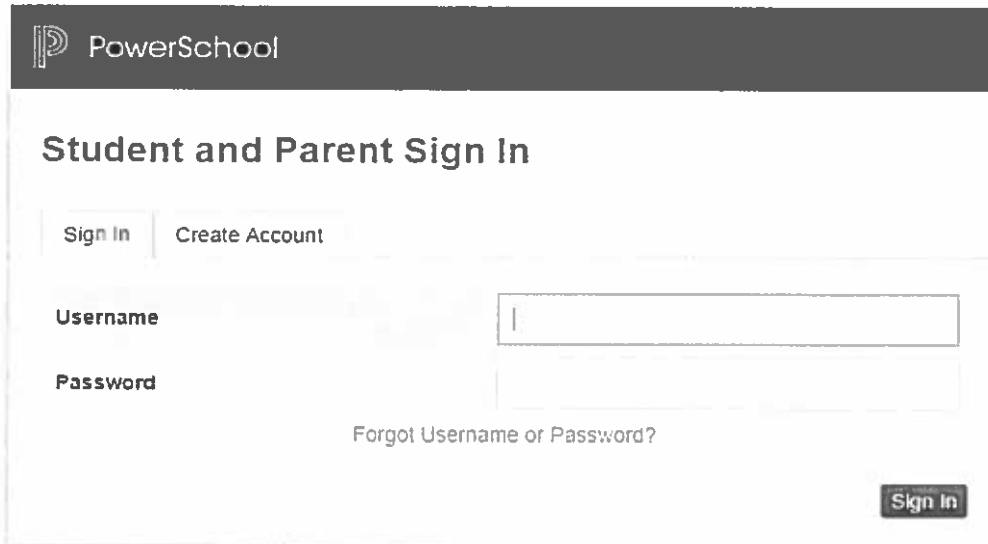


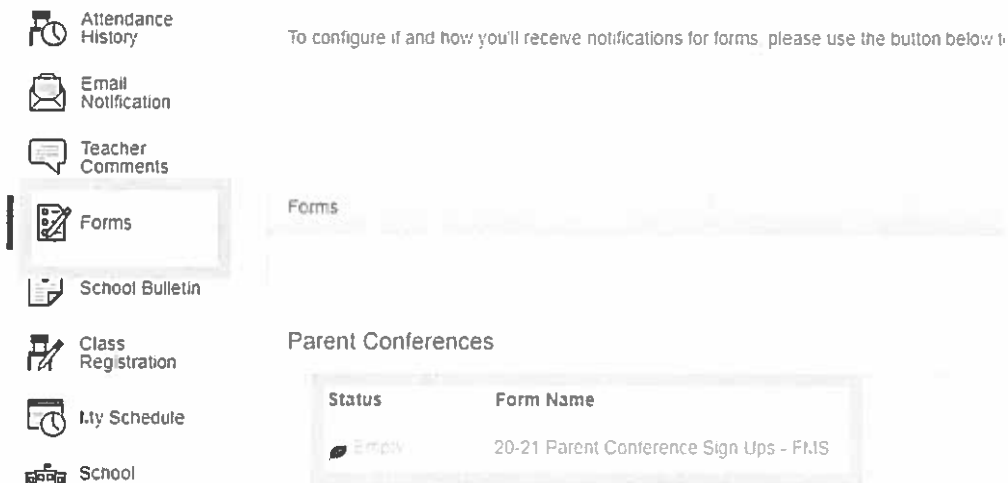
# Accessing Parent Conference Form

1. Login with your Parent Portal Account Username/Password.



The image shows the PowerSchool login page. At the top, there is a dark header with the PowerSchool logo. Below the header, the page title is "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs, there are two input fields: "Username" and "Password". Below the password field, there is a link that says "Forgot Username or Password?". At the bottom right, there is a "Sign In" button.

2. Once logged in, select the student from the tab along the top.
3. Then click on "Forms" on the left side of the page.
4. Click on the "Parent Conference Sign Up" from the forms listing.



The image shows the PowerSchool Forms page. On the left side, there is a navigation menu with the following items: Attendance History, Email Notification, Teacher Comments, Forms (highlighted with a red box), School Bulletin, Class Registration, My Schedule, and School. On the right side, there is a section titled "Forms" with a sub-section titled "Parent Conferences". Below this, there is a table with the following data:

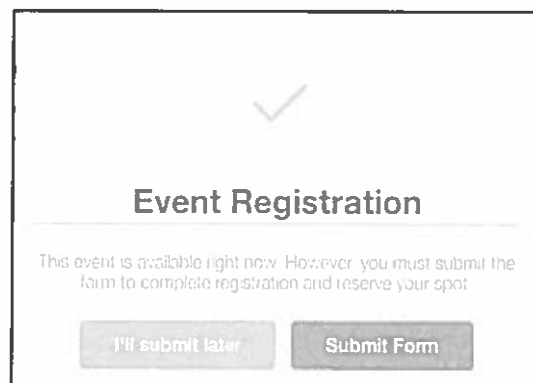
Status	Form Name
Empty	20-21 Parent Conference Sign Ups - FMS

- To register for an event click on the event/time slot that you would like to sign up for. The Event Detail window will open.
- Choose a provider (teacher) that you would like to conference with at that time, and click **Register**.



The screenshot shows a web form titled "Event Detail" with the subtitle "Sign up for event". It includes a "Date & Time" section with "Start:" and "End:" fields, both containing "Oct 7, 2019 6:10 PM". Below this is a "Sign-Up:" section with a "Provider:" dropdown menu set to "Teacher" and a "Notes:" text area. At the bottom right, there are two buttons: "Register" and "Cancel".

- To finalize your selection, click "Submit Form".  
*Using "I'll Submit Later" will not guarantee your time as events are not fully registered until the form has been submitted.*



The screenshot shows a confirmation screen with a large checkmark at the top. Below it is the heading "Event Registration". A message states: "This event is available right now. However, you must submit the form to complete registration and reserve your spot." At the bottom, there are two buttons: "I'll submit later" and "Submit Form".

- After clicking 'Submit Form', you will be returned to the Conference Sign Up page to register for additional teachers.
- If you need to change a registration, click on the event time slot and then click 'Drop'. You will need to submit the page to finalize.