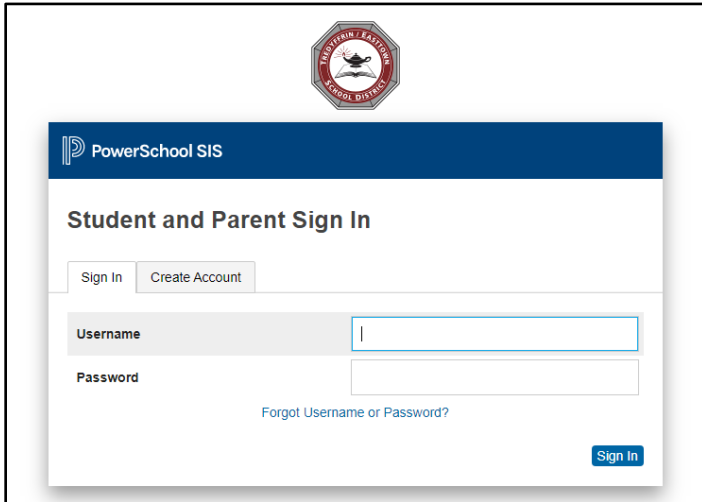


PowerSchool

Parent-Teacher Conference Scheduling

1. Visit <https://powerschool.tesd.net/public> and log in with your PowerSchool user name and password. If you have forgotten your user name or password, you may click "Forget Username or Password?" to retrieve them.

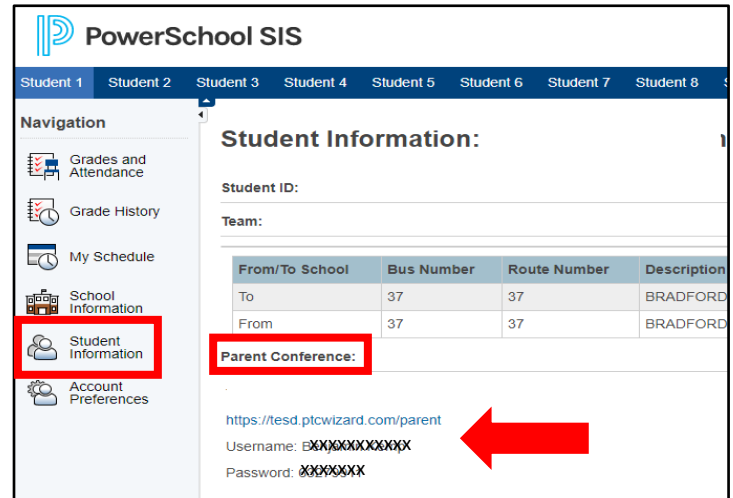


The screenshot shows the PowerSchool SIS login page. At the top is the PowerSchool SIS logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right.

2. On the Start page, click on **Student Information** from the Navigation menu on the left.

In the center of the page under bus information, a **Parent Conference** section will be listed containing a hyperlink, username and password. ****Make note of the username and password on this page.**

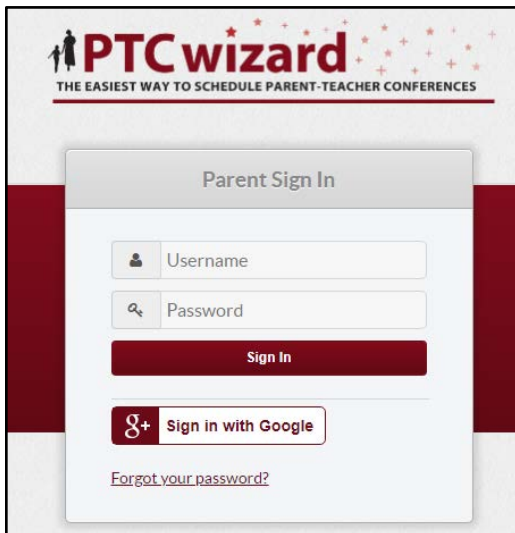
Click on the <https://tesd.ptcwizard.com/parent> hyperlink. A new browser tab will open.



The screenshot shows the PowerSchool SIS Student Information page. The navigation menu on the left has "Student Information" highlighted with a red box. The main content area shows "Student Information:" with fields for "Student ID:" and "Team:". Below this is a table with columns "From/To School", "Bus Number", "Route Number", and "Description". The table has two rows: "To" and "From", both with bus number 37 and route number 37, and description BRADFORD. Below the table is a "Parent Conference:" section with a red box around it. It contains a hyperlink <https://tesd.ptcwizard.com/parent>, a "Username:" field with masked text, and a "Password:" field with masked text. A red arrow points to the hyperlink.

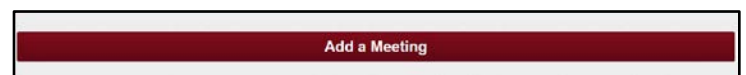
3. In the PTC Wizard log in screen, enter your assigned username and password (found in the Parent Conference section on your PowerSchool > Student Information area). Click **Sign In**. Please do not click on the Google sign in.

Note: You will only need to log in once if you have multiple children.



The screenshot shows the PTC Wizard Parent Sign In screen. At the top is the PTC Wizard logo with the tagline "THE EASIEST WAY TO SCHEDULE PARENT-TEACHER CONFERENCES". Below it is the heading "Parent Sign In". There are input fields for "Username" and "Password". Below these is a "Sign In" button. Below the "Sign In" button is a "Sign in with Google" button. At the bottom is a link "Forgot your password?".

4. The PTC Wizard conference scheduling software will launch.



The screenshot shows a red button with the text "Add a Meeting".

Please follow the online prompts to schedule your conference(s). When finished, you will receive an email confirmation of your scheduled conference(s).