



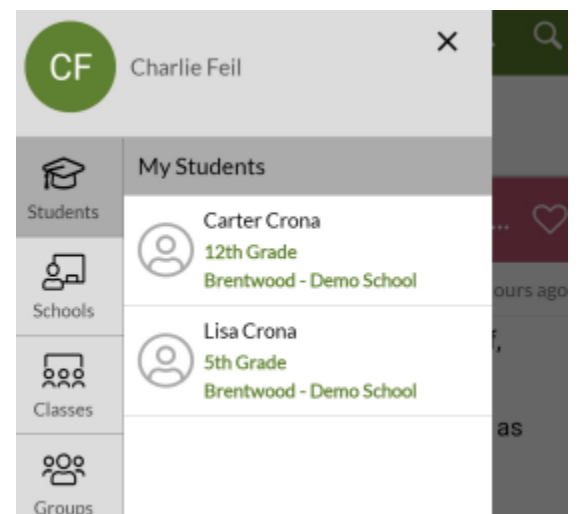
Information Technology Department

Parent Guide: Parent/ Teacher Conference Sign-Up Process in Parent Square

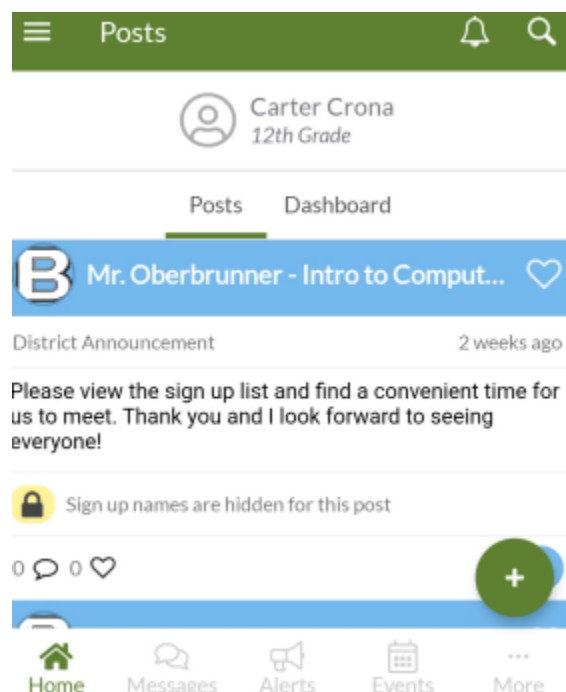
1. Login into your ParentSquare Account. If you do not have an account, you can create one with the email address you provided to the district and was associated to your Parent Portal account. - If it is a Gmail email address, click Sign in with Google. - If it is an Outlook email address, click Sign in with Microsoft. - If you have a different type of email address, go to <http://www.parentsquare.com/signin> and enter your email address under the register field to verify your account and create a password.

The image shows the ParentSquare sign-in interface. At the top is a green bar with 'Sign in' in white. Below it is the ParentSquare logo. A text input field is labeled 'email or cell phone number'. Below the field is a green bar with 'Continue' in white. Underneath is a section titled 'Sign In Options' with two buttons: 'Sign in with Google' (with the Google logo) and 'Sign in with Microsoft' (with the Microsoft logo).

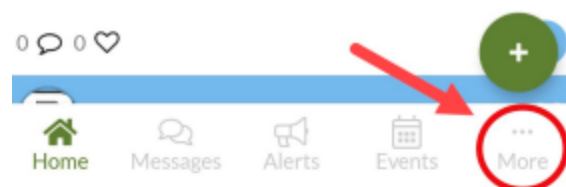
2. Click on your child's name in the Students section under Menu, or the 3 lines on the top left of the app.



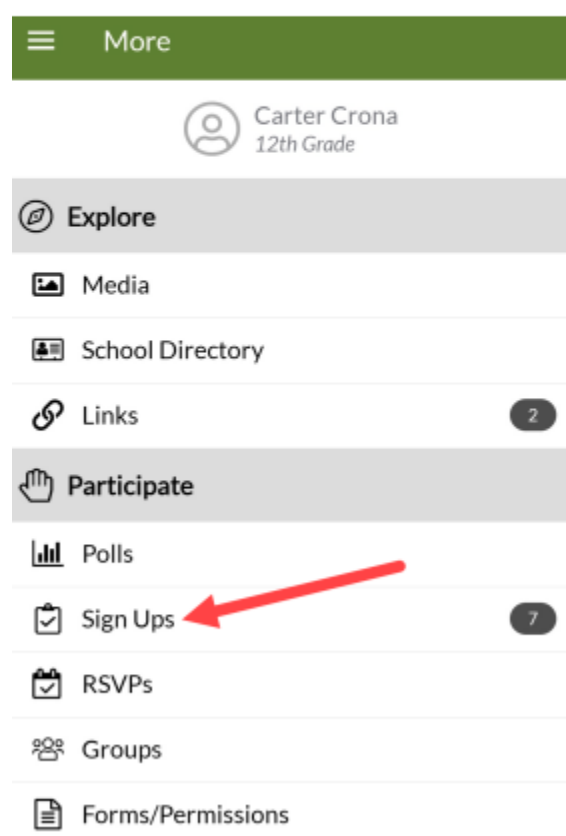
3. You should see your child's name and grade at the top of the screen. You may click on the Posts option under your child's name to see all message from your child's teacher(s).



4. Click on More (•••) at the bottom for more options.



5. Click on Sign Ups.



6. You will see all sign up available for your child's class(es). Click on the class under Conference Sign Ups.

Middle School and High School Parents!!!

- You will see multiple appointment sign up for all your child's class periods. You will need to repeat the following steps for each class.

7. Select from the available time slots.

8. Enter you child's full name in the Notes field which will assist the teacher with preparations for the meeting. Click Save at the top right of the screen.

← Sign Ups

Carter Crona
12th Grade

All Sign Ups My Sign Ups

☑ Conference Sign Up

1/31 Mrs. Fordham - English - 11th grade - room 1402

← Mrs. Fordham - English - 11th grad...

Mrs. Fordham - English - 11th grade - room 1402
Limited to one user across all time slots

Wednesday, Oct 25

Mrs. Fordham - English - 11th grade - room 1402
6:05PM to 6:10PM
0/1 filled

Mrs. Fordham - English - 11th grade - room 1402
6:10PM to 6:15PM
0/1 filled

← Sign Up

Mrs. Fordham - English - 11th grade - room 1402
Wednesday, Oct 25, 6:05PM to 6:10PM

Needed: 1 Open

of Spots
1

Note
Carter Crona

SAVE

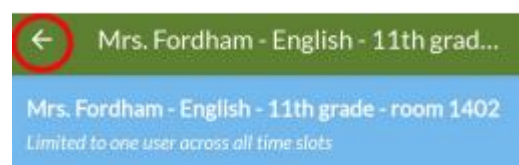
12/255

9. You will return to the class appointment sign up screen and you should see a star (↔) next to your completed sign ups.

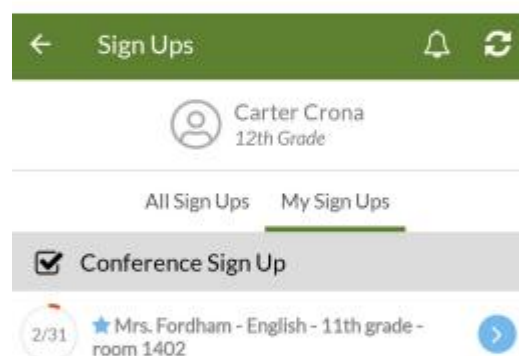


10. Click on the arrow (↩) in the top left of the screen to return to the All Sign Ups screen. Repeat steps 6 - 10 as many times as necessary.

- a. Keep notes of each time slot selected for appointments to prevent overlapping meetings.



11. Once all sign ups have been completed, you may see all your appointments under the My Sign Ups tab.



12. You may click on any of the appointments listed to verify your sign up time and/or to cancel the appointment.

