



Parent-Teacher Conference Scheduler (PTCS) Parent Portal

PTCS Parent Portal – When you first arrive at your school or districts Parent-Teacher Conference Scheduler (PTCS) site, you will be presented with a log in screen. This is where you will log in to sign up for conferences, access your currently scheduled conferences, and edit your account details. Before accessing the site via the log in, you must first create an account using the “Create an Account” link at the bottom of the dark blue log in area.

Creating an Account:

1. Click the “Create an Account” link on the PTCS log in page.
2. Enter your email address, desired password (confirming it a second time as well), and first and last name.
3. Once that is complete, click “Create Account.”
4. After creating your account, you will receive an email at the address that you used when creating the account.
5. You must go to your email and activate the account by clicking on the provided link in the email.

Once you log in, you will see a page with 3 links: **PTCS**, **Edit Account**, and **Logout**. Each of these links and their options will be discussed below:

1. **PTCS** – Clicking on the “PTCS” link will bring you to the main Parent-Teacher Conference Scheduler. Here you will be able to “Manage” a conference or “Print your Schedule.”
 - A. **Manage** - When you select to “Manage” a conference, the next page will ask you to select for which school that you want to sign up for a conference. You will then be asked to select the teacher with which you want to conference. Once you make these two selections, you can click the “View Teacher’s Availability” button. When this button is clicked, you are taken to a grid that shows all of the different available days and time slots for that specific teacher:
 - i. **Green** colored slots are available time slots
 - ii. **Red** colored slots are unavailable, as someone else has scheduled them already.
 - iii. An **orange** colored slot indicates a slot that you have already scheduled yourself with that teacher.

You now simply find a suitable green slot and click the “Sign Up Now” button within that time slot. A real-time conflict check will take place to make sure that no one else has signed up for that conference since you started viewing the page, and if everything checks out, the conference will be scheduled. The time slot will now turn orange to signify that it is scheduled and you will be taken to a page showing your conference. You can then use one of the two blue colored links at the top of the page to either sign up for a conference with another teacher or view, print, or save their conference schedule. If you accidentally click the incorrect slot or need to change the time, you can go back and reselect the school and teacher and simply click the “Cancel Conference” button that is now in the orange slot when you hover over it.

- B. Print Schedule** – Using the “Print Schedule” link, you can do one of two things. First, you are able to send a copy of your scheduled conferences to your email address. Secondly, you can download or print a copy of your scheduled conferences as a PDF.
- B. Edit Account** – By clicking on “Edit Account,” you will be able to update your account details. These details include first name, last name, email address, password, and a Notes field. The Notes field can be used to let the school staff know that your child’s last name is different from yours, etc.
- C. Logout** – The “Logout” link will log you out of your Parent-Teacher Conference Scheduler account. You want to be sure to logout each time you are finished, especially if you are on a public computer.