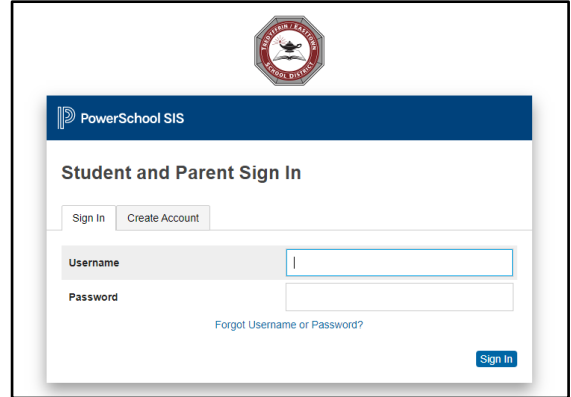


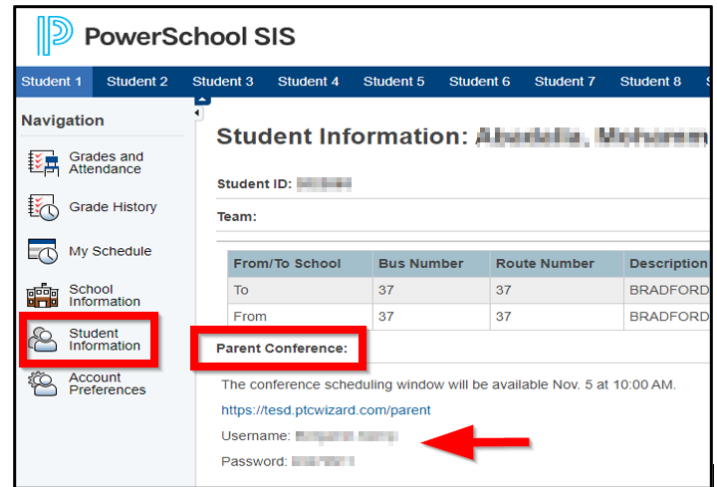
PowerSchool

Parent-Teacher Conference Scheduling

Step #1: Visit <https://powerschool.tesd.net/public> and log in with your PowerSchool username and password. If you have forgotten your user name or password, you may click “Forget Username or Password?” to retrieve them.



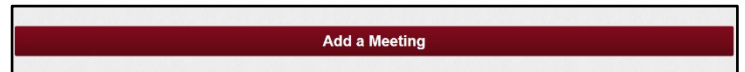
Step #2: Click on **Student Information** from the Navigation menu on the left. In the center of the page, a **Parent Conference** section will be listed containing a hyperlink, username and password. ****Make note of the username and password on this page.** Click on the <https://tesd.ptcwizard.com/parent> hyperlink. A new browser tab will open.



Step #3: In the PTC Wizard log in screen, enter your assigned username and password (found in the Parent Conference section on your PowerSchool > Student Information area). Click **Sign In**. **Please do not click on Google Sign In.** Note: You will only need to log in once if you have multiple children.



Step #4: The PTC Wizard conference scheduling software will launch. Click **Add a Meeting** and follow the online prompts to schedule your conference(s). When finished, you will receive an email confirmation of your scheduled conference(s).



Virtual Meeting Requests: To request a virtual parent meeting, type “**Virtual**” into the Save Comment field of your scheduled meeting. Click **Save Comment**. Click the Refresh button at the top of the screen to confirm your saved comment.

