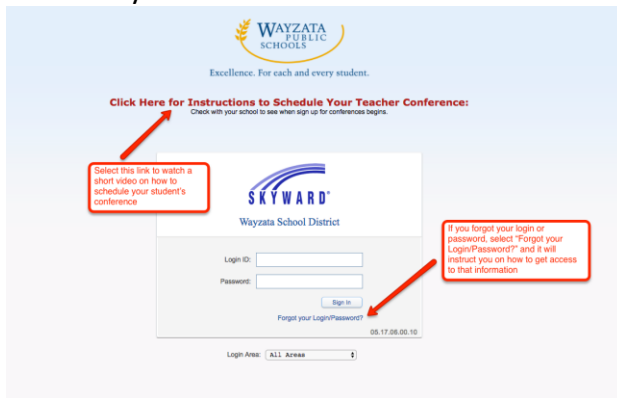


# HOW TO SCHEDULE A CONFERENCE TIME

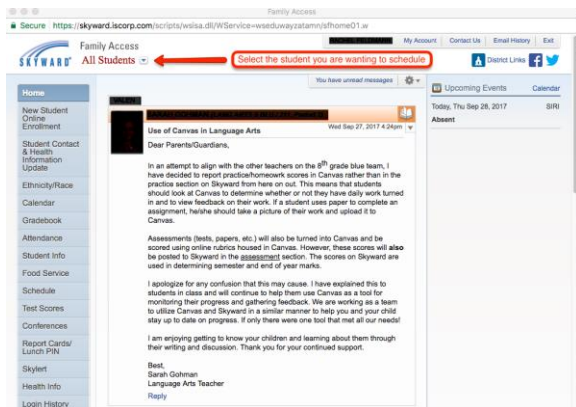
## Login into Family Access

For your reference, we have also posted a video on the login page of Family Access on how to schedule your Teacher Conference.

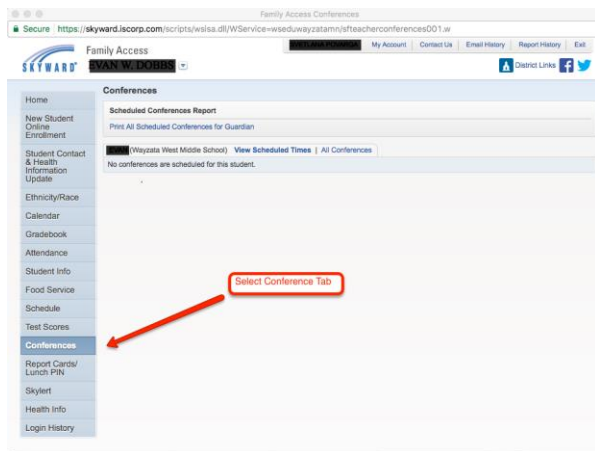


Please note: If you have forgotten your login and password, select the link titled “Forgot Login/Password?” and it will instruct you on how to gain access to that information.

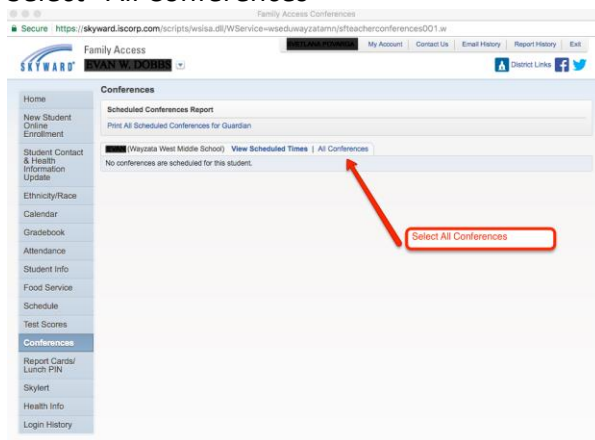
Select the student you are wanting to schedule, by clicking the down arrow and clicking on the student’s name.



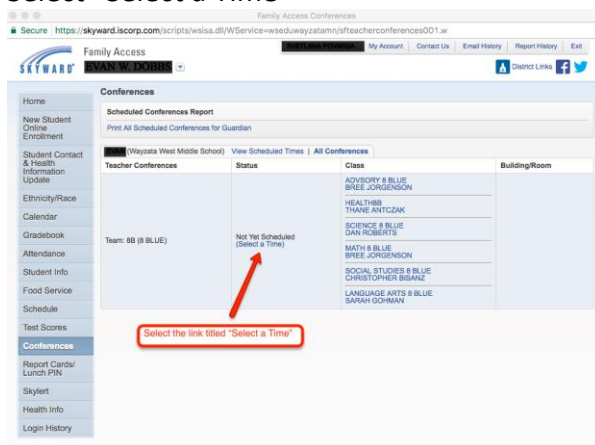
Select Conference



## Select "All Conferences"



## Select "Select a Time"



Select "Select" next to the left of the time slot that you would like to attend.

