

### **To Schedule a Conference Time**

Log into your [Family Access Account](#)

Select "Conferences" from the menu on the left.

Under your child's name, click on "All Conferences"

Under "Status" click on "Select a Time"

Next to the time slot you'd like, click on "Select", then "Save"

### **To Delete a Conference Time**

To the right of your child's name, click on "View Scheduled Time"

Click on the "Unschedule" link, and click on "Save"

### **To View Your Scheduled Conference Time**

To the right of your child's name, click on "View Scheduled Times"

### **To Print Your Conference Time(s)**

At the top of the page, select "Print All Scheduled Conferences for Guardian"