Note: Each school opens access to Teacher Conferences at a different time. Contact your school if you have questions about when you are able to sign up.

1. Select **Conferences** tab on the left
2. Click on **All conferences**.
3. Click on **Select a Time** to see the available time slots.
4. Click the **Select** option on the time that works for the family member currently logged in.

   **Note:** If all guardians are attending the same time slot, only one guardian needs to sign up for a conference time. In the event a guardian needs a different time slot, they need to login to Family Access and select a different time.

5. Click the **Save** button after verifying the conference information.

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**Making Changes to Scheduled Times**

1. To make a change to a previously scheduled Conference time. Click on **View scheduled Time**
2. Click on **Unschedule**.
3. Click the **Save** button after verifying the cancellation information.
4. To select a different time, begin from Step 2 on Page 1.