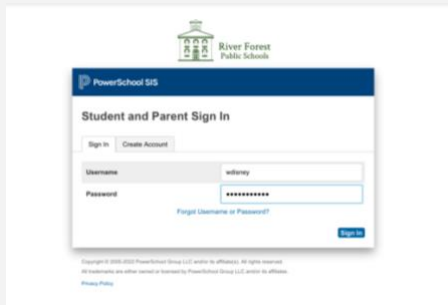


# PowerPTC

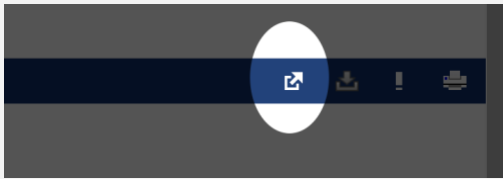
## Quick Start Guide

### Log into your PowerSchool's Parent Portal

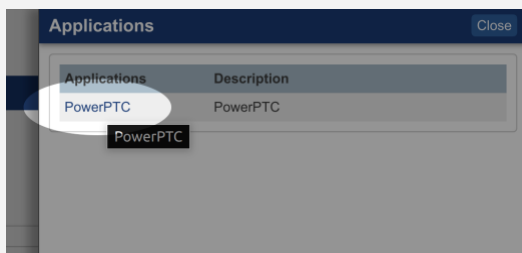
1. Open a web browser and navigate your school or district's PowerSchool Parent Portal  
  
<https://d90.powerschool.com/public/home.html>
2. Log into the Parent Portal with your username and password.



3. Click on the **Applications** menu in the upper right-hand corner.

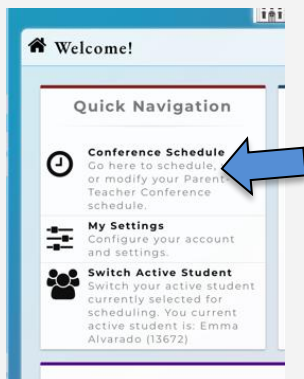


4. Click on the **PowerPTC** menu item to log into PowerPTC to schedule your conferences.



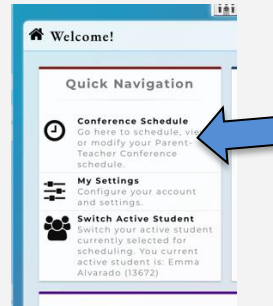
### Scheduling Your Conferences

1. Click **Conference Schedule**.

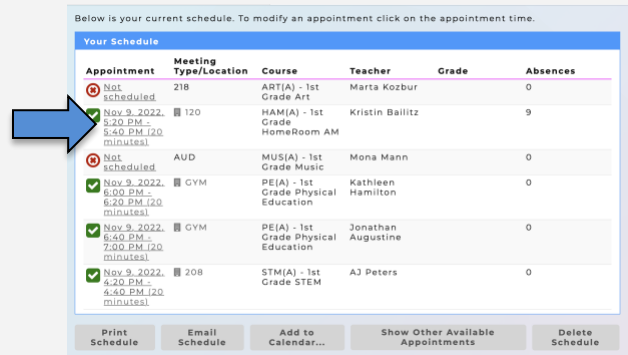


### To Reschedule or Cancel a Conference

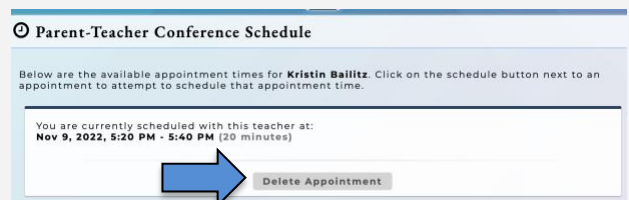
1. Click **Conference Schedule**.



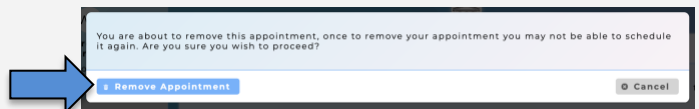
2. Click on the **date and time** of the conference schedule you wish to cancel.



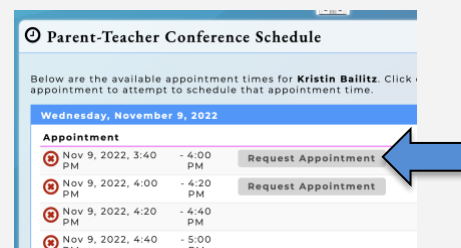
3. Click on **Delete Appointment** if you wish to cancel.



4. Click on **Remove Appointment** to cancel your conference appointment.



5. PowerPTC will bring you to that teacher's available appointment page if you wish to schedule a different time slot.
  - a. Click on the **Request Appointment** to reschedule



2. Select the **date** you would like to schedule your appointments on.

Parent-Teacher Conference Schedule

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.

Select a date and a start time for your appointments:

Nov 9, 2022 | Select One

Course	Location	Teacher	Grade	Absences	Schedule
1(A) - Reading	232	Julie Fleisch	4		<input checked="" type="checkbox"/>

3. Select a starting **time** for your appointments.

Parent-Teacher Conference Schedule

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.

Select a date and a start time for your appointments:

Nov 9, 2022 | 4:01 PM

Course	Location	Teacher	Grade	Absences	Schedule
1(A) - Reading	232	Julie Fleisch	4		<input checked="" type="checkbox"/>

4. If you would **not** like to attend conferences with certain courses, uncheck the box under the **Schedule** column.

Course	Location	Teacher	Grade	Absences	Schedule
1(A) - Reading	232	Julie Fleisch	4		<input checked="" type="checkbox"/>
1(A) - Reading	232	Margaret Jesse	4		<input type="checkbox"/>
2(A) - Math	240	Richard Dassinger	0		<input type="checkbox"/>
3(A) - Academic Strategies	231	Dana Gunderson	2		<input checked="" type="checkbox"/>
4(A) - Physical Education	153	Adrienne Valvano	0		<input type="checkbox"/>
5(A) - Writing	232	Margaret Jesse	1		<input checked="" type="checkbox"/>
6(A) - Science	213	Amy Rains	0		<input checked="" type="checkbox"/>
7(A) - Social Studies	237	Eileen Joy	2		<input checked="" type="checkbox"/>
9(A) - Homeroom	231	Jennifer Ankerberg	0		<input type="checkbox"/>

**\*\*Courses without a checkbox are not available for conferences.\*\***

5. Click **Build Your Schedule Now!** or you can choose to **manually schedule appointments**

Build Your Schedule Now! or manually schedule appointments

6. Finally, click **Print Schedule** to create a hard copy of your parent-teacher conference schedule.

Print Schedule | Email Schedule | Add to Calendar... | Delete Schedule

- b. Click on **Return to Your Schedule** if you do not wish to make another conference appointment with that teacher

Return to Your Schedule

### To Delete/Cancel all Conference Appointments

1. Click **Conference Schedule**.

Conference Schedule

2. Click on the **Delete Schedule** at the bottom of the page to delete all conference appointments for your student.

Delete Schedule

3. Click on **Delete Schedule** to delete all conference appointments.

Delete Schedule

4. You will be directed back to the Parent-Teacher Conference Schedule page. If you wish you can reschedule your student, or click Home to return to the main page/dashboard.

7. If you are scheduling for more than one student, you can switch the active student you are scheduled for by clicking on the **Select a Student** link from the left-hand menu.



