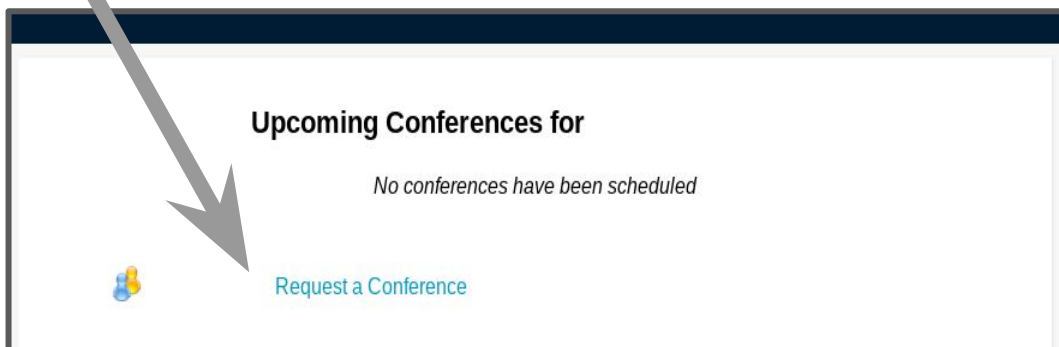
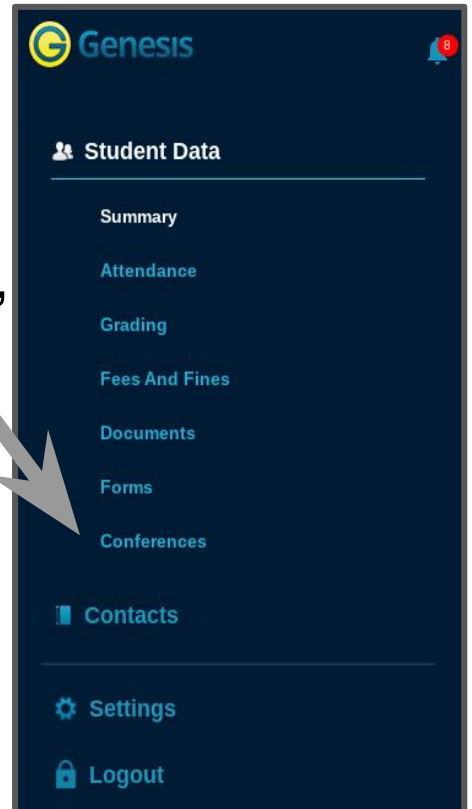
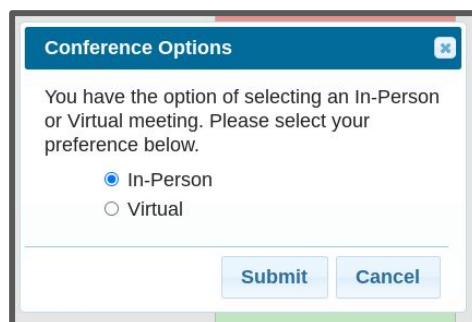
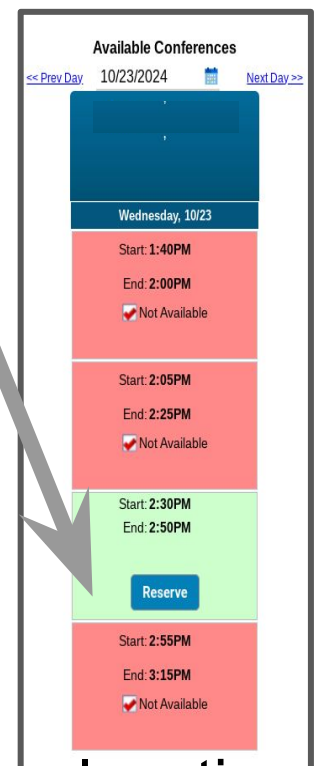


Setting up conferences in the Genesis Parent Portal

1. Log into the Genesis Parent Portal
2. Select your student on the top right side of the screen.
3. On the left side menu, select “Conferences”
4. On the next screen, select “Request a Conference”.



5. The next screen displays the weeks, select the week of conferences, select a timeslot.
6. Select a timeslot, and click “Reserve” on the next screen.



7. A Pop-up window will appear asking the location, make a selection and click “Submit”
8. The conference detail will then appear when Conferences is clicked on the side menu

