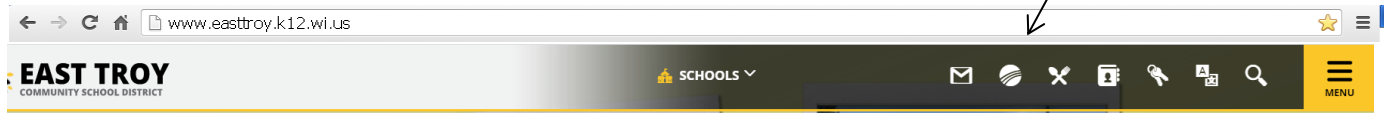


## Scheduling Teacher Conferences in Family Access

Go to [www.easttroy.k12.wi.us](http://www.easttroy.k12.wi.us). Log into Family Access

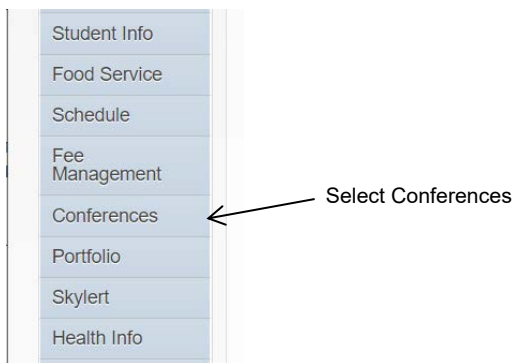


Steps to Obtain Family & Student Access Log On Information

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](mailto: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](mailto: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.

**Scheduled Conferences Report**

[All Scheduled Conferences](#)

1 (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                             | Building/Room            |
|-----------------|--------------------------------------|-----------------------------------|--------------------------|
| 11 AM - 2:30 PM | Not Yet Scheduled<br>(Select a Time) | Character Traits 4<br>Mrs Douglas | Prairie View / 4/Douglas |

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

Teacher conferences are scheduled for this student.

Annotations: 1- Select All Conferences (points to 'All Conferences' link); 2- Select a preferred time (points to '(Select a Time)' link).

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

| Conference Time Slots              | Status | Building/Room            |        |
|------------------------------------|--------|--------------------------|--------|
| Thu Nov 14, 2013 2:30 pm - 2:40 pm | Closed | Prairie View / 4/Douglas |        |
| Thu Nov 14, 2013 2:40 pm - 2:50 pm | Open   | Prairie View / 4/Douglas | Select |
| Thu Nov 14, 2013 2:50 pm - 3:00 pm | Open   | Prairie View / 4/Douglas | Select |
| Thu Nov 14, 2013 3:00 pm - 3:10 pm | Closed | Prairie View / 4/Douglas |        |
| 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 |
| Thu Nov 14, 2013 3:30 pm - 3:40 pm | Open   | Prairie View / 4/Douglas | Select |

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