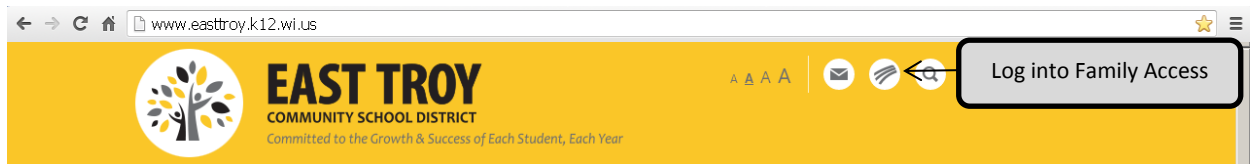


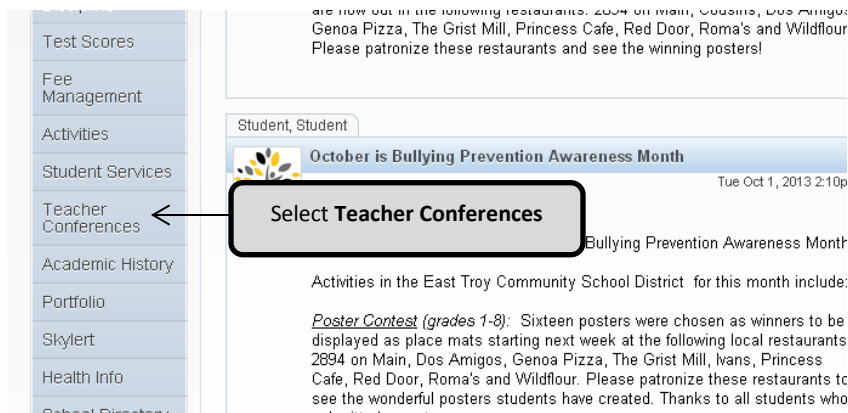
Scheduling Teacher Conferences in Family Access



Steps to Obtain Family & Student Access Log On Information

1. Click 'Forgot your login or password?' on the login screen
2. Enter your email address in the space provided.
3. Click Submit
4. If your email matches the email address the district has on file, you will be sent an email containing your login and a link that can be used to reset your password. Be sure that your spam/junk filter is set to allow e-mails from skyward@.k12.wi.us

NOTE: The school district must have a matching email address on file for you to receive this log on information. To add your email address to the school's database, send it to dralis@eastroy.k12.wi.us along with your child's name and your name. If you do not have a valid email address, please contact Lisa Dragotta at 262.642.6720 x3225 to obtain your username and password.



Scheduled Conferences Report

All Scheduled Conferences

(East Troy Middle School) [View Scheduled Times](#) | [All Conferences](#)

Teacher conferences are available at this time.

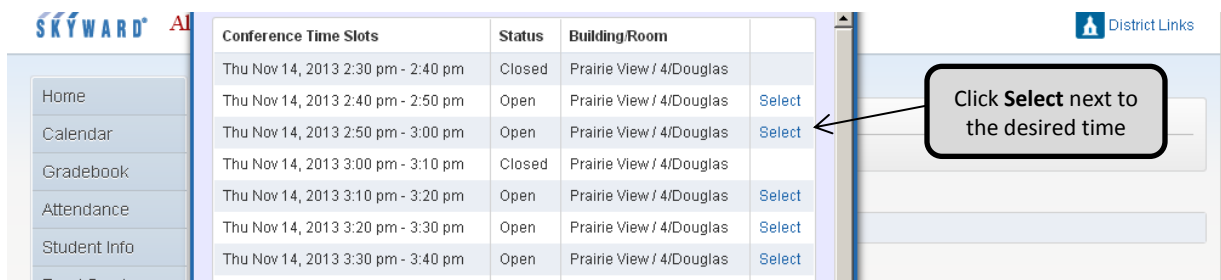
(Prairie View Elementary School) [View Scheduled Times](#) | [All Conferences](#)

Conferences	Status	Class
11 AM - 2:30 PM	Not Yet Scheduled (Select a Time)	Character Traits 4 Mrs Douglas

(Prairie View Elementary School) [View Scheduled Times](#) | [All Conferences](#)

Teacher conferences are scheduled for this student.

- 1- Click on **All Conferences** to view available conferences
- 2- Click on **Select a Time** next to the class that you would like to schedule a conference for



Click **Select** next to the desired time

On the next screen, click **Save**. Repeat for all students in your family, if necessary.