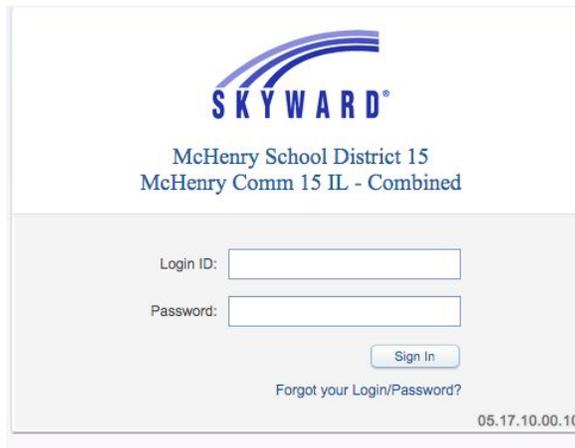


# Scheduling a Conference for Parents

Navigate your web browser to, [skyward.d15.org](http://skyward.d15.org) ( or, access the school website at [d15.org](http://d15.org) and select Parents, followed by Family Access)

Log in to Family Access using your Skyward username and password. (For most parents, your username looks like -- first name.last name -- ex. jane.doe) If you need assistance with accessing the system, please click on Forgot Your Login/Password Link.

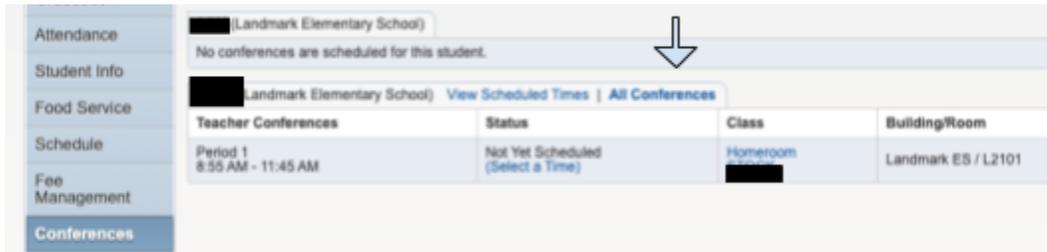


The image shows the login page for Skyward. At the top, there is the Skyward logo (a blue arc above the word 'SKYWARD' in blue) and the text 'McHenry School District 15' and 'McHenry Comm 15 IL - Combined'. Below this, there are two input fields: 'Login ID:' and 'Password:'. A 'Sign In' button is positioned below the password field. Below the button is a link that says 'Forgot your Login/Password?'. In the bottom right corner, the IP address '05.17.10.00.10' is displayed.

Once logged in, select your All students using the drop-down menu at the top of the window and then select the Conferences tab on the left sidebar.



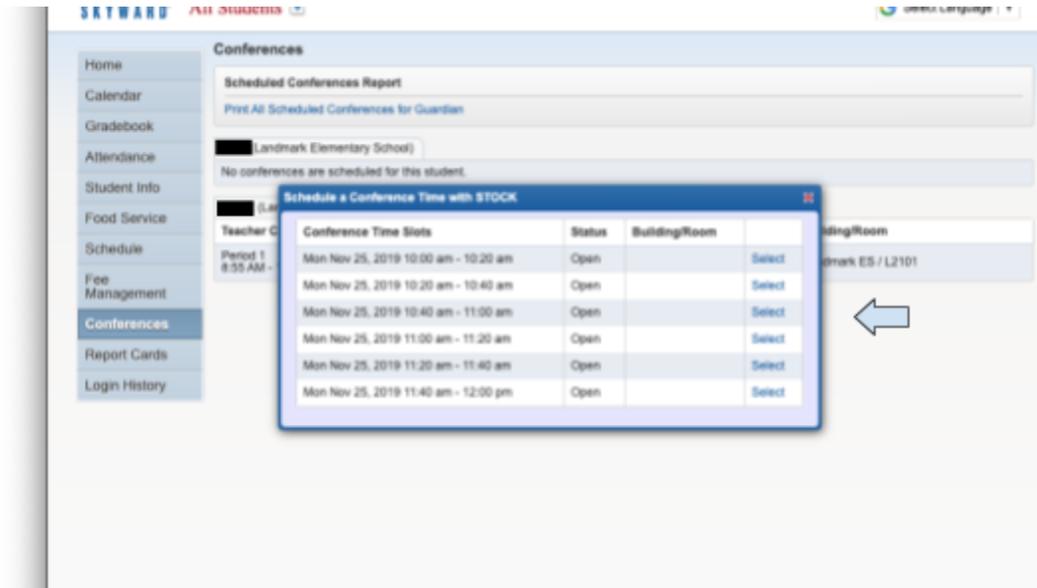
## Click on All Conferences followed by Select a Time



The screenshot shows the Skyward interface for a student's conferences. The 'All Conferences' link is highlighted in blue. Below it, a table lists conference details:

Teacher Conferences	Status	Class	Building/Room
Period 1 8:55 AM - 11:45 AM	Not Yet Scheduled (Select a Time)	Homeroom	Landmark ES / L2101

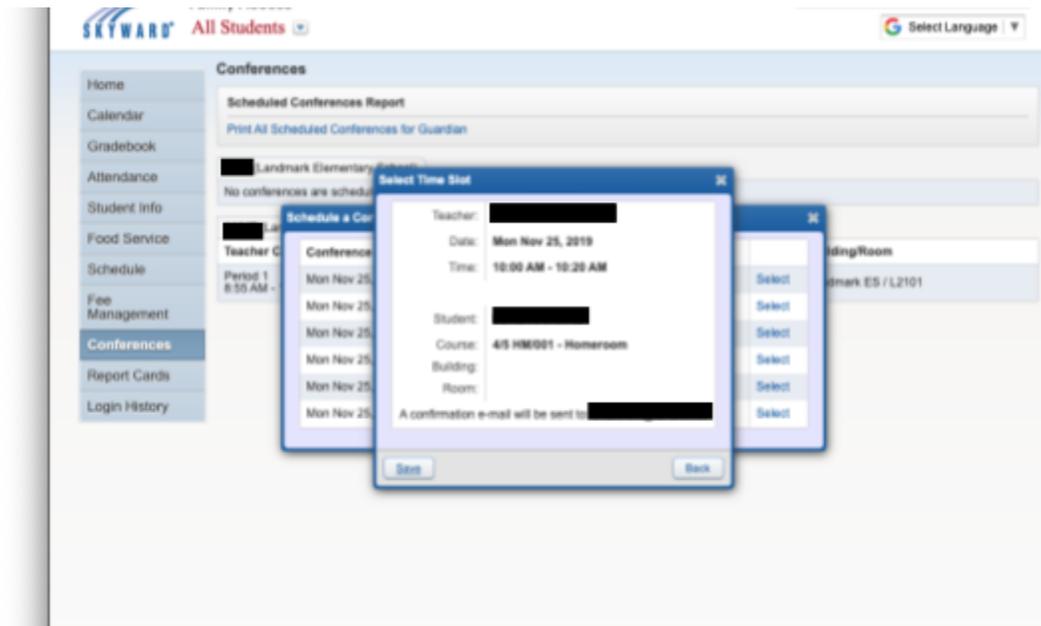
## Select a Time



The screenshot shows the 'Schedule a Conference Time with STOCK' dialog box. It contains a table of available time slots:

Conference Time Slots	Status	Building/Room	
Mon Nov 25, 2019 10:00 am - 10:20 am	Open		Select
Mon Nov 25, 2019 10:20 am - 10:40 am	Open		Select
Mon Nov 25, 2019 10:40 am - 11:00 am	Open		Select
Mon Nov 25, 2019 11:00 am - 11:20 am	Open		Select
Mon Nov 25, 2019 11:20 am - 11:40 am	Open		Select
Mon Nov 25, 2019 11:40 am - 12:00 pm	Open		Select

Once you select a time a confirmation box appears - Click [SAVE](#) to schedule your appointment. You will receive a confirmation email to the email set up in Skyward. Repeat if you are scheduling another appointment with a different teacher ( optional)



The screenshot shows the 'Select Time Slot' dialog box with the following details:

- Teacher: [Redacted]
- Date: Mon Nov 25, 2019
- Time: 10:00 AM - 10:20 AM
- Student: [Redacted]
- Course: 4/5 HM/001 - Homeroom
- Building: [Redacted]
- Room: [Redacted]

A confirmation e-mail will be sent to [Redacted].

Buttons: Save, Back

Once you have saved your appointment, your conference will be scheduled and viewable within Skyward Family Access by selecting the View Scheduled Times Link( Please note: This is the same area you would access to cancel a conference by selecting the Unschedule Link.)