



## Parent-Teacher Conference (PTC) Schedule Instructions

1. Log into PowerSchool parent portal [here](#).

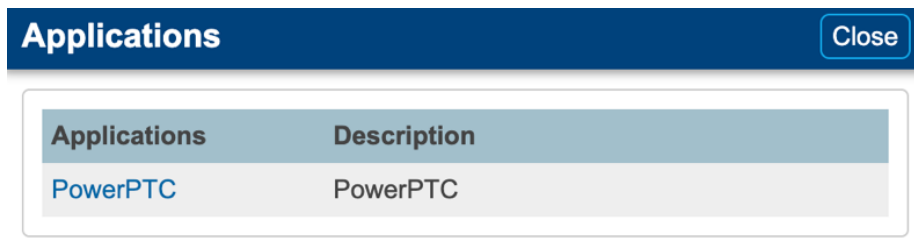
*\*Please login through a web browser, not the app*

The screenshot shows the 'Parent Sign In' page of the PowerSchool SIS portal. It features a blue header with the PowerSchool SIS logo. Below the header, the title 'Parent Sign In' is displayed. The form includes a 'Select Language' dropdown menu set to 'English', a 'Username' input field, and a 'Password' input field. A link for 'Forgot Username or Password?' is located below the password field. A 'Sign In' button is positioned at the bottom right of the form.

2. Click on the app icon on the top right of the screen

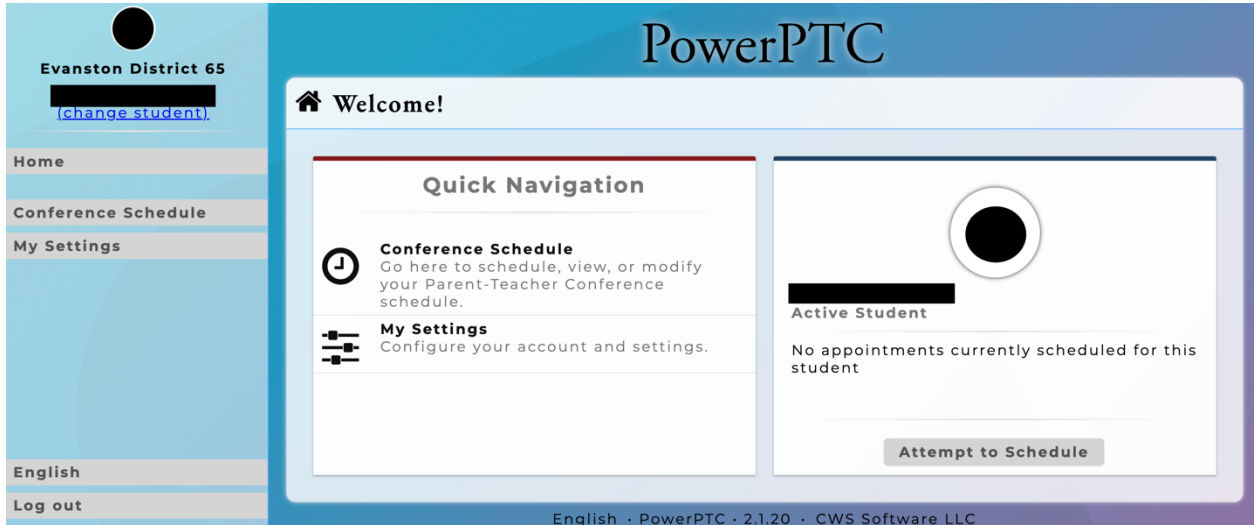


3. Select Power PTC



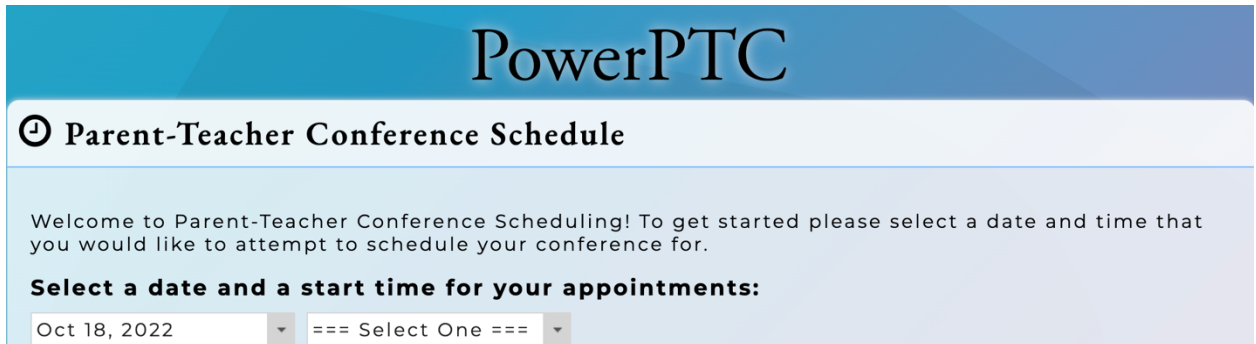
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4. Select conference schedule from the quick links or from the options on the left



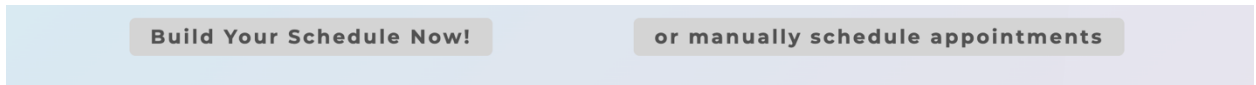
The screenshot shows the PowerPTC interface. On the left is a sidebar for 'Evanston District 65' with links for Home, Conference Schedule, My Settings, English, and Log out. The main area has a 'Welcome!' message and a 'Quick Navigation' section with two options: 'Conference Schedule' (with a clock icon) and 'My Settings' (with a gear icon). To the right, there is a profile section for an 'Active Student' with a placeholder photo and a message stating 'No appointments currently scheduled for this student'. Below this is an 'Attempt to Schedule' button. The footer indicates 'English - PowerPTC - 2.1.20 - CWS Software LLC'.

5. Select a date and start time



The screenshot shows the 'Parent-Teacher Conference Schedule' screen. It features a heading 'Parent-Teacher Conference Schedule' with a clock icon. Below the heading is a welcome message: 'Welcome to Parent-Teacher Conference Scheduling! To get started please select a date and time that you would like to attempt to schedule your conference for.' This is followed by the instruction 'Select a date and a start time for your appointments:'. There are two dropdown menus: the first is set to 'Oct 18, 2022' and the second is set to '=== Select One ==='.

6. Allow the system to build your schedule or manually build it yourself



The screenshot shows two buttons at the bottom of the page. The first button is labeled 'Build Your Schedule Now!' and the second button is labeled 'or manually schedule appointments'.