

## Parent Directions for Skyward PT conference sign up

1. Log into Skyward Family Access through the district website, under "Parents & Students" tab or the building website, under "**Quick Links**".
  - a. District website: [www.molineschools.org](http://www.molineschools.org)
  - b. MHS building website: [www.mhs.molineschools.org/](http://www.mhs.molineschools.org/)
2. In the blue column on the **left side of the Family Access** page, select "**Conferences**".
3. Select the blue underlined "**All Conferences**" link for the high school student.
4. You will see your student's schedule of courses for this semester. Click the blue underlined "**Select a time**" for each of the classes you'd like to visit.
5. Once within a specific class period, you may select your favored time from the selection of time-slots listed.
6. After you've completed your sign-ups for all desired conferences, you can click the blue underlined "View Scheduled Times" to see a complete conference day schedule for that individual student.

. \*If you have lost or forgotten your Skyward Access login or password, please click on the "forgot my login/password" linking within the login window.