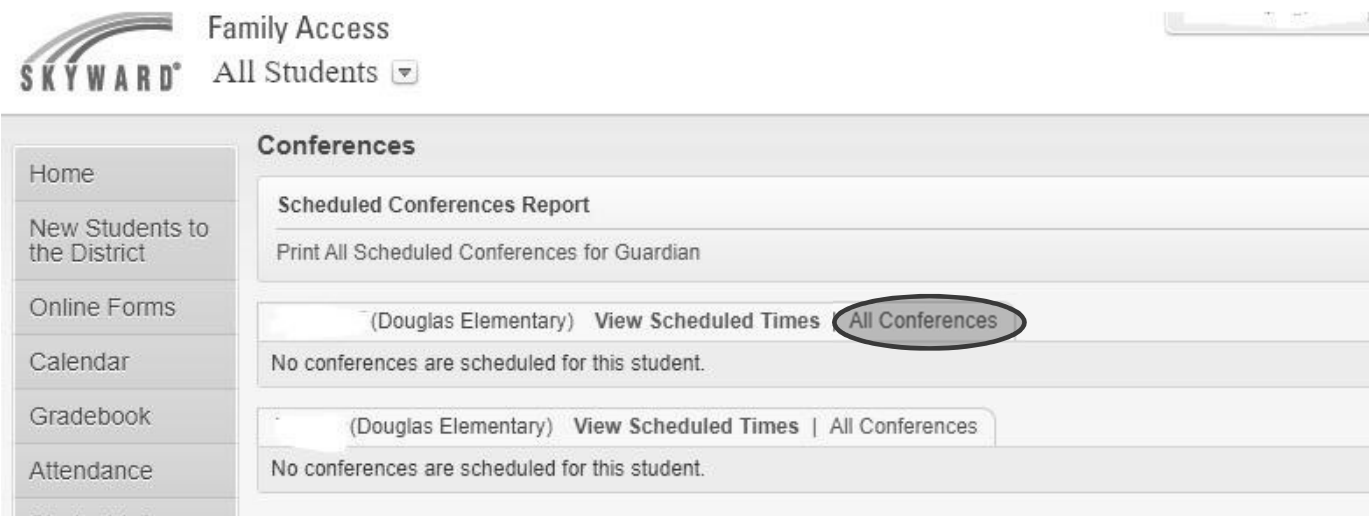


# Sign Up for a Conference in Skyward Family Access

Parents can sign up for a conference time slot in their Family Access account by selecting the Conferences option from the left menu. The Conferences screen looks like this:



When parents click the link for All Conferences, the window will expand to show the name of the teachers who are available for conferences for that student. Under the Status column, parents need to click the link for Select a Time.

Conferences			
Scheduled Conferences Report			
Print All Scheduled Conferences for Guardian			
, Douglas Elementary) View Scheduled Times   All Conferences			
Teacher Conferences	Status	Class	Building/Room
Period 1	Not Yet Scheduled (Select a Time)	Home Room Mackenzie Skumatz	Douglas Element / 105

A new window will pop up with all available time slots. To choose a time, click the Select link in the right column.

Schedule a Conference Time with Mackenzie Skumatz			
Conference Time Slots	Status	Building/Room	
Thu Feb 10, 2022 4:00 pm - 4:15 pm	Closed		
Thu Feb 10, 2022 4:20 pm - 4:35 pm	Closed	Douglas Element / 105	
Thu Feb 10, 2022 4:40 pm - 4:55 pm	Closed		
Thu Feb 10, 2022 5:00 pm - 5:15 pm	Closed	Douglas Element / 105	
Thu Feb 10, 2022 5:20 pm - 5:35 pm	Closed		
Thu Feb 10, 2022 5:40 pm - 5:55 pm	Open		Select
Thu Feb 10, 2022 6:20 pm - 6:35 pm	Open		Select

When the confirmation screen appears, click the Save button.