

Scheduling Teacher Conferences in Family Access

Go to www.easttroy.k12.wi.us. Log into Family Access



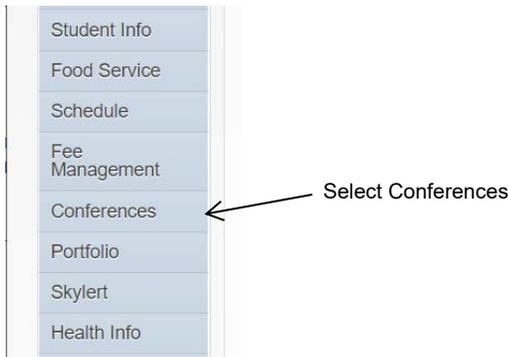
Steps to Obtain Family & Student Access Log On Information

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@easttroy.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 262.642.6710 x1250 to obtain your username and password.

Select **Conferences** (screenshots may not be exactly as shown)



Click on **All Conferences** to view available conferences. Then 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.