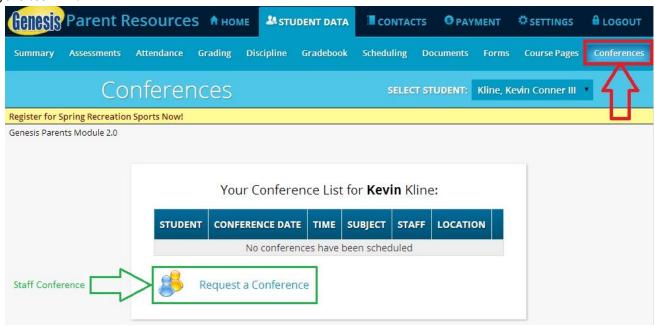
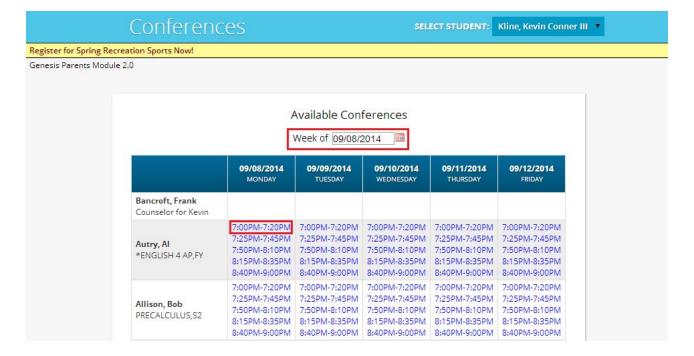


Signing up for a Parent Conference

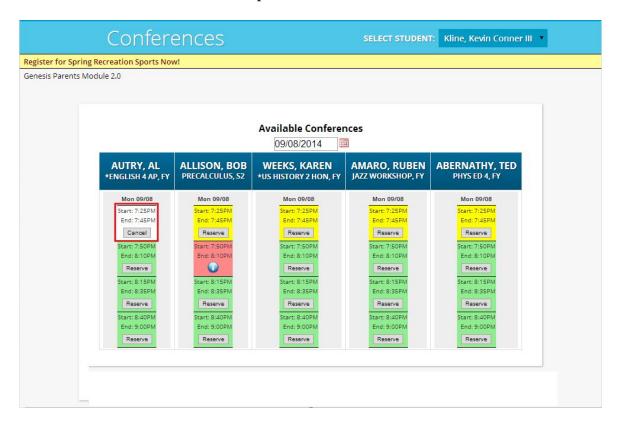
To sign-up for a parent conference log into the Genesis Parent Portal and select the student that will be the subject of the conference. Click on *Conferences* in the upper right hand corner and then click on the *Request a Conference* link.



A list of possible conferences will be displayed. Determine which day and teacher you would like to request a conference with. Click on the the list of times under the day and next to the teacher.



The next screen will allow you to select the time you would like to meet. Each time slot is color coded: Green (Available Conference), Red (Conference is reserved for another student), White (Conference you have reserved, and can cancel at any time), Yellow (Conference that conflicts with an already reserved conference time). To select a time click on *Reserve* in the specified time block.



You will be returned to the *Conference* screen and the selected conference will be listed.

