

## USING GENESIS PORTAL CONFERENCE to SCHEDULE PARENT/TEACHER CONFERENCES

Parents/Guardians,

For the Parent Teacher Conferences scheduled in February we will be utilizing the CONFERENCES tab in the Genesis Parent Portal to schedule conferences. Please follow the directions below to sign up for your desired conference time.

### DIRECTIONS TO SCHEDULE CONFERENCES via the GENESIS PARENT PORTAL:

- Log onto the Genesis Parent Portal from your child's school site under Parents → Genesis Parent Access → Login
- If you have more than one (1) child, please select the child for whom you are scheduling the conference from the drop down menu
- Click the CONFERENCES tab
- Click one of the two links to schedule your teacher conference on your desired date

**NOTE:** February 10<sup>th</sup> is afternoon (11:30am - 2:30pm)

February 11<sup>th</sup> is evening(6-(pm)

STATUS	STUDENT	CONFERENCE DATE	TIME	SUBJECT	STAFF	LOCATION
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*No conferences have been scheduled*



Schedule Conference for Wednesday, February 10<sup>th</sup> -Parent Teacher Conference

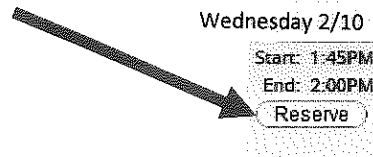


Schedule Conference for Thursday, February 11<sup>th</sup> -Parent Teacher Conference



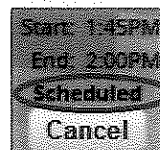
Request a Conference

- Available teacher conferences are listed on the calendar
  - Click RESERVE to select the conference time that is best for you



- Once you have reserved your time slot the word "Scheduled" will appear, confirming your reserved appointment time (see below)

Wednesday 2/10



- If you must re-schedule, you must first CANCEL your conference, then select another open time.