

# PowerPTC

## Quick Start Guide

### Activating a New Account

1. Open a web browser and navigate to:  
<https://www.powerptc.net>
2. Under the "Please login" heading select your language (English or Spanish)
3. Enter the primary guardian's **Email Address** and the Password **WestAurora129!** .
4. You will be asked to create a new password. The new password must meet the following criteria:
  - At least 7 characters long
  - Mixed case
  - At least one number

### Need additional support?

Your student's school will be able to assist you with logging in or scheduling your student. You may also contact our Parent Help Desk at 630-301-5067 or by email at [helpdesk@sd129.org](mailto:helpdesk@sd129.org)

### Scheduling Your Conferences

1. Open a web browser and navigate to:  
<https://www.powerptc.net>
2. Log in with your account.
3. Click on **Conference Schedule**.
4. Select the **date** you would like to schedule your appointments on.
5. Select a starting **time** for your appointments.
6. If you would like to attend conferences with certain courses, make sure to check the box under the **Schedule** column.
7. Click **Build Your Schedule Now!**
8. Once you build your schedule you will have the option to make a special request for a Spanish translator if one is needed.
9. Finally, click **Print Schedule** to create a hard copy of your parent-teacher conference schedule.
10. If you are scheduling for more than one student, you can switch the active student you are scheduled for by clicking on the **Select a Student** link from the left-hand menu.

**\*Important Information for Middle School Families!** You will see PE listed multiple times in the schedule with the option to select an appointment time. Please refer back to your student and/or student's schedule in Home Access Center and only select the PE class for the teacher your student is currently scheduled with for quarter 1. The other teachers listed for PE are for their other scheduled quarters.

\*Secondary conferences will take place via Zoom. Log back into PowerPTC at the time of your scheduled conference to access the Zoom URL for the teacher you are meeting with.