

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
 - b. MHS building website: 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.