

Genesis SIS - How to open conferences for parent portal (admin only)

**Scheduling the conferences will be found in webdesk.

This is to allow parents access to schedule in the parent portal

Parent access --> Setup -->Settings --> School Settings -->Conferences

Drop down on 'Open event for conferences' and pick the event

Check off on On Conference per Household if you want more than one parent to be able to schedule conferences

Check off the top box for schools needed (the top check off box is what allows the conference tab to show in parent portal)

Then click save

image.png and or type unknown

Revision #2

Created Mon, Oct 25, 2021 1:55 PM by [Megan Drury](#)

Updated Thu, Jan 12, 2023 6:33 PM by [Michael Brown](#)