

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?

Please visit our [Parent-Teacher Conference](#) page on our website by navigating to www.sd129.org and clicking “Parents”.

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

Scheduling Your Conferences

1. Open a web browser and navigate to:
<https://www.powerptc.net>
2. Log in with your account.
3. Click on **Schedule** under the student you wish to schedule
4. If there is a course/teacher you wish to meet with then click “Not scheduled” next to the course.
5. Select a starting **time** for your appointments and click “Request Appointment”
6. Click “**Schedule Appointment**”
7. Click “**Return to Your Schedule**” on the left to select any other courses/teachers you wish to schedule
8. If you are scheduling for more than one student, you can switch to the other student located on your account and repeat the process.

*Elementary and Secondary conferences taking place via Zoom will need to check their email the morning of your conference to obtain the Zoom URL’s needed to access your scheduled conference.

*Elementary conferences taking place via phone will receive a call from the teacher during your scheduled conference time. You will receive an email reminder the morning of conferences.

* Elementary conferences taking place in-person will receive an email the morning of conferences with the room location of your scheduled conference.