



# PTC Wizard

## Parent Guide

Orange County Public Schools is now using PTC Wizard , a website that will allow parents to easily schedule parent-teacher conferences . This system will sync schedules for parents to help avoid meeting conflicts with different teachers across the division.

**Please refer to the letter sent home with students that includes your child's 6 digit lunch number. You will need this number to register for an account.**

### Step 1: Create an Account

Use this Link:

<https://app.ptcwizard.com/ptc1725388648/login>

Or scan the QR code:



**PTC WIZARD**  
Orange County Public Schools

EN

Parent sign in

Username

Password

Sign in

OR SIGN IN WITH

Google Microsoft

→ [Forgot Password](#) [Create Account](#)

You can also choose to view the site in Spanish:

**PTC WIZARD**  
Orange County Public Schools

EN

Create Account

First Name

Last Name

Enter your email address

Password

Confirm Password

Create my account

## Step 2: Add Students

Account settings will automatically pop up on the screen. You will have the option to add all of your children to your account. Be sure to save your changes.

### Account Settings

First Name:

Last Name:

Email:

Phone Number:

Username:

Password:

#### Students

Connor	Cole	<a href="#">Remove</a>
Cooper	Cole	<a href="#">Remove</a>

Student ID:

[Add Student](#)

[Close](#) [Save Changes](#)

You will see available conferences on your homepage. Click “Add/Edit Meetings”

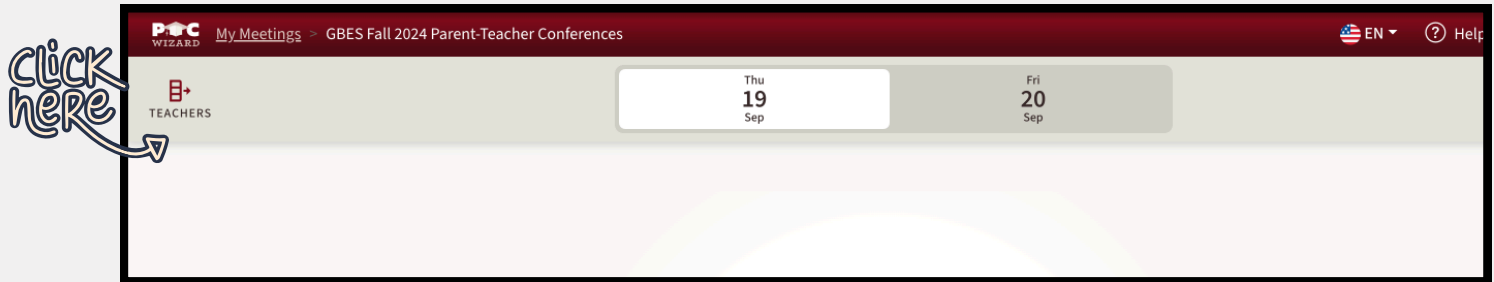
GBES Fall 2024 Parent-Teacher Conferences  
Thu Sep 19th - Fri Sep 20th

[Add/Edit Meetings](#)

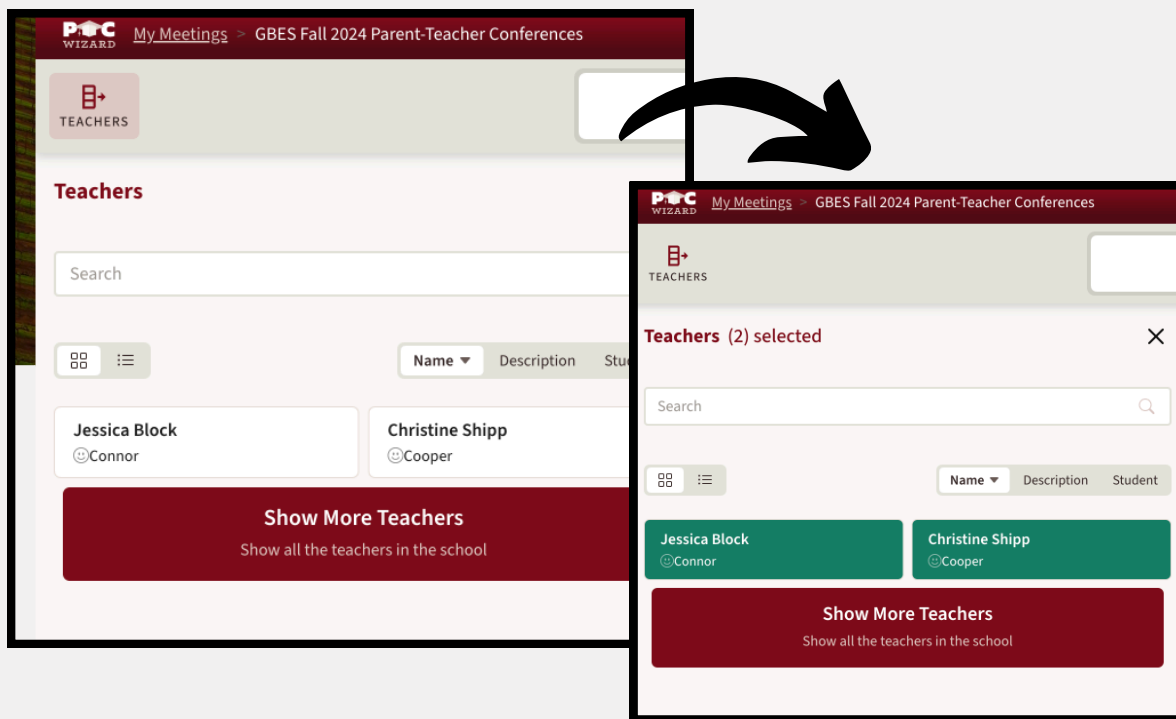
## Step 3: Schedule Conference(s)

Choose the date, teacher, and time of your conference.

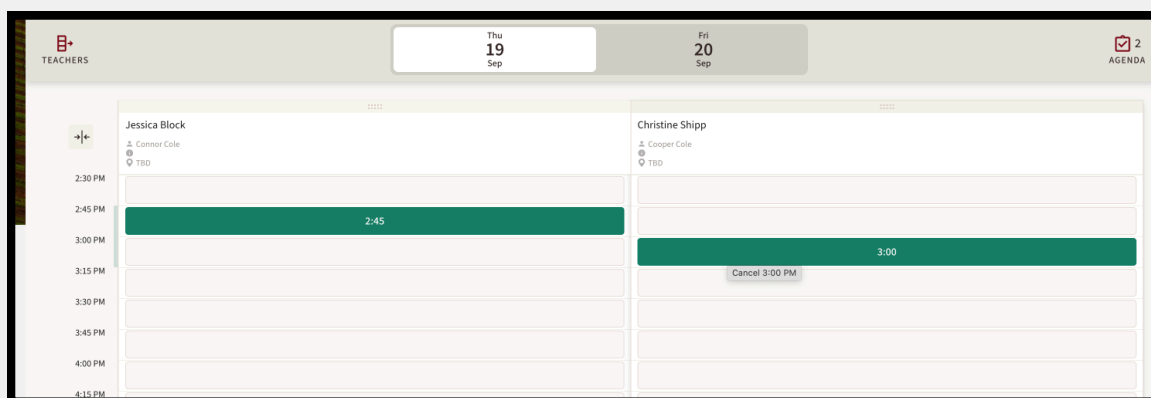
After choosing a date, click on the “Teachers” icon.



Any student that you linked to your account should show up under their teacher’s name(s). Click on the teachers you wish to schedule a conference with. Your selections will turn green.

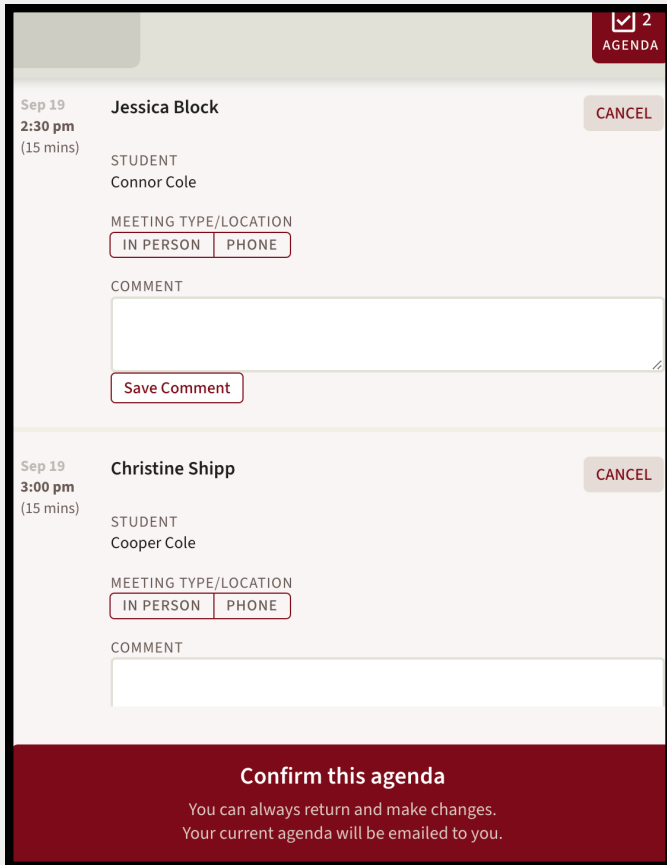


By clicking on the “Teacher Icon” again, the tab will close and you will see the availability schedule for the teacher(s) selected. Choose your times, and your selection will turn green.



## Step 4: View your schedule and print /email your schedule for future reference.

Click on “Agenda” in the upper right hand corner to view your conferences. Here you can choose if you want to meet in person or on the phone. You can also leave a comment for your child’s teacher if needed.



AGENDA 2

Sep 19 2:30 pm (15 mins) **Jessica Block** CANCEL

STUDENT  
Connor Cole

MEETING TYPE/LOCATION  
IN PERSON PHONE

COMMENT

Save Comment

Sep 19 3:00 pm (15 mins) **Christine Shipp** CANCEL

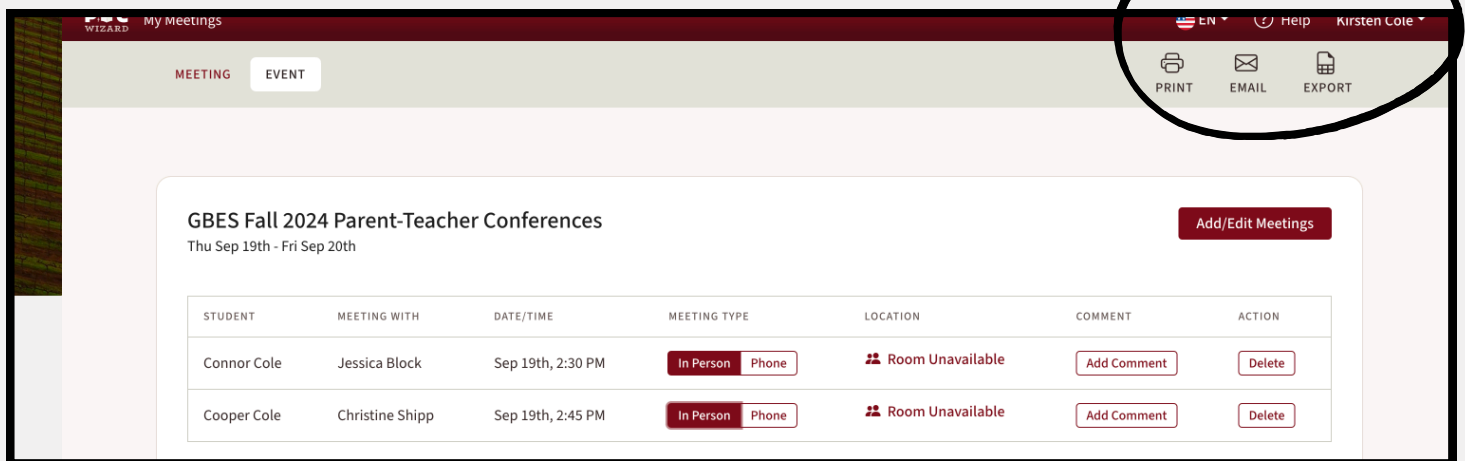
STUDENT  
Cooper Cole

MEETING TYPE/LOCATION  
IN PERSON PHONE

COMMENT

**Confirm this agenda**  
You can always return and make changes.  
Your current agenda will be emailed to you.

After confirming your agenda, you can print or email the schedule.



My Meetings

EN Help Kirsten Cole

PRINT EMAIL EXPORT

**GBES Fall 2024 Parent-Teacher Conferences** Add/Edit Meetings  
Thu Sep 19th - Fri Sep 20th

STUDENT	MEETING WITH	DATE/TIME	MEETING TYPE	LOCATION	COMMENT	ACTION
Connor Cole	Jessica Block	Sep 19th, 2:30 PM	In Person Phone	Room Unavailable	Add Comment	Delete
Cooper Cole	Christine Shipp	Sep 19th, 2:45 PM	In Person Phone	Room Unavailable	Add Comment	Delete

**If you have any issues or questions about PTC Wizard or parent-teacher conferences, please get in touch with your student’s school.**