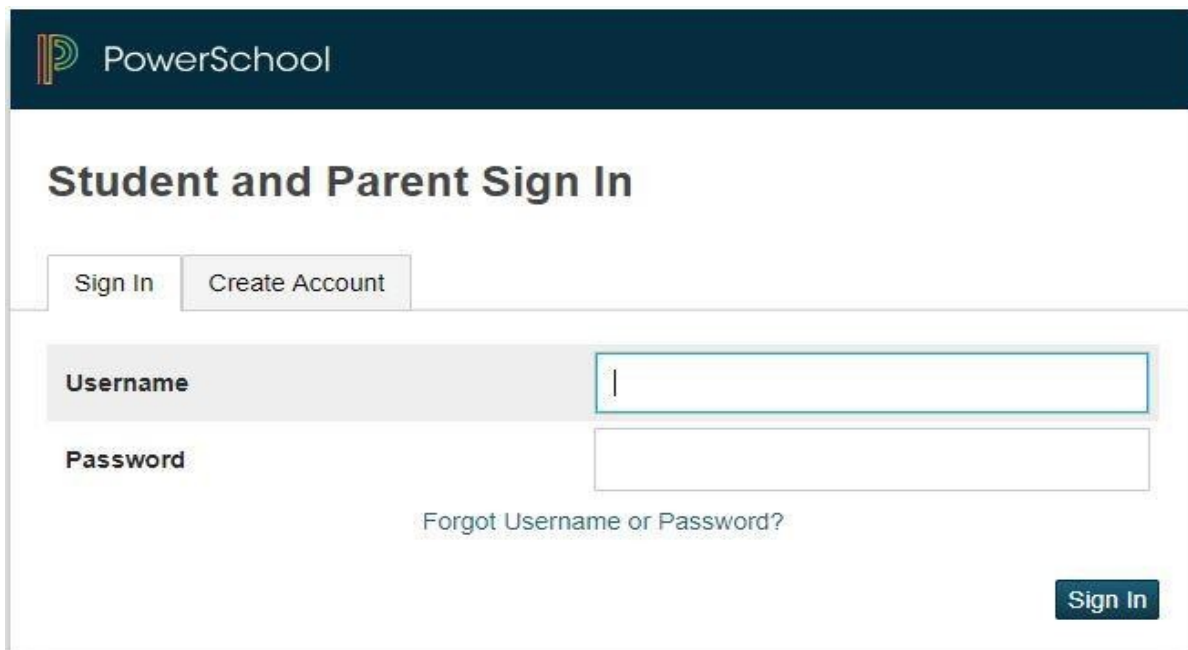


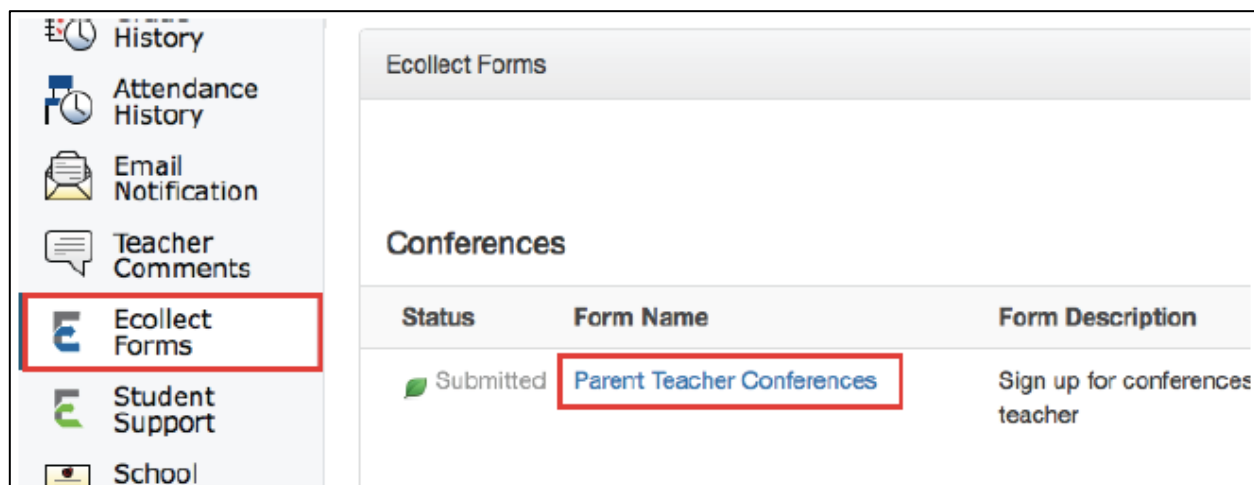
Accessing Parent Conference Form

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



The image shows the PowerSchool login interface. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". The "Sign In" tab contains a "Username" field with a cursor, a "Password" field, and a "Forgot Username or Password?" link. A "Sign In" button is located at the bottom right.

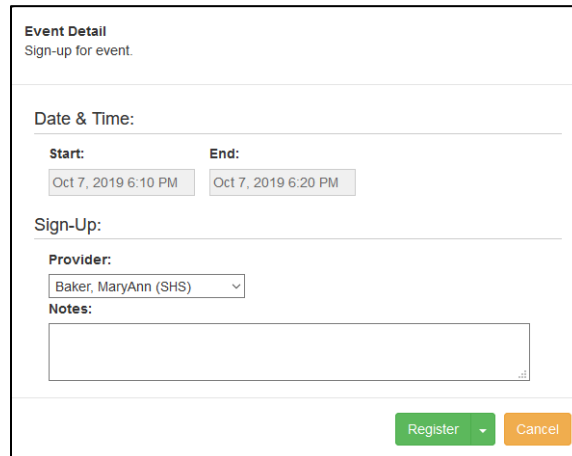
2. Once logged in, select the student from the tab along the top.
3. Then click on E-Collect Forms on the left side of the page.
4. Click on the "Parent Conference Sign Up" from the forms listing.



The image shows the E-collect Forms interface. On the left is a sidebar with icons and labels: History, Attendance History, Email Notification, Teacher Comments, E-collect Forms (highlighted with a red box), Student Support, and School. The main area is titled "E-collect Forms" and contains a "Conferences" section. Below this is a table with columns: Status, Form Name, and Form Description.

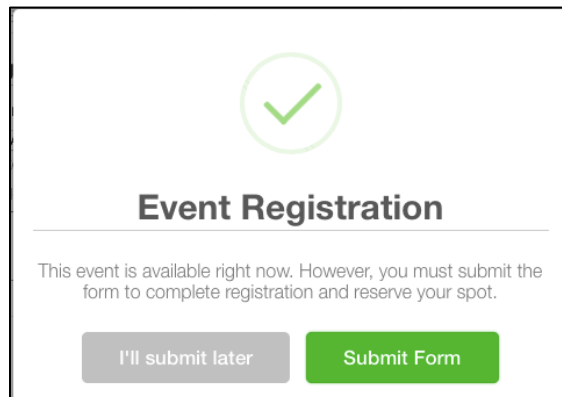
Status	Form Name	Form Description
Submitted	Parent Teacher Conferences (highlighted with a red box)	Sign up for conferences teacher

5. 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.
6. Choose a provider (teacher) that you would like to conference with at that time, and click **Register**.



The image shows a web form titled "Event Detail" with the subtitle "Sign-up for event." Below the title is a section labeled "Date & Time:" containing two fields: "Start:" with the value "Oct 7, 2019 6:10 PM" and "End:" with the value "Oct 7, 2019 6:20 PM". Below this is a section labeled "Sign-Up:" containing a "Provider:" dropdown menu with the selected value "Baker, MaryAnn (SHS)" and a "Notes:" text area. At the bottom right of the form are two buttons: "Register" (green) and "Cancel" (orange).

7. 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 image shows a confirmation screen with a large green checkmark icon at the top. Below the icon is the heading "Event Registration". Underneath the heading is a message: "This event is available right now. However, you must submit the form to complete registration and reserve your spot." At the bottom of the screen are two buttons: "I'll submit later" (gray) and "Submit Form" (green).

8. After clicking 'Submit Form', you will be returned to the Conference Sign Up page to register for additional teachers.
9. 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.