## Scheduling Teacher Conferences in Family Access

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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)

Student Info Food Service Schedule Fee Management Conferences Portfolio Skylert Health Info	Select Conferences
Health Info	

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.

duled Conferences I	Report				
All Scheduled Confe	rences	1- Select All Conferences			
n (East Troy Middle S	chool) View Scheduled Times	2- Select a preferred time			
acher conferences ar	re available at this time.	K/			
(Prairie View Eleme	ntary School) View Scheduled Tir	mes   All Conferences			
nferences	Status	Class	Building/Room		
11 M - 2:30 PM	Not Yet Scheduler (Select a Time)	Character Traits 4 Mrs Douglas	Prairie View / 4/Douglas		
(Prairie View Elemer	ntary School) View Scheduled Tir	nes   All Conferences			
acher conferences ar	e scheduled for this student				

## Click **Select** next to the desired time.

ŚŔŸWARD° Al	Conference Time Slots	Status	Building/Room		District Links
	Thu Nov 14, 2013 2:30 pm - 2:40 pm	Closed	Prairie View / 4/Douglas		
Home	Thu Nov 14, 2013 2:40 pm - 2:50 pm	Open	Prairie View / 4/Douglas	Select	Click Select
Calendar	Thu Nov 14, 2013 2:50 pm - 3:00 pm	Open	Prairie View / 4/Douglas	Select 🗲	T
Gradebook	Thu Nov 14, 2013 3:00 pm - 3:10 pm	Closed	Prairie View / 4/Douglas		
Attendance	Thu Nov 14, 2013 3:10 pm - 3:20 pm	Open	Prairie View / 4/Douglas	Select	
	Thu Nov 14, 2013 3:20 pm - 3:30 pm	Open	Prairie View / 4/Douglas	Select	
Student Info	Thu Nov 14, 2013 3:30 pm - 3:40 pm	Open	Prairie View / 4/Douglas	Select	
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On the next screen, click Save. Repeat for all students in your family.