

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

Parents/Guardians,


For the Parent Teacher Conferences scheduled in December 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 three links to schedule your teacher conference on your desired date


**NOTE:** December 7<sup>th</sup> and 8<sup>th</sup> are afternoon conferences  
December 9<sup>th</sup> are evening conferences

STATUS	STUDENT	CONFERENCE DATE	TIME	SUBJECT	STAFF	LOCATION
<i>No conferences have been scheduled</i>						

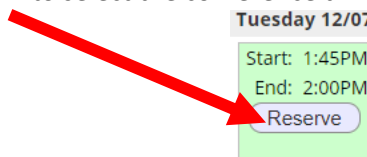
 [Schedule conference for Tuesday, December 7th Parent Teacher Conferences](#)

 [Schedule conference for Wednesday, December 8th Parent Teacher Conferences](#)

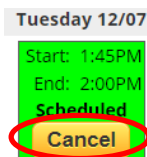
 [Schedule conference for Thursday, December 9th Parent Teacher Conferences](#)

 [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)



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