment and make that time available to other parents/guardians.

8. In the new screen that appears verify that the date and time are for the conference that you would like to cancel. If the information is for the conference you would like to cancel click the *Save* button. If the information is for a conference you want to keep click the *Back* button.

If an email address is listed in Skyward a confirmation e-mail will be sent to that address.

9. If you would like a report of your scheduled conference times click on the *Print All Scheduled Conferences* link.

10. A new window will appear to select the order of how you want the conference information to display on the report. Click either the By Date or By Student option and click the *Print* button.

11. Another window will appear over the Parent Conferences Report window. In this new window please click the *View Report* button to see the report display on your screen.

Below is an example of what the report will look like –

CONFERENCE DATE

TIME	BUILDING	ROOM	TEACHER	COURSE	STUDENT	STATUS
TIME	BUILDING NUM	ROOM	TEACHER NAME	CLASS NAME	STUDENT NAME	Scheduled
TIME	BUILDING NUM	ROOM	TEACHER NAME	CLASS NAME	STUDENT NAME	Scheduled

*********************** End of report ***********************

12. If you would like to print out a paper copy of the report, print when viewing this report screen.

13. If you have multiple children, and would like to schedule additional conferences, click the *All Conferences* link next to each child's name to repeat the process. When you are done click the *Exit* link.